

# APPLY TO GRADUATE

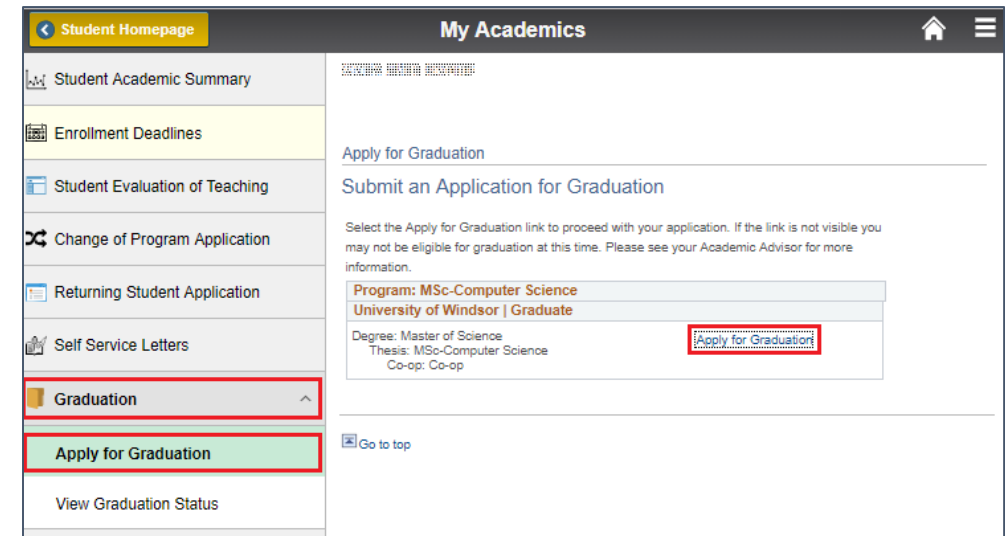
This Job Aid will help students to: apply for graduation

## Key Points

- All students must apply to graduate regardless of attendance at the Convocation Ceremony.
- The deadlines to apply to graduate are **March 1** for Spring Convocation held in May/June and **August 1** for Fall Convocation held in October.
- A non-refundable \$80 fee will be applied to late applications for those who plan to attend the Convocation ceremony.
- No applications will be accepted within the four weeks prior to the Convocation ceremonies.

## Apply to Graduate

1. Click on the **My Academics** tile in the **Student Homepage**.
2. On the left hand menu, click the **Graduation** tab and select **Apply for Graduation**.
3. Click the **Apply for Graduation** link.



4. Select the graduation term from the **Expected Graduation Term** drop-down menu.
5. Once you select a graduation term, the **Select Diploma Delivery Option** section appears. Select **Yes** or **No** to indicate whether you want to attend the ceremony and, if yes, select the ceremony session you wish to attend. Also, indicate the number of tickets that you want in the **Tickets** textbox.

**Note:** You are guaranteed a maximum of 4 tickets but are welcome to request more which are subject to availability.

**Reference Material:** For additional reference materials, including in-class training decks, user guides and videos, please visit [www.uwindsor.ca/uwinsitestudent](http://www.uwindsor.ca/uwinsitestudent)

## Apply to Graduate, continued

6. Click **Continue**.
7. Review your details and click **Submit Application**.

Student Homepage My Academics

Student Academic Summary

Enrollment Deadlines

Student Evaluation of Teaching

Change of Program Application

Returning Student Application

Graduation

Apply for Graduation

View Graduation Status

Apply for Graduation

Verify Graduation Data

Program: MSc-Computer Science

University of Windsor | Graduate

Degree: Master of Science

Thesis: MSc-Computer Science

Co-op: Co-op

Expected Graduation Term: Winter 2018

Graduation Instructions

All students must apply to graduate regardless of attendance at the Convocation Ceremony. Please go to <http://www.uwindsor.ca/graduation-convocation/> for information on Convocation and how to apply to graduate.

Select Diploma Delivery Option

Do you want to attend the ceremony?  Yes  No

I will attend convocation ceremony session: Monday, May 28 2018, 3:00 PM

Tickets: 3 Maximum Tickets: 4

Fee for applying on or before the deadline - \$0

Fee for applying After the deadline - \$80

Total Cost

Total Cost: \$0.00 Please note this fee is non-refundable.

Change Options

Submit Application

Select Different Term

**NOTE:** If there is a charge pending based on your selections, you will be directed to the payment portal.

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8. Enter the details for **Alumni Affairs Survey** and click **Continue**.

Alumni Affairs Survey

Congratulations on your application to graduate! Following graduation, you will become an Alumnus of the University of Windsor. The following information is requested to complete your biographical record for the Alumni system.

Employer Information

Please provide any information on your employer after you graduate from the University of Windsor.

Employer

Job Title

Phone Ext

Country Canada

Address

Edit Address

Continue

9. Enter details of your parents and any relatives who have graduated from the University of Windsor. To add more than one relationship, click **Add Relationship**. To remove a relationship, click **Remove Relationship**.

10. Click **Continue**.

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## Apply to Graduate, continued

10. Enter your **Membership** details, such as clubs, groups or societies that you were a part of or varsity sports that you coached. To add more than one activity or sport coached, click **Add Clubs/Activities** or **Add Sports Coached**, respectively.
11. Click **Continue**.
12. Enter your contact details after graduation and click **Continue**.
13. Select **Yes** or **No** from the **I consent to receiving further communication from the University of Windsor** drop-down menu.
14. Click **Submit** to complete the application and to return to the **Student Homepage**.

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