Graduation Application Instructions

Log into your WIN account, go to Virtual Campus and under Your Student Records, select Apply for Graduation

If you come to a blank page, select **Term Selection** and it will redirect you to select a term. On that page, select the most current term (e.g. Fall 2017). Once you've selected a term and select **Submit**, it will take you to the next step.

(NOTE: If you don't see a blank page skip to the next step)

Select your **Current Program**. Verify that your degree program is correct and select **Continue**.

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	Eacheror of Science	Lindersradi alte					
	Program:	BusinessMinterprise Management					
	College:	School of Business					
	Compus:	Reynolda Campus (UG)					
	Major and Department:	Bus & Enterprise Management, Sch. of Business & Accountancy					
	Minor:	Global Trade & Commerce Stud.					
	Concentration:	International Business					

Select the appropriate **Graduation Date** from the drop down menu and select **Continue**.



Select one of the following options to indicate your **Commencement Attendance** and select **Continue**.



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Select a **Name for your Diploma**. Where your name is displayed (e.g. John Robert Smith), that is your **Current Name**. Your **Student's Name While Enrolled** (e.g. John R. Smith) is your preferred name that you have indicated to our office. If both are incorrect, select **New** and it will redirect you to a page to type in a new name for your diploma. Select **Continue** after selecting a name.

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Name Name:	John Robert Smith					
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Select your **Diploma Mailing Address**. Your **Local Address** (e.g. 1834 Wake Forest Rd) is where you current live. Your **Primary Address** (e.g. 100 Park Ave) is typically your main address. If both are incorrect or you prefer your diploma to be sent elsewhere,

selection **New** and it will redirect you to a page to type in a new mailing address for your diploma. Select **Continue** after selecting a mailing address.

(NOTE: Diplomas can take up to two months to be sent to the address you've selected after the graduation date.)

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Verify all information before you **Submit Request** to your Graduation Application.

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			06000000 John R. Smith
Graduation Application Sum	amary		August 28, 2014 08:30 am
This is the information that will be submit	tted for your application to graduate.		
Graduation Date			
Date:	May 18, 2015		
Term	Spring 2015		
Ceremony			
Attend Ceremony:	Yes		
Diploma Name			
First Name:	John		
Middle Name:	Robert		
Last Name:	Smith		
Suffix:	Jr.		
Diploma Mailing Address			
Street Line 1:	12345 Main Street		
City:	Winston-Salem		
State or Province:	North Carolina		
ZIP or Postal Code:	27106		
Curriculum			
Current Program			
Bachelor of Science			
Level:	Undergraduate		
Program:	Business&Enterprise Management		
College:	School of Business		
Campus!	Reynolda Campus (UG)		
Major and Department:	Bus & Enterprise Management, Sch. of Business & Accountancy		
Minor:	Global Trade & Commerce Stud.		
Concentration:	International Business		
Submit Request			

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