Student Self-Service Change Graduation Term in myWCU

To change your graduation term, students should log into myWCU.

1. The Graduation Status box will note if you have already applied for graduation, and give a link to change your graduation term. **Clicking the "Change Graduation Term" button will REMOVE your current application. You MUST reapply if you click the button**.

Graduation Status

You have applied for graduation for term: Fall 2015 in Program: College of Arts and Sciences .

Change Graduation Term

2. Click on the Change Graduation Term link.

Lists current status

Applied Graduation Terms

	Academic Program	Degree/Plan	Expected Graduation Term	Degree Checkout Status
1	UGRD Arts and Sciences	Degree: Bachelor of Arts Major: Spanish BA Degree: Recommend for Teacher Cert. Certificate: Teacher Ed Spanish	2015 Fall	Applied

Open Terms to Apply for Graduation

	Term	Apply Start Date	Apply End Date
1	2015 Fall	07/01/2014	06/30/2015
2	2015 Spring	01/01/2015	01/23/2015
3	2015 Summer Post Session	01/01/2015	05/22/2015

Lists the terms for which students can reapply.

Clicking on the "Change Graduation Term" button will remove your current graduation application, and you will need to reapply. You can do this on the next screen. Please note that you will not be charged another graduation application fee when you reapply. If your new anticipated graduation term is not listed, please contact your graduation analyst in the Registrar's office.

Change Graduation Term

Click Change Graduation Term

- Students will NOT be recharged the graduation application fee when they change their graduation term.
- Students who wish to change their graduation term to one that is not listed need to complete a late application available in the Registrar's Office.

3. Click Change Graduation Term
4. Students are brought to the Apply for Graduation Page- click the Apply for Graduation link

Apply for Graduation

Submit an Application for Graduation

Select the academic program in which you wish to apply for graduation by clicking on its description

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Note: Please apply for all Programs listed.

Program: UGRD Arts and Sciences

West Chester University | Undergraduate

Degree: Bachelor of Arts
   Major: Spanish BA
Degree: Recommend for Teacher Cert.
   Certificate: Teacher Ed Spanish

Apply for Graduation

Click on the Apply for Graduation link

5. Select the expected graduation term and click Continue:

WCU
WEST CHESTER UNIVERSITY

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: UGRD Arts and Sciences

West Chester University | Undergraduate

Degree: Bachelor of Arts
    Major: Spanish BA
Degree: Recommend for Teacher Cert.
    Certificate: Teacher Ed Spanish

Expected Graduation Term   select term ... ▼

SELECT DIFFERENT PROGRAM   CONTINUE

6. Review the application on the Verification page.

WCU
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Program: UGRD Health Sciences

West Chester University | Undergraduate

Degree: Bachelor of Science
    Major: Nutrition and Dietetics BS

Expected Graduation Term   2015 Spring

Graduation Instructions

If your anticipated graduation term is not listed in the drop down box then you are applying late for graduation! You must complete a late graduation application form in person at the Office of the Registrar as soon as possible.

SELECT DIFFERENT PROGRAM   SUBMIT APPLICATION

SELECT DIFFERENT TERM

7. Click the submit application button
8. They will be brought to a Confirmation page, and students will also receive an email.

*************** Do not reply to this email ****************

Dear ▮▮▮▮▮▮▮

Your graduation date has been updated to 2015 Spring per your request.

Please run your degree progress report to make sure you are on track for your new graduation date.

9. The student's advisor is also sent an email alerting them of the change.