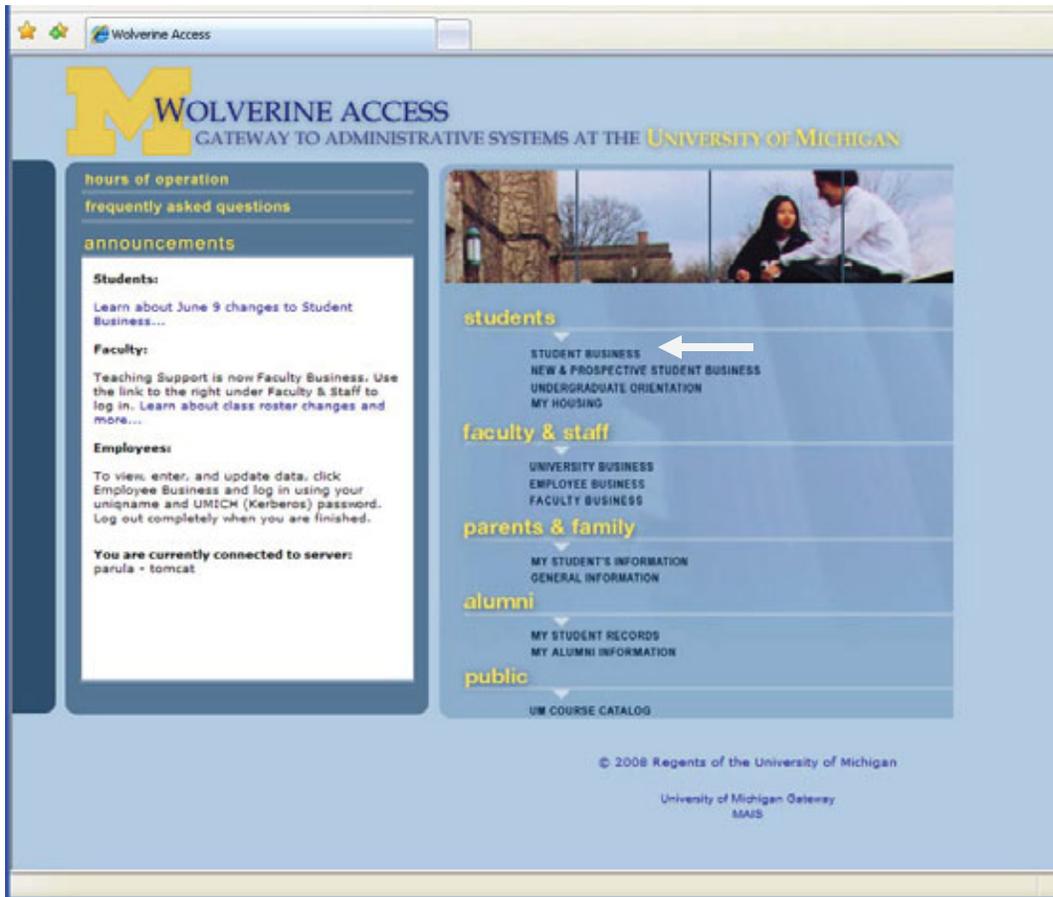


How to Apply for Graduation through Wolverine Access (<http://wolverineaccess.umich.edu>)

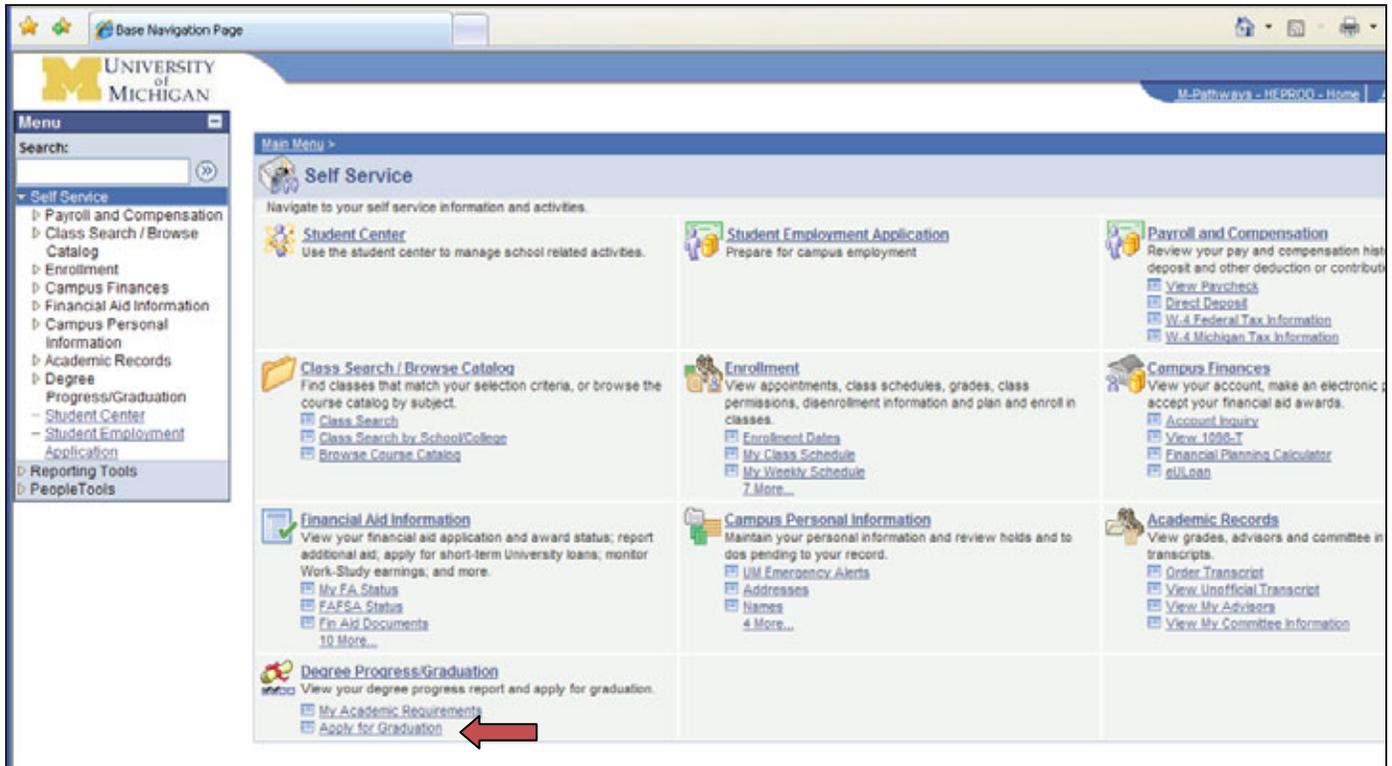
1. Select Student Business from the “menu” items.



