How to Apply for Graduation through Wolverine Access (http://wolverineaccess.umich.edu)

1. Select Student Business from the "menu" items.

2. Log In using your uniqname and password
3. From the Self Service menu, select "Apply for Graduation”*
   a. Note that you may select this directly from the displayed folders or through the menu on the left of the screen. The screen shot below shows selection from the folder.
b. If you prefer to use the menu on the left, select “Degree Progress/Graduation”

c. Select “Apply for Graduation” from the menu.
4. The system will display your currently active degree programs. Select the program in which you wish to apply.

5. Verify you have selected the correct program, then use the dropdown menu to select the term in which you will graduate.
6. Once you have selected the term, scroll down to review the Diploma Name information.
   a. If you have any diploma name instructions, make those entries, then select the "Continue" button.
   b. If your name appears correctly, you may select the "Continue" button immediately. In this example, the name is listed as the student wishes it to appear on the diploma.
Expected Graduation Term: Winter 2019

Diploma Name Important Information:

Only the Diploma Name changes listed below are allowed. An official name change is required along with legal documentation in order to have additional Diploma Name Changes (i.e., adding Jr., III, or a preferred name). Please contact the Office of the Registrar for information on processing a name change.

The name that will appear on your diploma is listed below:

RE1 XXXTESTSTUDENT

Order diploma as name appears above

Include changes below:

- Modify middle name:
  - Display full middle name instead of middle initial
  - Use middle initial instead of full middle name
  - Leave middle name as appears

- Modify Name Suffix:
  - Remove suffix from name (e.g., Jr., III)
  - Leave last name as appears

- Special Formatting:
  - Name needs special characters (uppercase/lowercase case formatting)
    (e.g., acute over the e in first name, use upper case M and O in MacDonald).
  - Enter Instructions:
  - No special characters

Select Different Program  Continue
7. Enter any alumni information and/or email information, then select the “Continue” button.

8. Verify the information displayed is correct (program and term), then select the “Submit Application” button.
   a. If you have selected an incorrect degree program, click the “Select Different Program” button to return to the Program selection screen.
   b. If you have selected an incorrect term for graduation, click the “Select Different Term” button to return to the Term of Graduation selection screen.
9. You will now see the "Submit Confirmation" screen. Read the displayed information, then scroll down to view or change the address to which your diploma will be mailed.
10. To change the address to which your diploma will be mailed, click the “Update my Address” link. This will take you to the “Personal Information” area.

11. To enter an address for your diploma mailing, select the “Add a New Address” button, then type address. Select the “OK” button when done.
12. You will be asked to select the type of address. Click in the checkbox next to “Diploma”, then click the “Save” button.

13. You will see a confirmation screen to let you know the new address has been saved to the system. Click the “OK” button.

14. You will be returned to the “Addresses” area. You have now successfully applied for graduation, and have entered a diploma mailing address. You may select the “Sign Out” option from the screen and complete the log out process. You will receive an email (to your uniqname@umich.edu address) confirming your graduation application.
How to diploma Name Information, Alumni Information or Email address after you have applied for graduation.

2. Select “Apply for Graduation” (see pages 1-3 for directions)
3. Select the Program for which you have applied to graduate.

4. You will receive a “warning” screen to let you know you have already applied to graduation with this degree. To update your alumni or name information, click the “OK” button.
a. Note: If in reviewing your application, you find that you have applied for the incorrect term, contact your advising center for assistance.

5. You will see the "Select Graduation Term" page. Scroll down to update the name instructions.
   a. Click the "Include changes below" button to make the change areas active. The system will, based on your name as it appears, grant access to the different preferences. In this instance, as there is no middle name/initial and no suffix on the name, the only preference option is for special characters or capitalization. Your options may vary.

6. Enter your name instructions, then click the "Continue" button to move on to Alumni Information/Email information.
   a. If you name is correct as displayed, immediately click the "Continue" button to update Alumni Information/Email information.
7. You will move to the “Alumni Information” screen. Make any updates, then select the “Continue” button. (in this case, we have corrected Brother’s last name)

8. You will move to the "Verify Graduation Data" page. If satisfied with your updates, select the “Update Diploma Name/Alumni Records” button.
9. You will see a pop up message confirming your changes have been saved.

10. Click “Sign Out” in the upper right corner and follow the log out directions.
How to add a diploma mailing address after you have applied to graduate

2. From the menu or folders, select “Campus Personal Information”

3. Select “Addresses”
3. If you did not originally enter a Diploma address, select the "Add A New Address" button.
   a. Please see Page

4. To enter an address for your diploma mailing, type in the mailing address. Select the "OK" button when done.
5. You will be asked to select the type of address. Click in the checkbox next to “Diploma”, then click the “Save” button.

6. You will see a confirmation screen to let you know the new address has been saved to the system. Click the “OK” button.
7. You will be returned to the “Addresses” area. You have now successfully entered a diploma mailing address. You may select the “Sign Out” option from the screen and complete the log out process.
How to update a diploma mailing address after you have applied to graduate

How to add a diploma mailing address after you have applied to graduate

1. Log in to "Student Business" in Wolverine Access.
2. From the menu or folders, select “Campus Personal Information”

3. Select "Addresses"

4. Select the "Edit" button in the Diploma Address area of the grid to update your diploma address.
a. If you wish to remove your diploma address, select the "Delete" button. In this example, we will update the diploma address.

5. Type in the new address, then select the "OK button"
6. Verify you have entered the address correctly, then select the "Save" button.

7. You will see a confirmation screen to let you know the new address has been saved to the system. Click the "OK" button.
8. You will be returned to the "Addresses" area. You have now successfully updated your diploma mailing address. You may select the "Sign Out" option from the screen and complete the log out process.