# 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

AUTHENTICATION REQUIRED You are connecting to a U-M website that requires authentication. Please enter your Login ID (uniqname or Friend ID) and password to continue. Need a Login ID?	Login ID uniqname Password •••••••
If you don't have a Login ID, you can <u>create one now</u> . By using this service you agree to adhere to <u>U-M com</u>	Forgot your password? Login Help

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.

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UNIVERSITY MICHIGAN		M-
Menu 🗖		
Search:	Main Menu > Self Service >	
Self Service	Degree Progress/Graduation	
▷ Payroll and Compensation	View your degree progress report and apply for graduation.	
<ul> <li>Class Search / Browse Catalog</li> <li>Enrollment</li> <li>Campus Finances</li> </ul>	View your academic requirements	Apply for Graduation Submit an application for graduation.
<ul> <li>Financial Aid Information</li> <li>Campus Personal Information</li> <li>Academic Records</li> </ul>		
Degree     Progress/Graduation <u>MvAcademic</u> <u>Requirements</u> _ Apply for Graduation		
<ul> <li>Student Center</li> <li>Student Employment Application</li> <li>Reporting Tools</li> <li>▷ PeopleTools</li> </ul>		

4. The system will display your currently active degree programs. Select the program which you wish to apply to.



5. Verify you have selected the correct program, then use the dropdown menu to select the term in which you will graduate.

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UNIVERSITY		
MICHIGAN		<u>M-Pathways</u>
Menu 🖬		Help
Search:	Apply for Graduation	
<ul> <li>Self Service</li> <li>▷ Payroll and Compensation</li> <li>▷ Class Search / Browse</li> </ul>	Select Graduation Term	
Catalog D Enrollment D Campus Finances D Financial Aid Information	You selected the Academic Program listed below to apply for graduation. If this is not correct, click Select Different Program.	
D Campus Personal Information	Aradomic	
Academic Records	Program Information Mas Career Rackham	
Progress/Graduation	Degree M. S. in Information	
Requirements	Major Archives & Records Mgmt MSI	
Apply for Graduation     Student Center     Student Employment     Application     Reportion Tools	Select the appropriate term from the drop down list to apply for graduation. Then click CONTINUE. - For April/May graduation select a Winter Term	
> PeopleTools	<ul> <li>For Denta; Law and Pharmacy May/June graduaton select a winter Ferm</li> <li>For August graduation select a Summer Term</li> <li>For December graduation select a Fall Term</li> <li>For Medical School graduation select a Winter M4 term</li> </ul>	
	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 Informatio	
	Only the Diploma Name changes list Winter 2009 documentation in order to have additional Diploma Name Changes (i.e., adding Jr., III, or a preferred name). Please contact the Office of the Registri for information on processing	ar

- 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.

Search:	Expected Graduation Term Winter 2009	<u>Help</u>
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       − Studer Conter	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: <b>RE1 XXXXTESTSTUDENT</b> <b>③ Order diploma as name appears above</b> <b>③ Include changes below:</b> <b>Modify Middle Name:</b> <b>Display full middle name instead of middle initial</b> <b>③ Use middle initial instead of full middle name</b>	
	Leave middle name as appears      Modify Name Suffix:          Remove suffix fromname (e.g. Jr, III)	
	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 e-mail information, then select the "Continue" button.