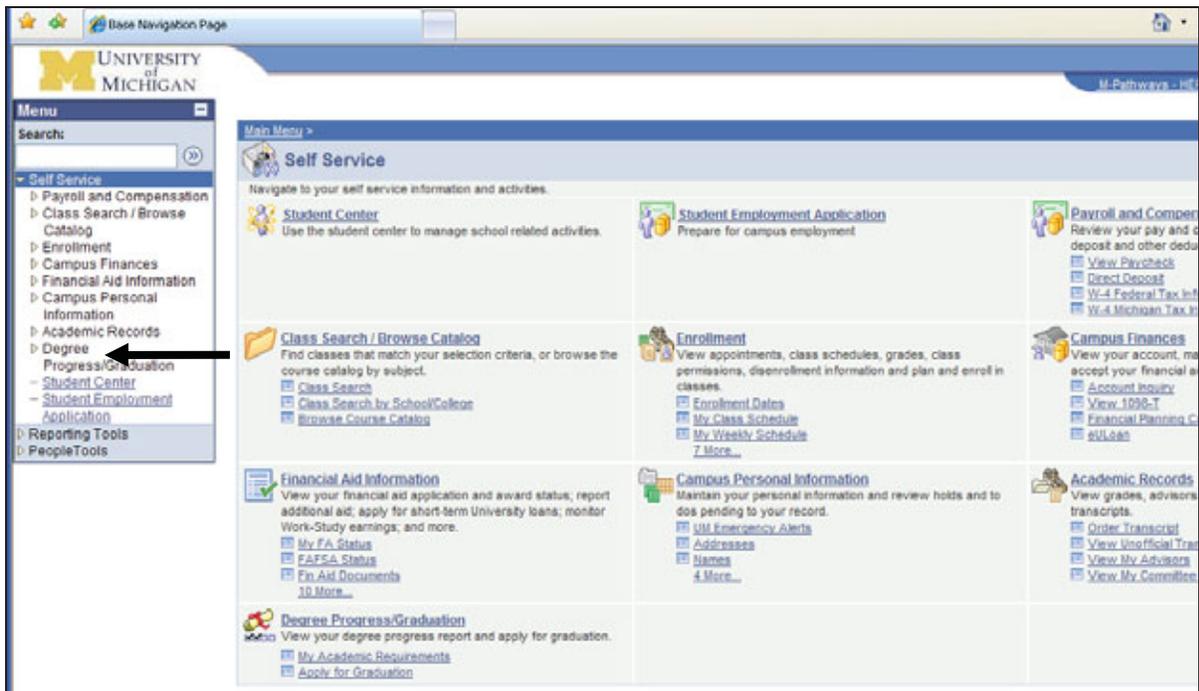
2. Log In using your username and password



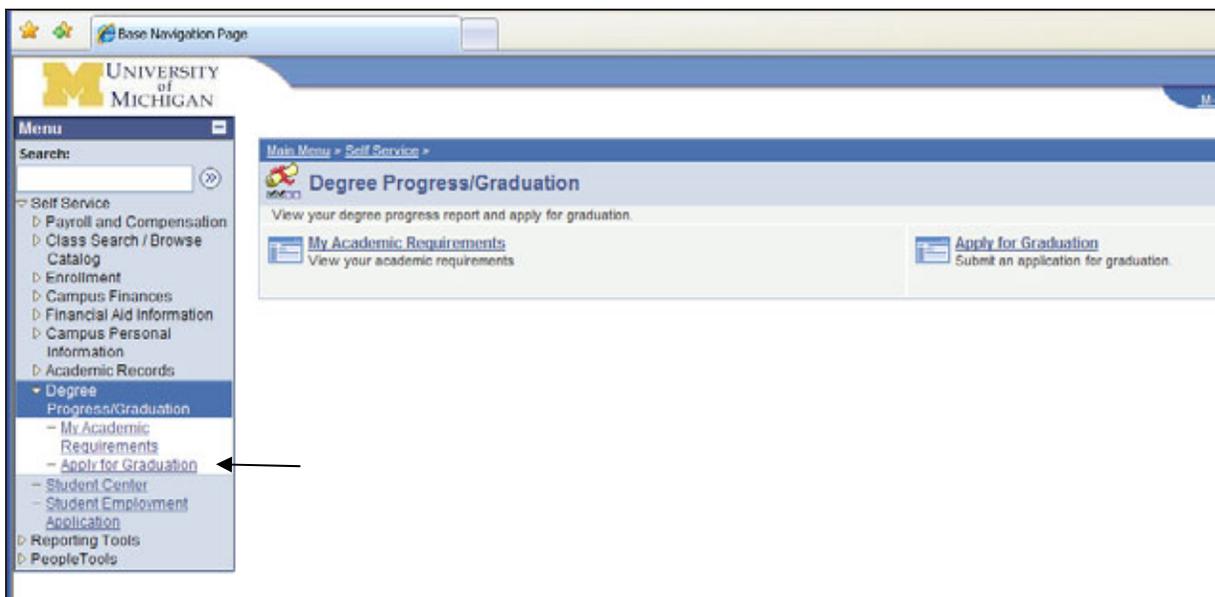
3. From the Self Service menu, select "Apply for Graduation"*
 - a. Note that you may select this directly from the displayed folders or through the menu on the left of the screen. The screen shot below shows selection from the folder.



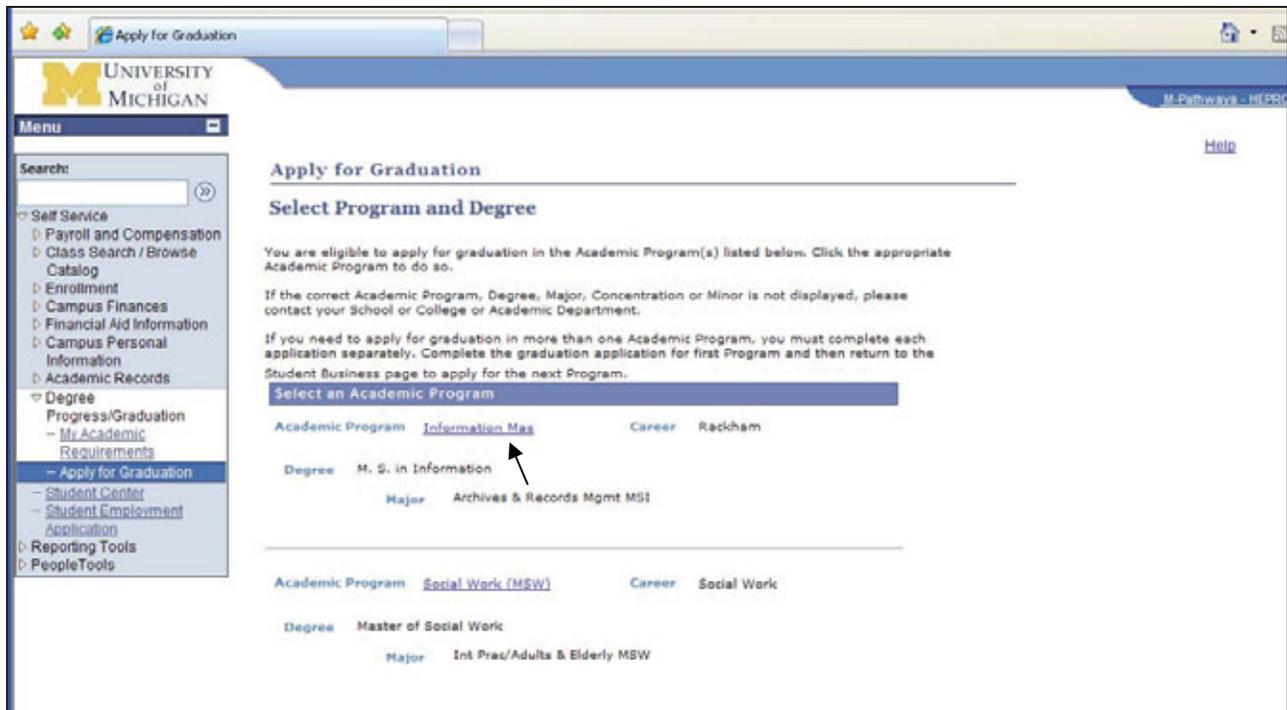
b. If you prefer to use the menu on the left, select "Degree Progress/Graduation"



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.

