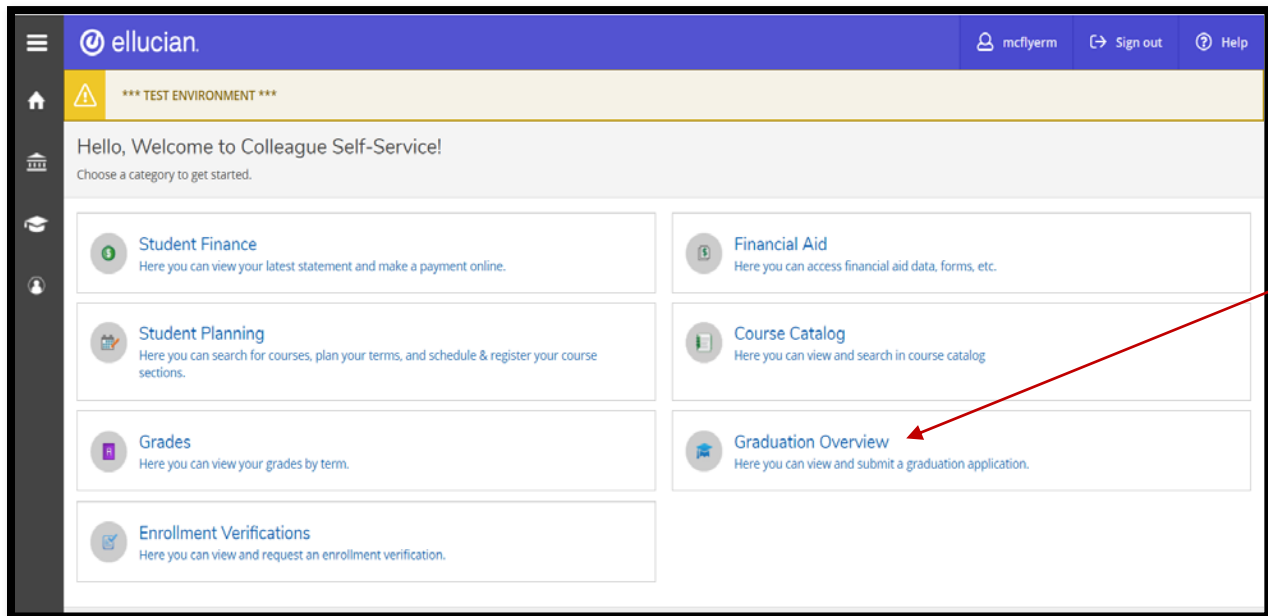
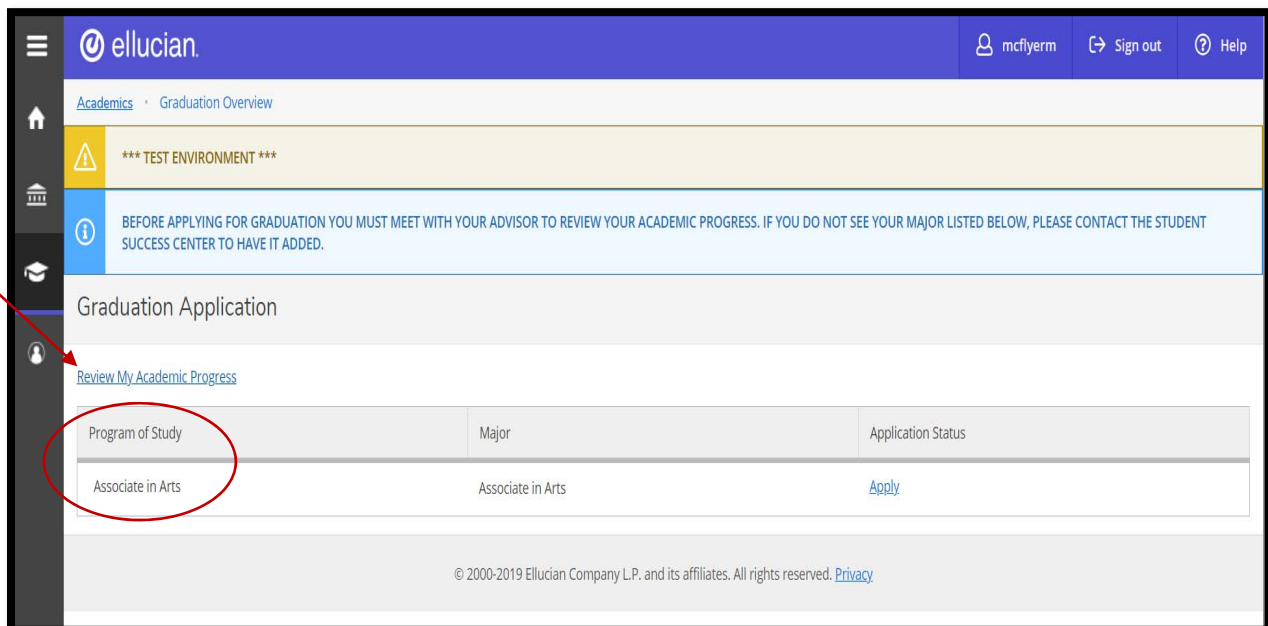