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Search:	Analy for Cardentian			Help
Scarch.	Apply for Graduation			
Self Service	Alumni Information			
D Payroll and Compensation				
Class Search / Browse Catalog	Please enter the following data for the Univ	versity of Michigan Alumni Records Office,	then CONTINUE	
▷ Enrollment	click the Continue button.			
D Campus Finances				
Financial Aid Information Compute Personal	Check this box if you previously receive	ed a U of M degree under a different nam	e than the one listed above.	
Information		-		
▷ Academic Records	Enter information for your spouse if they re	eceived a degree from the University of Mi	chigan.	
	First Name Middle Name	Last Name Maiden Name	Degree Year Awarded	
- My Academic				
Requirements				
- Apply for Graduation	Total (from the for other clather that a	and a damage from the University of M		
- Student Employment	Earther Information for other relatives that re Earther Name	Middle Name	nigan. Degree Year Awarded	
Application	Other V loe			
▷ Reporting Tools	Eamily Polation Eisst Name	Middle Name Last Name	Degree Year Awarded	
o reopieroois	Parent Mom	Evample		
	Family Relation First Name	Middle Name Last Name	Degree Year Awarded	
	Sibling Y Brother	red	AM Q 1986	
	If you don't expect to take advantage of th	he University's offer of free Email Forwardi	ng for Life, please indicate	
	the email address that you will be using af	ter 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 MICHIGAN		<u>M-Pathways</u>
Menu 🗖		Help
Search:	Apply for Graduation	
Self Service     Payroll and Compensation	Verify Graduation Data	
D Class Search / Browse	Verify that all data is correct.	
Catalog     Enrollment     Campus Finances     Financial Aid Information	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.	
Information	If everything is correct, click the Submit Application button to continue the process.	
	Academic Information Mas Career Rackham Program	
Requirements  Apply for Graduation  Student Center	Degree M. S. in Information Major Archives & Records Mgmt MSI	
<ul> <li><u>Student Employment</u></li> <li><u>Application</u></li> <li>▷ Reporting Tools</li> <li>▷ PeopleTools</li> </ul>	Expected Graduation Term Winter 2009	
	SELECT DIFFERENT PROGRAM	
	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.

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C Congres Propiel Constraints Degree Progres Propiel Cons Propiel Con	Catalog D Enrollment	Apply for Graduation	
<ul> <li>Campaion Personal Information</li> <li>Packademic Records</li> <li>Corpressional Conduction</li> <li>Conformation email containing this information at your uniqname@umich.edu.</li> <li>Ty ou have successfully applied for graduation in the Program listed below. You will receive a conformation email containing this information at your uniqname@umich.edu.</li> <li>Ty ou have successfully applied 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</li> <li>Progress Oraduation</li> <li>Macademic Records</li> <li>Progress Oraduation</li> <li>Macademic Records Records Mgmt MSI</li> <li>Progress Oraduation</li> <li>Macademic Records Records Mgmt MSI</li> <li>Vour 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, plasee click update my address an</li></ul>	<ul> <li>Campus Finances</li> <li>Financial Aid Information</li> </ul>	Submit Confirmation	
<ul> <li>Decrete Machine Records</li> <li>Corpere More Cadadation Separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next papiration separately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business page to apply for the next parately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business page to apply for the next paperately. If applicable, return to the Student Business and the student B</li></ul>	Campus Personal Information	You have successfully applied for graduation in the Program listed below. You will receive a	