Apply for Graduation

UNIVERSITY of MICHIGAN

Menu

Search: (20)

- Self Service
 - Payroll and Compensation
 - Class Search / Browse Catalog
 - Enrollment
 - Campus Finances
 - Financial Aid Information
 - Campus Personal Information
 - Academic Records
 - Degree
 - Progress/Graduation
 - My Academic Requirements
 - Apply for Graduation
 - Student Center
 - Student Employment Application
 - Reporting Tools
 - PeopleTools

Apply for Graduation

Select Graduation Term

You selected the Academic Program listed below to apply for graduation. If this is not correct, click Select Different Program.

Academic Program	Information Mgt	Career Rackham
Degree: M. S. in Information		
Major: Archives & Records Mgmt MSI		

Select the appropriate term from the drop down list to apply for graduation. Then click CONTINUE.

- For April/May graduation select a Winter Term
- For Dental, Law and Pharmacy May/June graduation select a Winter Term
- For August graduation select a Summer Term
- For December graduation select a Fall Term
- For Medical School graduation select a Winter M4 term

If your expected graduation term does not appear, please contact your School or College or Academic Department.

If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

Diploma Name Important Information

Only the Diploma Name changes list (i.e., adding Jr., III, or a preferred name). Please contact the Office of the Registrar for information on processing.

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.

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.

Menu

Search:

- Self Service
- Payroll and Compensation
- Class Search / Browse
- Catalog
- Enrollment
- Campus Finances
- Financial Aid Information
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
 - Mr Academic Requirements
 - Apply for Graduation**
 - Student Center
 - Student Employment Application
- Reporting Tools
- PeopleTools

[Help](#)

Expected Graduation Term Winter 2009

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 XXXXTESTSTUDENT

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 or upper/lower case formatting (e.g., acute over the e in first name, use upper case M and D 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.

UNIVERSITY of MICHIGAN M-Pathways - HI

Menu

Search: []

- Self Service
 - Payroll and Compensation
 - Class Search / Browse Catalog
 - Enrollment
 - Campus Finances
 - Financial Aid Information
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Mr Academic Requirements
 - Apply for Graduation
 - Student Center
 - Student Employment Application
 - Reporting Tools
 - PeopleTools

Apply for Graduation

Alumni Information

Please enter the following data for the University of Michigan Alumni Records Office, then click the Continue button. CONTINUE

Check this box if you previously received a U of M degree under a different name than the one listed above.

Enter information for your spouse if they received a degree from the University of Michigan.

First Name	Middle Name	Last Name	Maiden Name	Degree	Year Awarded
[]	[]	[]	[]	[]	[]

Enter information for other relatives that received a degree from the University of Michigan.

Family Relation	First Name	Middle Name	Last Name	Degree	Year Awarded
Other	Joe	D	Friend	AB	1991
Parent	Mom		Example	AB	1991
Sibling	Brother		red	AM	1985

If you don't expect to take advantage of the University's offer of free Email Forwarding for Life, please indicate the email address that you will be using after graduation:

***** []

CONTINUE ←

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.

UNIVERSITY of MICHIGAN

Menu

Search: []

- Self Service
 - Payroll and Compensation
 - Class Search / Browse Catalog
 - Enrollment
 - Campus Finances
 - Financial Aid Information
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - My Academic Requirements
 - Apply for Graduation**
 - Student Center
 - Student Employment Application
- Reporting Tools
- PeopleTools

Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.
If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

Academic Program	Information Mas	Career Rackham
Degree	M. S. in Information	
Major	Archives & Records Mgmt MSI	
Expected Graduation Term	Winter 2009	

SELECT DIFFERENT PROGRAM SUBMIT APPLICATION SELECT DIFFERENT TERM

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.

Apply for Graduation

UNIVERSITY of MICHIGAN

M-Pathways - HEP

Menu

Search:

- Self Service
 - Payroll and Compensation
 - Class Search / Browse Catalog
 - Enrollment
 - Campus Finances
 - Financial Aid Information
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - My Academic Requirements
 - Apply for Graduation**
 - Student Center
 - Student Employment Application
 - Reporting Tools
 - PeopleTools

RE1 XXXXTESTSTUDENT

Search Backpack/Registration My Academics

Apply for Graduation

Submit Confirmation

You have successfully applied for graduation in the Program listed below. You will receive a confirmation email containing this information at your username@umich.edu.

If you need to apply for graduation in more than one Academic Program, you must complete each application separately. If applicable, return to the Student Business page to apply for the next Program.

Academic Program	Information Mas	Career	Rackham
Degree	M. S. in Information		
Major	Archives & Records Mgmt MSI		

Expected Graduation Term: Winter 2009

Diploma Name and Requested Instructions:
RE1 XXXXTESTSTUDENT

Your diploma will be mailed to the Permanent Address you have on file. It is displayed below. If you would like your diploma mailed to a different address, please click [update my address](#) and add a Diploma Address.

[Update my Address](#) ←

Your Permanent Address on File
Any City, ABW

Search Backpack/Registration My Academics

Done Internet

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.

The screenshot shows the 'Apply for Graduation' web portal. The user is logged in as 'RE1 XXXXTESTSTUDENT'. The 'Personal Information' section is active, with a sub-tab for 'Addresses'. Below the sub-tab, there is a table of addresses:

Address Type	Address	Effective Date		
Current	333 Palm Miami, FL 35555	05/22/2005	edit	
Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete

Below the table is a green button labeled 'ADD A NEW ADDRESS'. The page also includes a search bar, a menu on the left, and a 'Help' link in the top right.

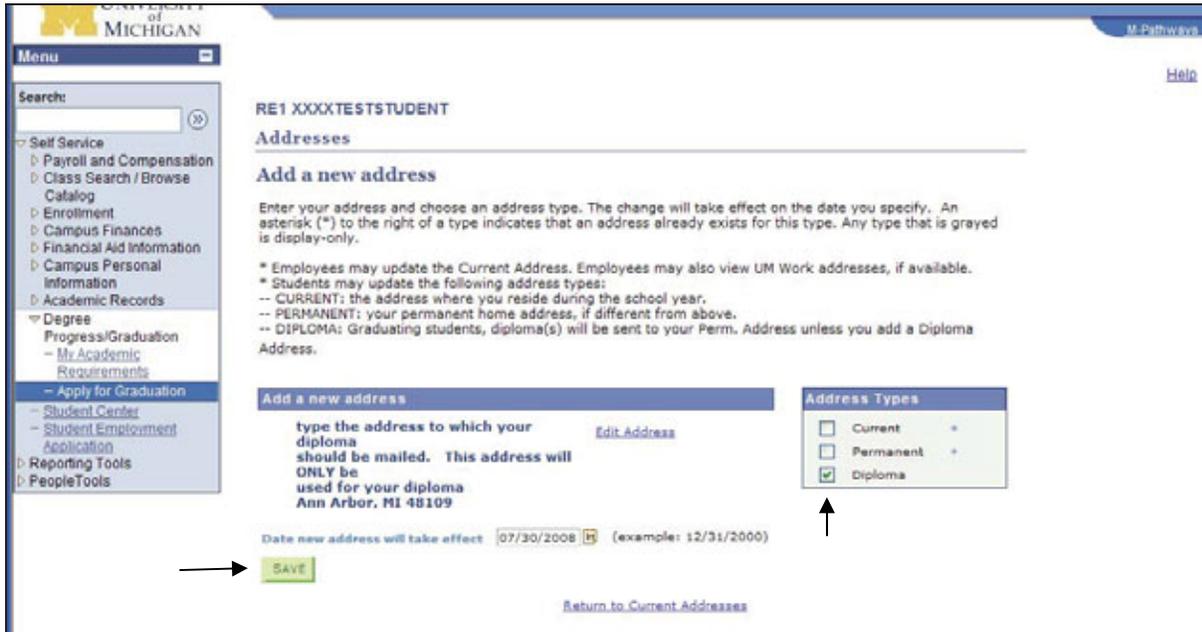
11. To enter an address for your diploma mailing, select the “Add a New Address” button, then type address. Select the “OK” button when done.