How to Submit a Graduation Application - Graduation Overview

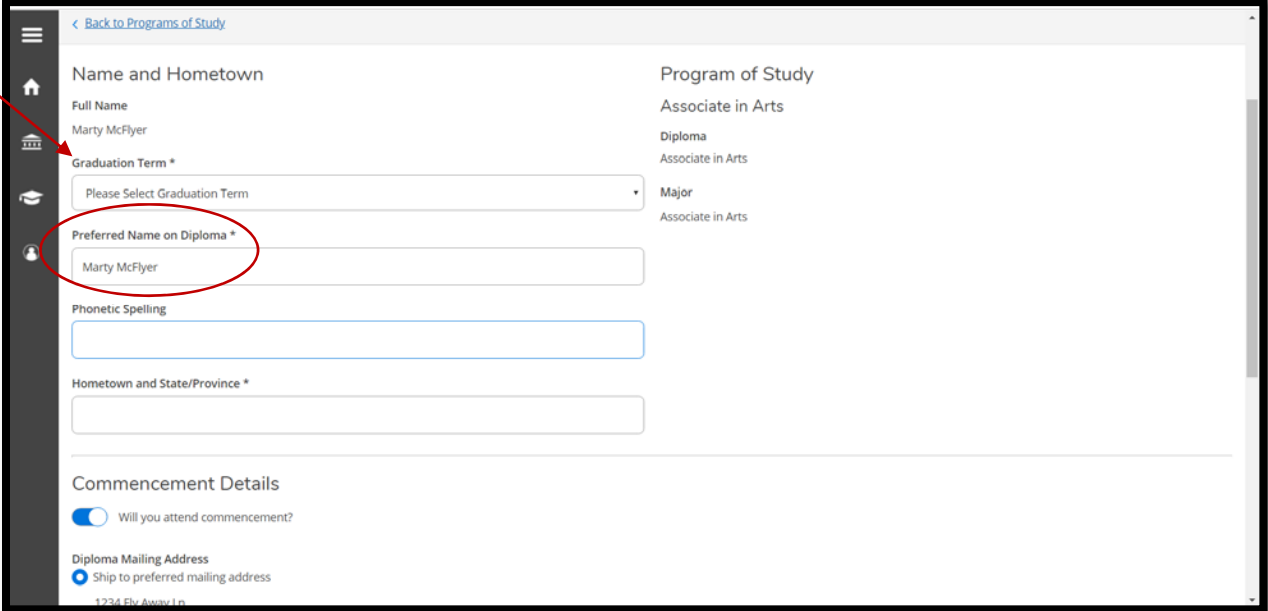
From the MySCC page click the Self Service link, then “Graduation Overview”:



You will see a list of active programs you can choose from to begin the application process. If you do not see the degree, diploma or certificate you wish to apply to graduate from listed, please contact the Student Success Center to add that major. If you are unsure how close you are to completing a program click on “Review My Academic Progress” to verify your progress.



Clicking “Review My Academic Progress” will take you to the “My Progress” section of Student Planning. When you are ready to begin the application process click “Apply”, then select the “Graduation Term” you will complete all of the program requirements in. When completing the application please be certain to spell your name exactly as you want it to appear on your diploma in the “Preferred Name on Diploma” section.



The screenshot shows a web application interface for a student. On the left is a dark sidebar with icons for home, a building, a graduation cap, and a person. The main content area is titled "Back to Programs of Study" and is divided into two columns. The left column is titled "Name and Hometown" and contains the following fields: "Full Name" (Marty McFlyer), "Graduation Term *" (a dropdown menu with "Please Select Graduation Term"), "Preferred Name on Diploma *" (a text input field containing "Marty McFlyer" and circled in red), "Phonetic Spelling" (an empty text input field), and "Hometown and State/Province *" (an empty text input field). The right column is titled "Program of Study" and contains: "Associate in Arts", "Diploma" (Associate in Arts), and "Major" (Associate in Arts). Below these columns is a section titled "Commencement Details" with a toggle switch for "Will you attend commencement?" (which is turned on) and a section for "Diploma Mailing Address" with a radio button selected for "Ship to preferred mailing address". At the bottom left, the address "1234 Elm Avenue Ln" is partially visible.

When you have completed the application click “Submit” – you will receive an email from the Office of Records and Registration to confirm receipt of your application.