Apply for Graduation Suddent Centrel Suddent Centr	Progrees     Progrees/Graduation	confirmation email containing this information at your uniqname@umich.edu.	
Program: Information Mas Career Rackham Program: Major Archives & Records Mgmt MSI Program: Winter 2009 Diploma Name and Requested Instructions: Ret XXXTESTSTUDENT Student Center Student Center Student Center Program: Vinter 2009 Diploma Name and Requested Instructions: Ret XXXTESTSTUDENT Vour 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 on File Any City, ABW Standard Center Student Center <td>- My Academic Requirements</td> <td>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</td> <td></td>	- My Academic Requirements	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	
<ul> <li>Secondard Encolorment Application</li> <li>Reporting Tools</li> <li>PeopleTools</li> <li>Degree M. S. in Information Mas</li> <li>Career Rackham</li> <li>Diploma Mane and Requested Instructions:</li> <li>RE MAXXXESTSTUDENT</li> <li>Vour 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.</li> <li>Usuate my Address</li> <li>Vour Permanent Address on File</li> <li>Any City, ABW</li> </ul>	<ul> <li>Apply for Graduation</li> <li>Student Center</li> </ul>	Program.	
PeopleTools          PeopleTools       Degree M. S. in Information         Major       Archives & Records Mgmt MSI         Expected Graduation       Expected Graduation Term Winter 2009         Progress@Graduation       Diploma Name and Requested Instructions:         - Apply for Graduation       Student Center         - Student Center       Implome Name and Requested Instructions:         RE1 XXXXTESTSTUDENT       Implome Name and Requested Instructions:         Apply for Graduation       Implome Name and Requested Instructions:         Student Center       Implome Name and Requested Instructions:         PeopleTools       Vour 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.         Vour Permanent Address on File       Any City, ABW         Search Backpack/Registration My Academics       Implome         go to       Implome	- Student Employment Application	Academic Program Information Mas Career Rackham	
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<ul> <li>✓ Degree Progress/Graduation</li> <li>– My Academic Requirements</li> <li>– Apply for Graduation</li> <li>– Student Center</li> <li>– Student Center</li> <li>– Student Conter</li> <li>– Student Conter</li> <li>– Student Conter</li> <li>– Vour 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.</li> <li>– Update my Address</li> <li>– Your Permanent Address on File</li> <li>– Any City, ABW</li> </ul> Search Backpack/ Registration My Academics			
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Requirements         - Apply for Graduation         - Student Center         Student Employment Application         PeopleTools         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 go to	Progress/Graduation - <u>My Academic</u>	Diploma Name and Requested Instructions:	
- Student Center - Student Employment Application > Reporting Tools > PeopleTools  - 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	Requirements – Apply for Graduation	RELAXATESTSTODENT	
Application         > Reporting Tools         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         go to	<ul> <li><u>Student Center</u></li> <li><u>Student Employment</u></li> </ul>		
Yeuppertools       Update my Address         Vour Permanent Address on File         Any City, ABW    Search Backpack/ Registration My Academics          go to	Application Reporting Tools	Your diploma will be mailed to the Permanent Address you have on file. It is displayed below. If you would like	your
Your Permanent Address on File Any City, ABW Search Backpack/ Registration My Academics go to	People roois	Update my Address	
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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.

