

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**.

Wake Information Network

Search for: [] in: WIN Site Search [] Search

Today Personal InfoCentral VirtualCampus Directories

Curriculum Selection 06000000 John R. Smith
August 28, 2014 08:30 am

Select one: Bachelor of Arts/Bachelor of Science.

Select Curriculum

- Current Program

Bachelor of Science

Level: Undergraduate

Program: BusinessEnterprise Management

College: School of Business

Campus: Reynolds Campus (UG)

Major and Department: Bus & Enterprise Management, Sch. of Business & Accountancy

Minor: Global Trade & Commerce Stud.

Concentration: International Business

[Term Selection | View Holds | View Transcript | View Graduation Applications | View Student Information | Degree Evaluation]

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

Wake Information Network

Search for: [] in: WIN Site Search [] Search

Today Personal InfoCentral VirtualCampus Directories

Graduation Date Selection 06000000 John R. Smith
August 28, 2014 08:30 am

Select a date for your expected graduation.

• indicates required field

Curriculum

- Current Program

Bachelor of Science

Level: Undergraduate

Program: BusinessEnterprise Management

College: School of Business

Campus: Reynolds Campus (UG)

Major and Department: Bus & Enterprise Management, Sch. of Business & Accountancy

Minor: Global Trade & Commerce Stud.

Concentration: International Business

Select Graduation Date

Graduation Date: *

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

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.

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.)

Wake Information Network

Search for: in: WVN Site Search

Today Personal InfoCentral VirtualCampus Directories

06000000 John R. Smith
August 28, 2014 08:30 am

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

• Indicates required field

Current Diploma Mailing Address
Select an Address for your Diploma
One of your Addresses: •

- None
- None
- New
- Local Address (LO,OC) (1834 Wake Forest Rd)
- Primary Residence (100 Park Ave)

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06000000 John R. Smith
August 28, 2014 08:30 am

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

• indicates required field

Mailing Address For Diploma

Street Line 1: •

Street Line 2:

Street Line 3:

City: •

State or Province:

ZIP or Postal Code:

Nation:

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

Wake Information Network

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Today Personal InfoCentral VirtualCampus Directories

06000000 John R. Smith
August 28, 2014 08:30 am

Graduation Application Summary

This is the information that will be submitted 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

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