The screenshot shows the 'Edit Address' form in the 'Apply for Graduation' web portal. The form fields are as follows:

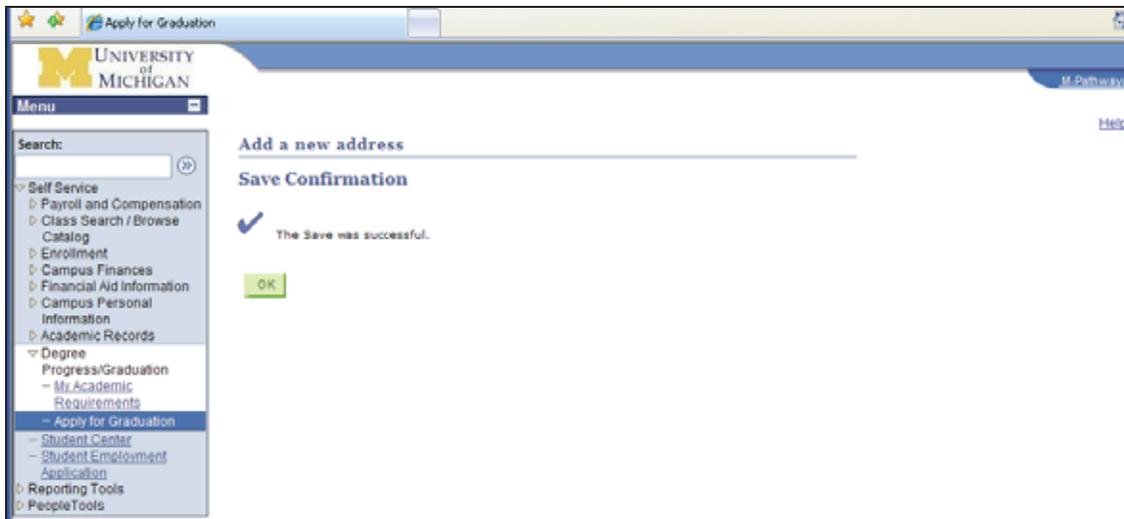
- Country:** United States (with a [Change Country](#) link)
- Address 1:** type the address to which your diploma
- Address 2:** should be mailed. This address will ONLY be
- Address 3:** used for your diploma
- City:** Ann Arbor (with a search icon)
- State:** MI (with a search icon and 'Michigan' dropdown)
- Postal:** 48109 (with a search icon)
- County:** (empty field with a search icon)
- Cmps Addr:** (with a search icon)

At the bottom of the form are 'OK' and 'Cancel' buttons. A black arrow points to the 'OK' button.

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 uniquname@umich.edu address) confirming your graduation application.

Apply for Graduation

UNIVERSITY of MICHIGAN

M-Pathways - HPR00 - Home | Add to Favorites | Sign out

Menu

Search: go to ...

Self Service
 Payroll and Compensation
 Class Search / Browse Catalog
 Enrollment
 Campus Finances
 Financial Aid Information
 Campus Personal Information
 Academic Records
 Degree
 Progress/Graduation
 My Academic Requirements
 Apply for Graduation
 Student Center
 Student Employment Application
 Reporting Tools
 PeopleTools

RE1 XXXXTESTSTUDENT

Personal Information

addresses || names || phone numbers || u m emergency alerts || emergency contacts

Addresses

University Offices use different address types for different purposes. Click the ?Help button above for details.

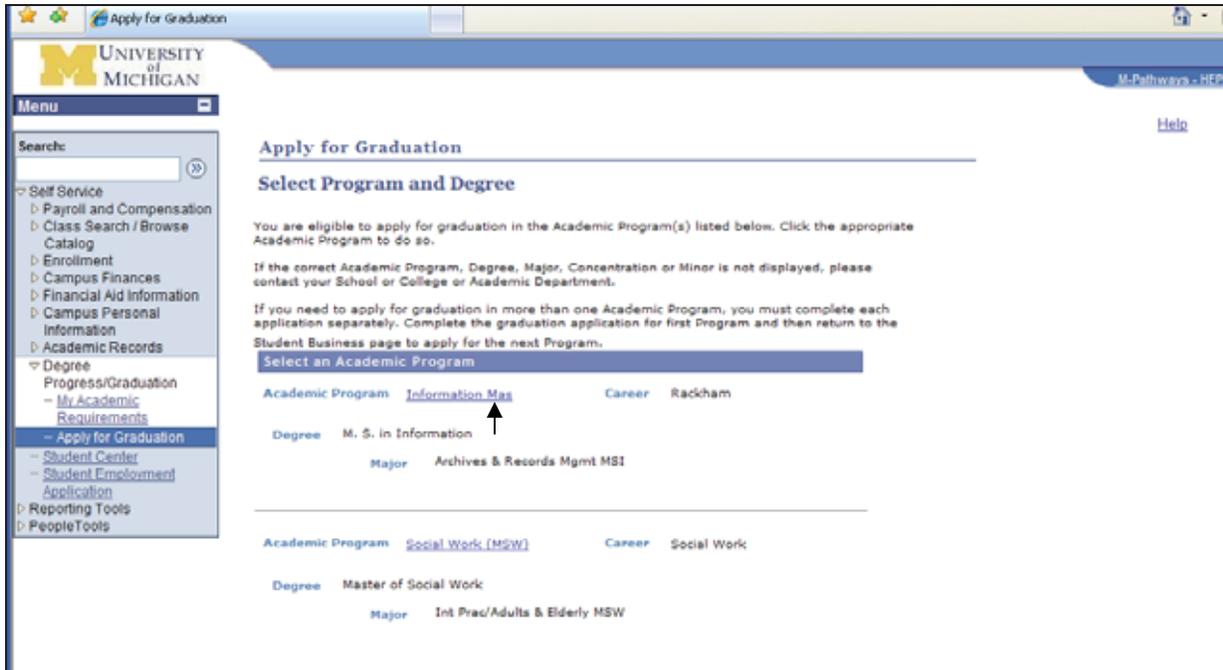
* Employees may update the Current Address. Employees may also view UM Work addresses, if available.
 * Students may update the following address types:
 -- CURRENT: the address where you reside during the school year.
 -- PERMANENT: your permanent home address, if different from above.
 -- DIPLOMA: Graduating students, diploma(s) will be sent to your Permanent Address unless you add a Diploma Address.