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UNIVERSITY MICHIGAN Menu		<u>M-Pathways</u> -
Search:           Search:         Image: Constraint of the second secon	RE1 XXXXTESTSTUDENT  Personal Information  addresses  Addresses  Addresses  Addresses  Students may update the Current Address. Employees may also view UM Work addresses, if available.  Students 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 ad o Diploma Address.	Help
Application     Reporting Tools	Address Effective Date	
▷ PeopleTools	Current 333 Palm Miami, FL 55555 05/22/2005 edit	
	Permanent Address on File Any City Any Country Any Country	
	ADD A NEW ADDRESS Personal Information Addresses Names Phone Numbers U M Emergency Alerts Emergency Contacts go to	

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.

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UNIVERSITY of MICHIGAN		<u>M-Pathways -</u>
Search:	Edit Address	нер
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 Center         - Student Conter         > Reporting Tools         ▷ PeopleTools	Country:       United States       Change Country         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         State:       Mil         Country:       Cmps Addr         OK       Cancel	Postal: <mark>48109</mark>

12. You will be asked to select the *type* of address. Click in the checkbox next to "Diploma", then click the "Save" button.

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Search:	RE1 XXXXTESTSTUDENT	
())	Addresses	
<ul> <li>Payroll and Compensation</li> <li>Class Search / Browse</li> </ul>	Add a new address	
Catalog D Enrollment D Campus Finances D Einensiel Aid Information	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.	
D Campus Personal     Information     Campus Personal     Information     Academic Records     Opegree     Progress/Graduation     - <u>My Academic     Requirements </u>	<ul> <li>Employees may update the Current Address. Employees may also view UM Work addresses, if available.</li> <li>Students may update the following address types:</li> <li>CURRENT: the address where you reside during the school year.</li> <li>PERMANENT; your permanent home address, if different from above.</li> <li>DIPLOMA: Graduating students, diploma(s) will be sent to your Perm. Address unless you add a Diploma Address.</li> </ul>	
<ul> <li>Apply for Graduation</li> </ul>	Add a new address Address Types	
- <u>Student Center</u> - <u>Student Employment</u> <u>Application</u> Reporting Tools PeopleTools	type the address to which your Edit Address diploma should be mailed. This address will ONLY be used for your diploma	
	Ann Arbor, MI 48109 Date new address will take effect 07/30/2008 3 (example: 12/31/2000)	
	SAVE	
	Return to Current Addresses	

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

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UNIVERSITY of MICHIGAN Menu		<u>M-Pathways</u>
Search:               Self Service             Payroll and Compensation             Class Search / Browse             Catalog             Enrollment             Campus Finances             Financial Aid Information             Campus Personal             Information             Academic Records             Pogress/Graduation             - Apply for Graduation             - Apply for Graduation             - Student Center             Application             Application             Campus Forsion                 Campus Personal             Information                 Pargress/Graduation                 - Apply for Graduation                 - Student Center                - Student Center                - Student Conter                - Student Contere	Add a new address Save Confirmation ✓ The Save was successful. OK	

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 e-mail (to your <u>uniqname@umich.edu</u> address) confirming your graduation application.

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Class Search Flowse Catalog D Enrollment D Campus Finances D Financial Aid Information D Campus Personal Information D Academic Records ▼ Degree Progress/Graduation - <u>Mix Academic Requirements</u> - Apply for Graduation	log Ilment pus Finances ncial Aid Information pus Personal mation Jemic Records ee ee Academic Academic courrements ply for Craduation ent Center	Addresses University Offiti for details. * Employees n available. * Students ma CURRENT: t PERMANENT DIPLOMA: G add a Diploma	ces use different address types for differ nay update the Current Address. Employ y update the following address types: he address where you reside during the ' your permanent home address, if differ raduating students, diploma(s) will be se Address.	rent purposes. Cl rees may also vio school year. rent from above ant to your Perm	ick the ?He ew UM Wor anent Addr	lp button above k addresses, if ess unless you					00	
- <u>Stude</u> Appli	ent Employment ication ing Tools	Address Type	Address	Effective Date								
People	Tools	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	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 change diploma Name Information, Alumni Information or E-mail 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.

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UNIVERSITY MICHIGAN		M-Pathways - HEP
Menu 🗖		Help
Search:	Apply for Graduation	
Self Service ▷ Payroll and Compensation	Select Program and Degree	
<ul> <li>Class Search / Browse</li> <li>Catalog</li> <li>Enrollment</li> </ul>	You are eligible to apply for graduation in the Academic Program(s) listed below. Click the appropriate Academic Program to do so.	
<ul> <li>Campus Finances</li> <li>Financial Aid Information</li> </ul>	If the correct Academic Program, Degree, Major, Concentration or Minor is not displayed, please contact your School or College or Academic Department.	
<ul> <li>Campus Personal Information</li> <li>Academic Records</li> </ul>	application separately. Complete the graduation application for first Program and then return to the Student Business page to apply for the next Program.	
▽ Degree Progress/Graduation - My Academic	Select an Academic Program Academic Program Information Mas Career Rackham	
Requirements – Apply for Graduation	Degree M. S. in Information	
- <u>Student Center</u> - <u>Student Employment</u> <u>Application</u>	Major Archives & Records Mgmt MSI	
▷ Reporting Tools ▷ PeopleTools	Academic Program Social Work (MSW) Career Social Work	
	Degree Master of Social Work	
	Major Int Prac/Adults & Elderly MSW	

4. You will receive a "warning" screen to let you know you have already applied for graduation with this degre. To update your alumni or name information, click the "OK" button.

