

Applying/Reapplying for Graduation

- Fill out the worksheet below with the information you will need to know when applying or reapplying for graduation. Your advisor may help you with this.

Name to be on diploma	_____			
Address where diploma is to be sent	_____			
	Street	City	State	Zip
Term & year you expect to graduate	Fall Sem 20_____	Spring Sem 20_____	Summer Term 20_____	
Catalog year (check with advisor)	_____ Valid EIU e-mail address* _____			
Degree	(B.S. if COS, CTE, FCS, INT, TED major) (B.S.B. if ACC, AIS, BAD, MIS, COM, FIN, MAR, MIS, MGT major) _____			
Major	_____			
Option	_____			
Concentration	_____			
Minor	_____			

* Correspondence will be sent to your EIU e-mail address. Please activate your account and check it frequently.

- Sign on to **PAWS**.
- Click on the **Student** link.
- Click on **Apply for Graduation** to apply or reapply for graduation.
- New Applications (IF you have *not* previously submitted an application):**
 - Before applying, verify your curriculum information on Banner Self Service to make sure that correct catalog year, degree, major, concentration, minor, option, etc. is listed. Please contact your advisor and college certification officer if changes need to be made **prior to applying for graduation**.
 - To apply, click on **New Application**. Be sure to click on **submit application** once when you have finished entering your information. Your student account will be billed for the appropriate application fee.
- Reapplications (IF you have previously submitted an application):**
 - If curriculum changes need to be made, there is no need for you to reapply for graduation. Please contact your advisor and college certification officer so that the changes can be made and a new degree audit can be sent to you. **You must reapply to make changes to graduation term, diploma name, or diploma address.**
 - To reapply, click on your previous application listed by graduation term (i.e.: Spring 2015). After changes are made on the application, click on **Save Changes** and the reapplication will be submitted. There is no charge for reapplying.

NOTE: If you are applying for graduation, you can expect to receive your degree audit in approximately 4-6 weeks. If changes are made to your catalog year, major, option, concentration, or minor after you have applied for graduation, you can expect to receive a revised degree audit within 2 weeks after notifying your certification officer (Mary Hennig). If you are reapplying to change your expected term and year of graduation only, you will not receive a revised degree audit.

Deadlines for Applying or Reapplying for Graduation:

Fall Term 2009	November 3, 2009
Spring Semester 2010	March 24, 2010
Summer Semester 2010*	July 14, 2010

* There is no longer a commencement ceremony for Summer graduation.

If you have questions, please contact Mary Hennig in Lumpkin Hall 4815, or phone 217-581-6902.