Address Type	Address	Effective Date		
Current	333 Palm Miami, FL 33333	03/22/2005	edit	
Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete
Diploma	type the address to which your diploma should be mailed. This address will ONLY be used for your diploma Ann Arbor, MI 48109	07/30/2008	edit	delete

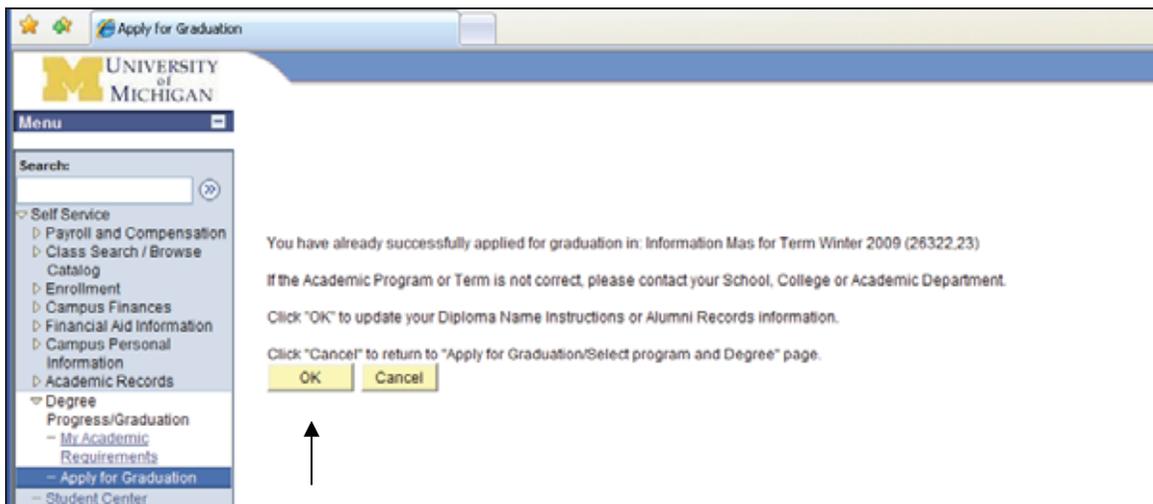
[ADD A NEW ADDRESS](#)

How to diploma Name Information, Alumni Information or Email address after you have applied for graduation.

1. Log in to "Student Business" in Wolverine Access.
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 your name is correct as displayed, immediately click the "Continue" button to update Alumni Information/Email information.

Apply for Graduation

Select Graduation Term

You selected the Academic Program listed below to apply for graduation. If this is not correct, click Select Different Program.

Academic Program	Information Mas	Career	Rackham
Degree	M. S. in Information		
	Major	Archives & Records Mgmt	Description
		MSI	Winter 2009

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 XXXXTESTSTUDENT

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 or upper/lower case formatting (e.g., acute over the e in first name, use upper case M and D in MacDonald). Enter Instructions:

 No special characters

- 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)

Apply for Graduation

Alumni Information

Please enter the following data for the University of Michigan Alumni Records Office, then click the Continue button. **CONTINUE**

Check this box if you previously received a U of M degree under a different name than the one listed above.

Enter information for your spouse if they received a degree from the University of Michigan.

First Name	Middle Name	Last Name	Maiden Name	Degree	Year Awarded

Enter information for other relatives that received a degree from the University of Michigan.

Family Relation	First Name	Middle Name	Last Name	Degree	Year Awarded
Other	Joe	D	Friend	AS	1991
Parent	Mem		Example	AS	1991
Sibling	Brother		XXXXTestStudent	AM	1986

If you don't expect to take advantage of the University's offer of free Email Forwarding for Life, please indicate the email address that you will be using after graduation:

CONTINUE

- You will move to the "Verify Graduation Data" page. If satisfied with your updates, select the "Update Diploma Name/Alumni Records" button.

Apply for Graduation

Verify Graduation Data

Click the Update Diploma Name/ Alumni Records button to continue the process

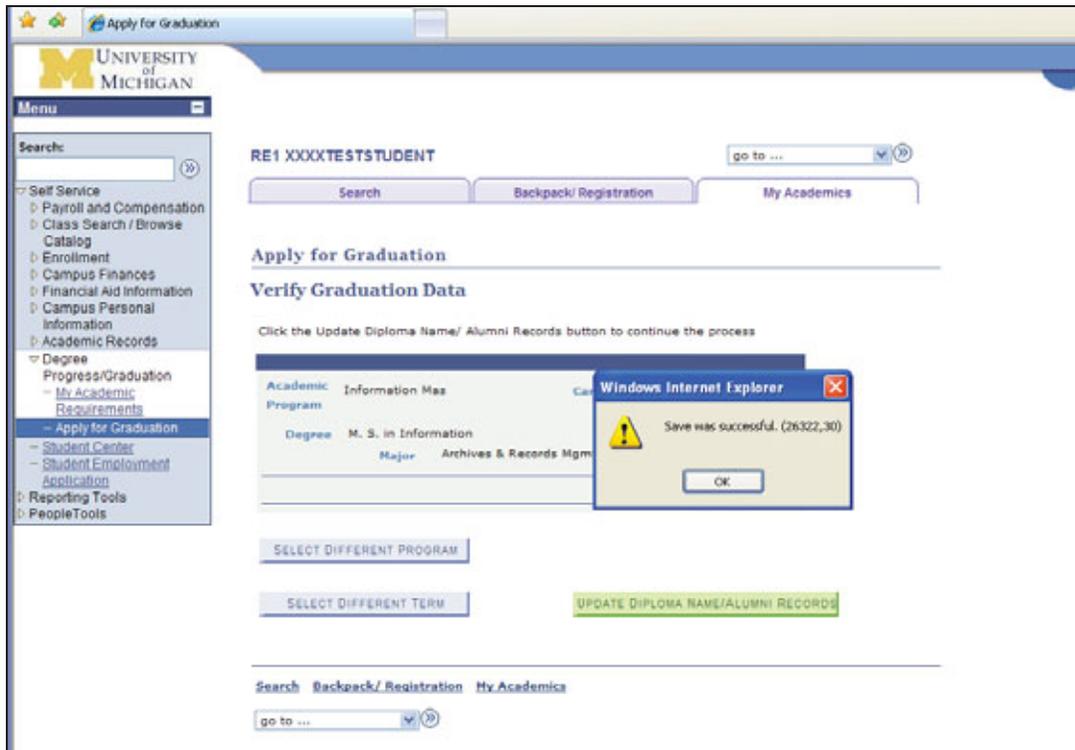
Academic Program	Information Mss	Career	Rackham
Degree	M. S. in Information		
Major	Archives & Records Mgmt MSI		