🚖 🕸 🌈 Apply for Graduation	
UNIVERSITY MICHIGAN Menu	
Search:   Search:  Search:  Search / Browse Catalog Enrollment Campus Finances Financial / id Information Campus Personal Information Academic Records Degree Progress/Graduation - My Academic Requirements - Apply for Graduation - Student Center	You have already successfully applied for graduation in: Information Mas for Term Winter 2009 (26322,23) If the Academic Program or Term is not correct, please contact your School, College or Academic Department. Click "OK" to update your Diploma Name Instructions or Alumni Records information. Click "Cancel" to return to "Apply for Graduation/Select program and Degree" page. OK Cancel

- 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/E-mail information.
  - a. If your name is correct as displayed, immediately click the "Continue" button to update Alumni Information/E-mail information.

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UNIVERSITY		
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Menu		
Menu		
Search:	Apply for Graduation	
Sector 10 (19)		
Self Service     Service     Self Service     Service	Select Graduation Term	
D Payroll and Compensation		
Class Search / Browse		
D Enrollment	You selected the Academic Program listed below to apply for graduation. If this is not	
Campus Finances	correct, click Select Different Program.	
D Financial Aid Information		
Information		
▷ Academic Records	Academic Information Mas Career Rackham	
	Program	
Progress/Graduation – My Academic	Degree M. S. in Information	
Requirements	Major Archives & Records Mgmt Description Winter 2009	
<ul> <li>Apply for Graduation</li> </ul>	MSI	
- <u>Student Center</u>		
Obudent Provident		
Self Service	Diploma Name Important Information:	
Payroll and Compensation	Only the Diploma Name changes listed below are allowed. An official name change is required along with legal	
D Class Search / Browse	documentation in order to have additional Dialoma Name Changes (i.e., adding 1r., 111, or a preferred game). Please contact the Office of the Registrar	
Catalog	for information on processing	
D Campus Finances	a name change.	
Financial Aid Information	The name that will appear on your diploma is listed below:	
D Campus Personal	RE1 XXXXTESTSTUDENT	
Academic Records		
	Order diploma as name appears above	
Progress/Graduation	♥ Include changes below: Modify Middle Name:	
Requirements		
- Apply for Graduation		
- Student Center	Get minute instant installation installer annexe	
- Student Employment	Cleave moule name as appears	
Application Reporting Tools		
▷ PeopleTools	emove surfix fromname (e.g. Jr, 111)	
	Cleave 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 MarDonald)	
	Enter Instructions:	
	Re1 XXXXTestStudent (canitalize S in last name)	
	V NO Special characters	
	SELECT DIFFERENT PROGRAM	

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)

🚖 🕸 🌈 Apply for Graduation							🟠 ·
UNIVERSITY							
MICHIGAN							<u>M-Pathways - H</u>
Menu 🗖							Help
Search:	Apply for Gra	duation					
Self Service	Alumni Infor	mation					
Payroll and Compensation							
Catalog	Please enter the follo click the Continue but	wing data for the U tton.	niversity of Michigan	Alumni Records Office, 1	COCO	NTINUE	
<ul> <li>Enrollment</li> <li>Campus Finances</li> </ul>							
<ul> <li>Financial Aid Information</li> <li>Campus Personal</li> </ul>	Check this box if	you previously rece	eived a U of M degre	e under a different nam	e than the one l	isted above.	
Information							
	Enter information for	your spouse if they Middle Name	received a degree f	rom the University of Mic	higan.	Year Awarded	
- My Academic					Q		
<ul> <li><u>Requirements</u></li> <li>Apply for Graduation</li> </ul>							
- Student Center	Enter information for	other relatives that	received a degree fr	rom the University of Mic	higan.		
Application	Family Relation	First Name	Middle Name	Last Name Friend	AB Q	Year Awarded	
<ul> <li>Reporting Tools</li> <li>PeopleTools</li> </ul>	Family Relation	First Name	- Middle Name	Last Name	Degree	Year Awarded	
	Parent 💙	Mom		Example	AB 🔍	1991	
	Family Relation	First Name	Middle Name	Last Name	Degree	Year Awarded	
		Brother		Atteststudent	AM	1986	
	If you don't expect to	take advantage of	the University's offe	er of free Email Forwardir	ng for Life, pleas	se indicate	
	the email address the	st you will be using	ancer graduation:				
	CONTINUE	=====>					
	CONTINUE						