SELECT DIFFERENT PROGRAM

SELECT DIFFERENT TERM

UPDATE DIPLOMA NAME/ALUMNI RECORDS

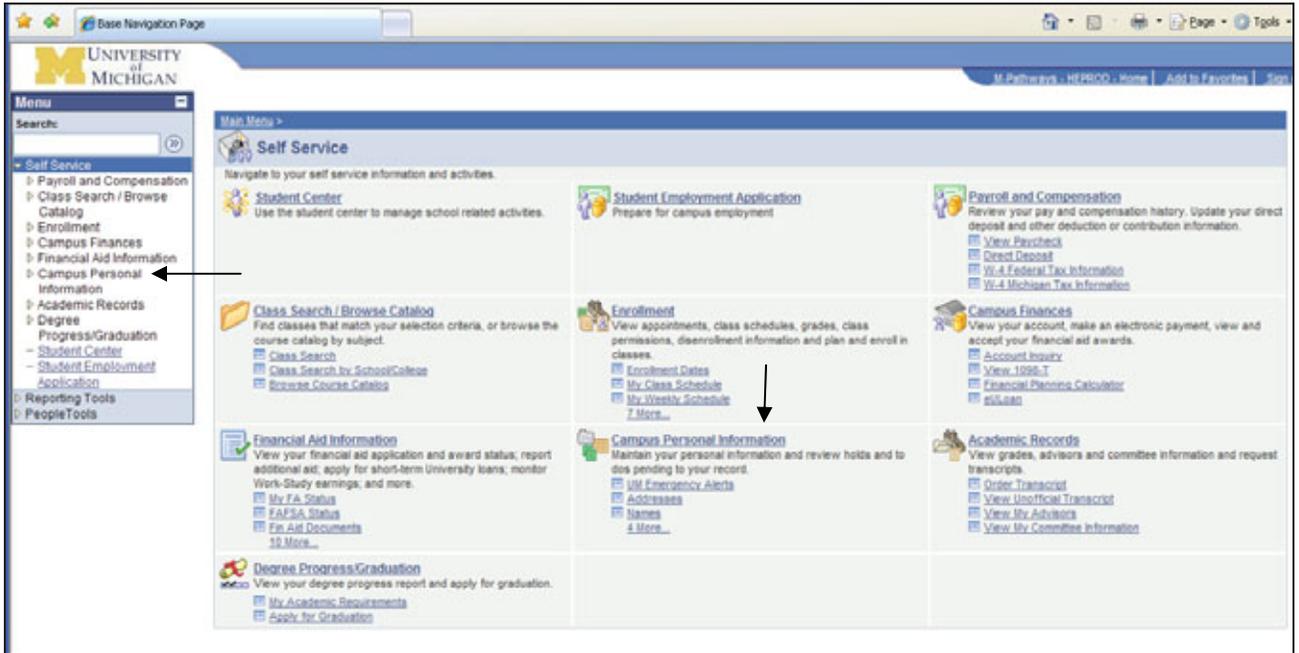
9. You will see a pop up message confirming your changes have been saved.



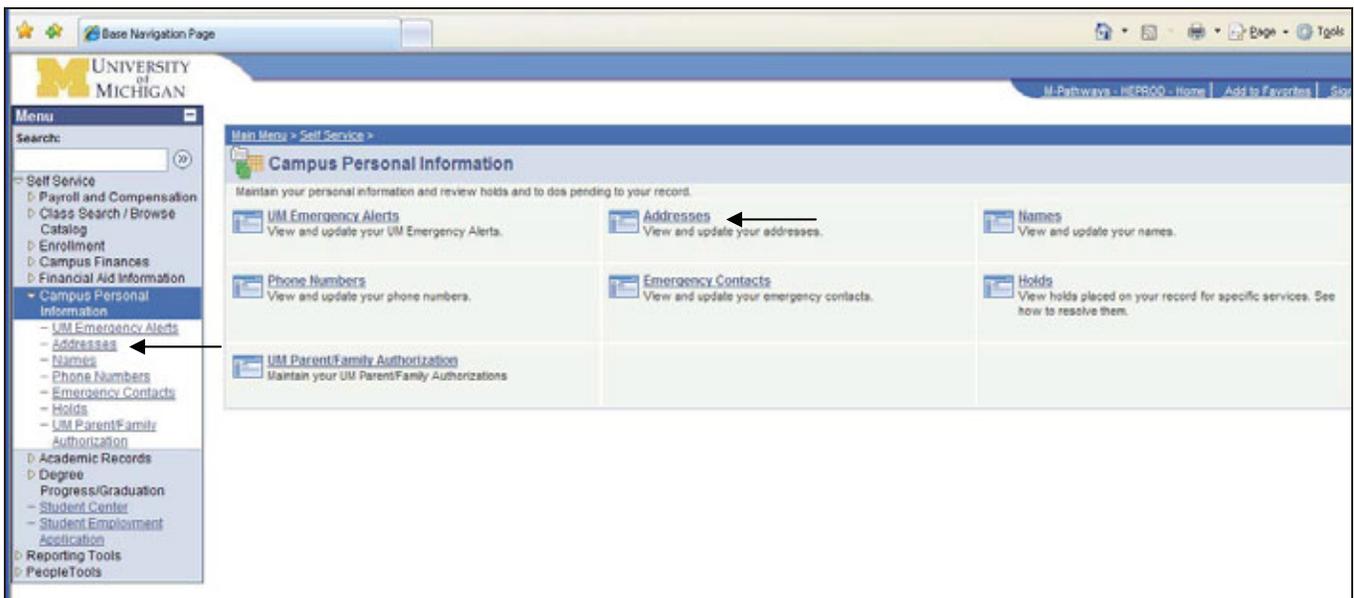
10. Click "Sign Out" in the upper right corner and follow the log out directions.

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

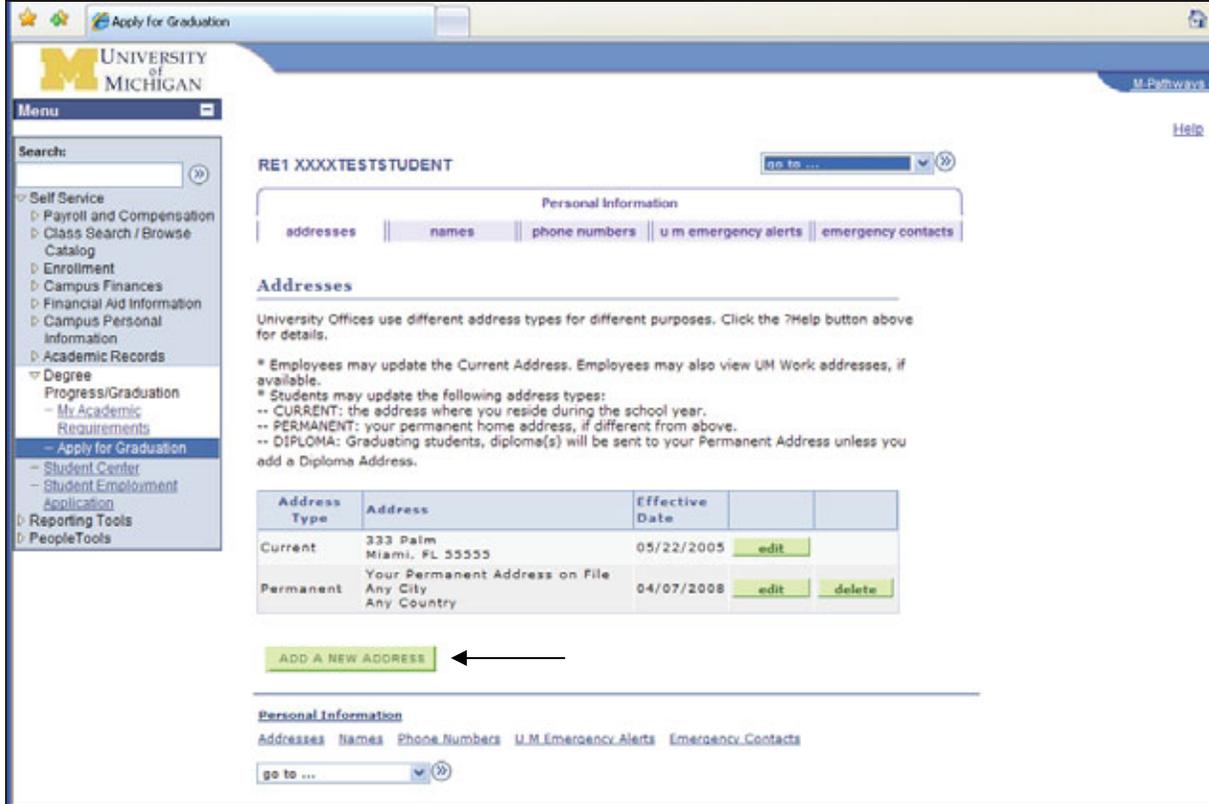
1. Log in to “Student Business” in Wolverine Access.
2. From the menu or folders, select “Campus Personal Information”



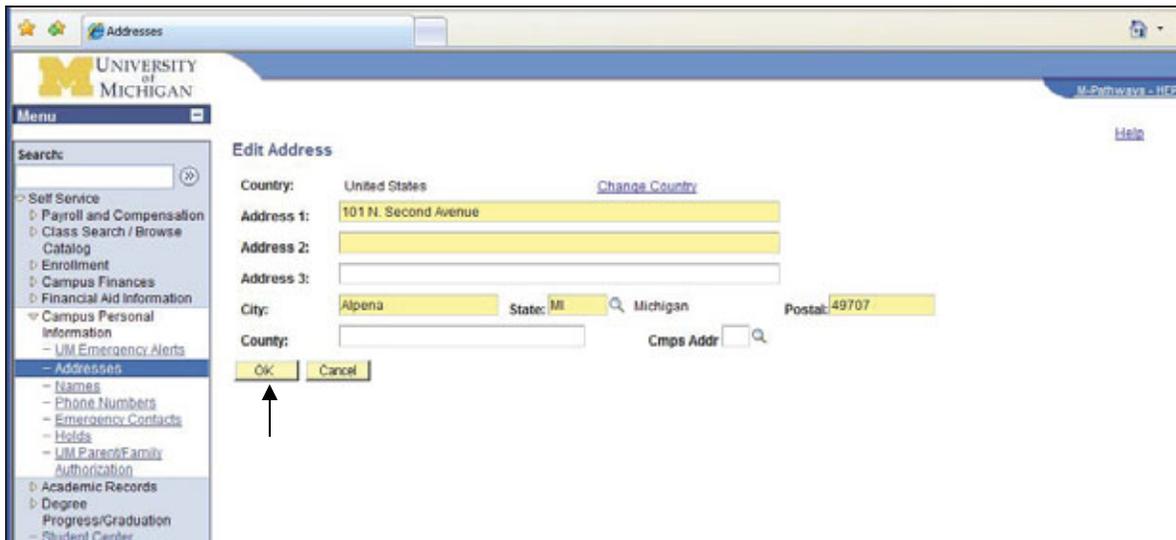
3. Select “Addresses”



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.

UNIVERSITY of MICHIGAN

Addresses

Menu

Search:

- Self Service
 - Payroll and Compensation
 - Class Search / Browse Catalog
 - Enrollment
 - Campus Finances
 - Financial Aid Information
 - Campus Personal Information
 - UM Emergency Alerts
 - Addresses
 - Names
 - Phone Numbers
 - Emergency Contacts
 - Holds
 - UM Parent/Family Authorization
 - Academic Records
 - Degree
 - Progress/Graduation
 - Student Center
 - Student Employment Application
 - Reporting Tools
 - PeopleTools

RE1 XXXTESTSTUDENT

Addresses

Add a new address

Enter your address and choose an address type. The change will take effect on the date you specify. An asterisk (*) to the right of a type indicates that an address already exists for this type. Any type that is grayed is display-only.

- * Employees may update the Current Address. Employees may also view UM Work addresses, if available.
- * Students may update the following address types:
 - CURRENT: the address where you reside during the school year.
 - PERMANENT: your permanent home address, if different from above.
 - DIPLOMA: Graduating students, diploma(s) will be sent to your Perm. Address unless you add a Diploma Address.

Add a new address

101 N. Second Avenue
Alpena, MI 49707

Edit Address

Date new address will take effect: 07/30/2008 (example: 12/31/2000)

SAVE

Address Types

- Current
- Permanent
- Diploma

Return to Current Addresses

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

UNIVERSITY of MICHIGAN

Apply for Graduation

Menu

Search:

- Self Service
 - Payroll and Compensation
 - Class Search / Browse Catalog
 - Enrollment
 - Campus Finances
 - Financial Aid Information
 - Campus Personal Information
 - Academic Records
 - Degree
 - Progress/Graduation
 - My Academic Requirements
 - Apply for Graduation
 - Student Center
 - Student Employment Application
 - Reporting Tools
 - PeopleTools

Add a new address

Save Confirmation

✓ The Save was successful.

OK

- 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.

M-Pathways - HEPROO - Home | Add to Favorites | Sign out

RE1 XXXXTESTSTUDENT

Personal Information

addresses | names | phone numbers | u.m. emergency alerts | emergency contacts

Addresses

University Offices use different address types for different purposes. Click the ?Help button above for details.

* Employees may update the Current Address. Employees may also view UM Work addresses, if available.
 * Students may update the following address types:
 -- CURRENT: the address where you reside during the school year.
 -- PERMANENT: your permanent home address, if different from above.
 -- DIPLOMA: Graduating students, diploma(s) will be sent to your Permanent Address unless you add a Diploma Address.

Address Type	Address	Effective Date		
Current	333 Palm Miami, FL 33333	05/22/2005	edit	
Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete
Diploma	101 N. Second Avenue Alpena, MI 49707	07/30/2008	edit	delete

ADD A NEW ADDRESS

Personal Information

Addresses | Names | Phone Numbers | U.M. Emergency Alerts | Emergency Contacts

go to ...

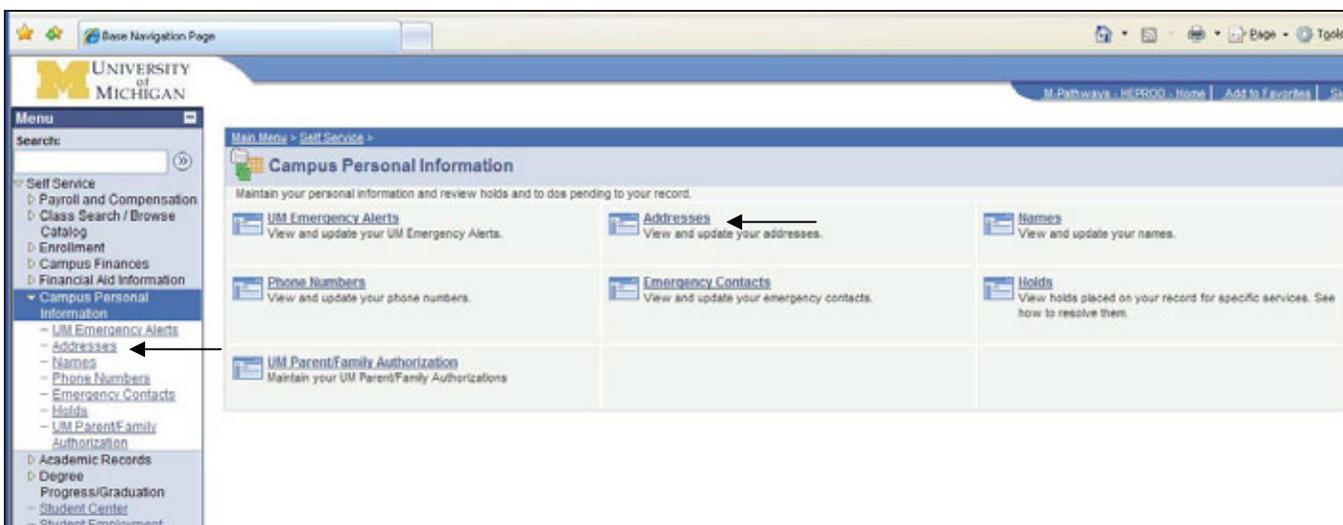
How to update a diploma mailing address after you have applied to graduate

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.

RE1 XXXXTESTSTUDENT

Personal Information

addresses | names | phone numbers | u m emergency alerts | emergency contacts

Addresses

University Offices use different address types for different purposes. Click the ?Help button above for details.

- * Employees may update the Current Address. Employees may also view UM Work addresses, if available.
- * Students may update the following address types:
 - CURRENT: the address where you reside during the school year.
 - PERMANENT: your permanent home address, if different from above.
 - DIPLOMA: Graduating students, diploma(s) will be sent to your Permanent Address unless you add a Diploma Address.

Address Type	Address	Effective Date		
Current	333 Palm Miami, FL 55555	05/22/2005	edit	
Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete
Diploma	101 N. Second Avenue Alpena, MI 49707	07/30/2008	edit	delete

ADD A NEW ADDRESS

Personal Information

Addresses | Names | Phone Numbers | U.M. Emergency Alerts | Emergency Contacts

go to ...

5. Type in the new address, then select the "OK button"

Edit Address

Country: United States [Change Country](#)

Address 1: 500 S. State St

Address 2:

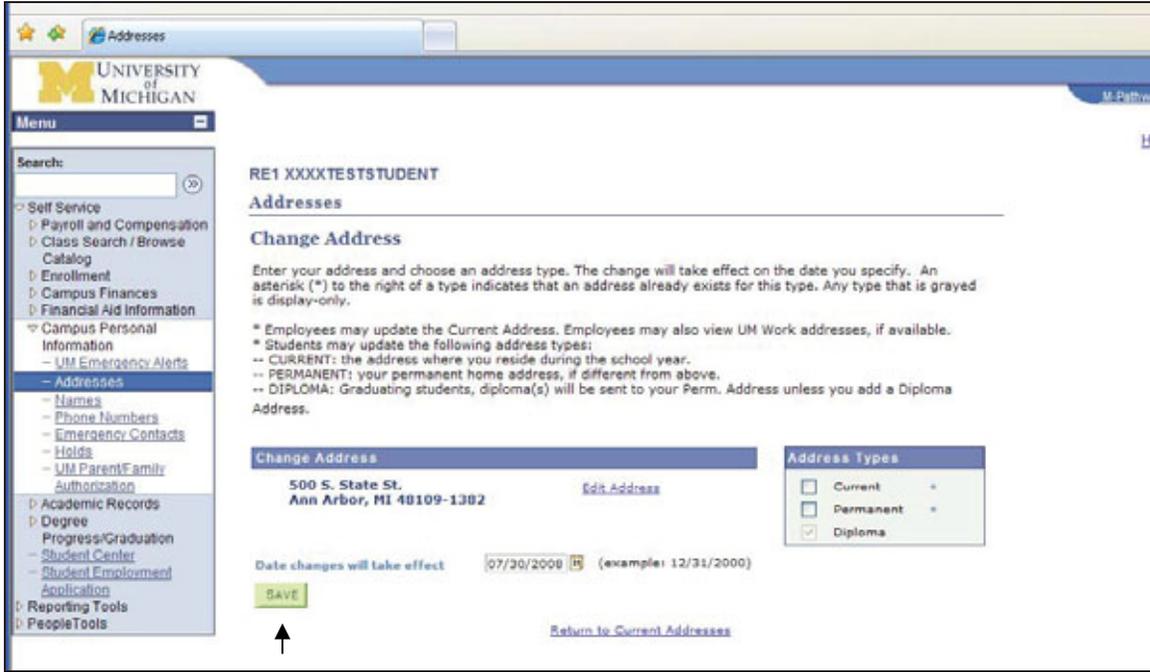
Address 3:

City: Ann Arbor State: MI Michigan Postal: 48109-1382

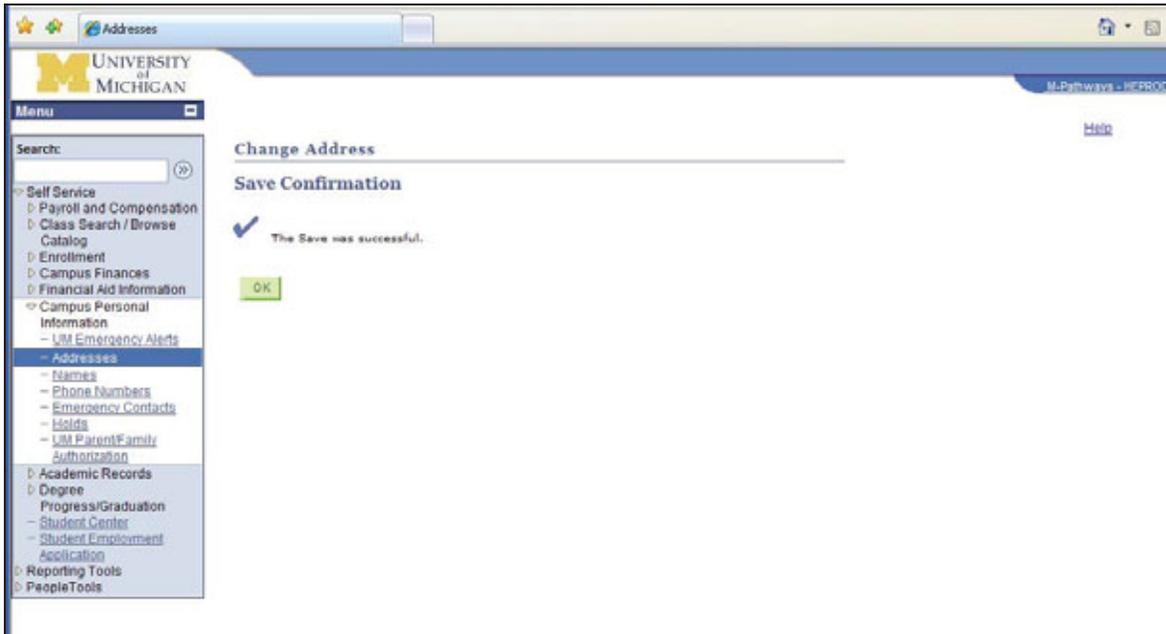
Country: Cmps Addr

OK Cancel

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.



- 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.

The screenshot shows the 'Addresses' page for user 'RE1 XXXXTESTSTUDENT'. The page includes a navigation menu on the left, a search bar, and a 'Personal Information' section with tabs for 'addresses', 'names', 'phone numbers', 'u m emergency alerts', and 'emergency contacts'. The 'Addresses' section contains a table with the following data:

Address Type	Address	Effective Date	edit	delete
Current	333 Palm Miami, FL 55555	05/22/2005	edit	delete
Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete
Diploma	500 S. State St. Ann Arbor, MI 48109-1382	07/30/2008	edit	delete

Below the table is an 'ADD A NEW ADDRESS' button. The 'Personal Information' section at the bottom has tabs for 'Addresses', 'Names', 'Phone Numbers', 'U M Emergency Alerts', and 'Emergency Contacts', with a 'go to ...' dropdown menu.