8. 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	
UNIVERSITY of MICHIGAN	
Search:	Apply for Graduation
Self Service Payroll and Compensation Catalog	Verify Graduation Data Click the Update Diploma Name/ Alumni Records button to continue the process
<ul> <li>Enrollment</li> <li>Campus Finances</li> <li>Financial Aid Information</li> <li>Campus Personal Information</li> </ul>	Academic Program Degree M. S. in Information
▷ Academic Records ▽ Degree	Major Archives & Records Mgmt MSI
Progress/Graduation - <u>My Academic</u> <u>Requirements</u>	
- Apply for Graduation     - <u>Student Center</u> - <u>Student Employment</u> Application	SELECT DIFFERENT PROGRAM
Reporting Tools PeopleTools	SELECT DIFFERENT TERM UPDATE DIPLOMA NAME/ALUMNI RECORDS

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

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UNIVERSITY of MICHIGAN	
Search:	RE1 XXXXTESTSTUDENT
Enrollment     Campus Finances     Financial Aid Information     Campus Personal     Information     Academic Records	Apply for Graduation Verify Graduation Data Click the Update Diploma Name/ Alumni Records button to continue the process
Degree     Progress/Graduation     - <u>Mv Academic     Requirements     - Apply for Graduation     - Student Center     - Student Employment </u>	Academic Information Mas Car Windows Internet Explorer Program Degree M. S. in Information Hajor Archives & Records Mgm
Application ▷ Reporting Tools ▷ PeopleTools	SELECT DIFFERENT PROGRAM
	SELECT DIFFERENT TERM
	Search Backpack/Registration My Academics go to

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"

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UNIVERSITY of MICHIGAN	Main Nenu >		M-Pathways - HEPROD - Home Add to Favorites Sign
Solf Service	Self Service		
Payroll and Compensation     Payroll and Compensation     Class Search / Browse     Catalog     Enrollment     Campus Finances     Financial Aid Information     Campus Personal     Information	Navigate to your self service information and activities. Student Center Use the student center to manage school related activities.	Student Employment Application Prepare for campus employment	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. Direct Deposit W-4 Federal Tax Information V-4 Michigan Tax Information
<ul> <li>▷ Academic Records</li> <li>▷ Degree</li> <li>Progress/Graduation</li> <li>- Student Center</li> <li>- Student Employment Application</li> <li>▷ Reporting Tools</li> <li>▷ PeopleTools</li> </ul>	Class Search / Browse Catalog Find classes that match your selection criteria, or browse the course catalog by subject. Class Search Class Search by School/College Browse Course Catalog	Enrollment View appointments, class schedules, grades, class permissions, disenrollment information and plan and enroll in classes.     Enrollment Dates     My Class Schedule     My Weekk Schedule     More	Campus Finances View your account, make an electronic payment, view and accept your financial aid awards. Coccount Inquiry View View 1098-T Financial Planning Calculator Subsection
	Einancial Aid Information     View your financial aid application and award status; report     additional aid; apply for short-term University loans; monitor     Work-Study earnings; and more.     More.     More.     TAFSA Status     Fin.Aid Documents     10 More.	Campus Personal Information Maintain your personal Information and review holds and to dos pending to your record. UNE Emercency Alerts Addresses Names 4. More	Academic Records View grades, advisors and committee information and request transcripts. Torder Transcript View Unofficial Transcript View Unofficial Transcript View Mv Advisors View Mv Committee Information
	Degree Progress/Graduation           Macro View your degree progress report and apply for graduation.           Image: My Academic Requirements           Image: Apply for Graduation		

### 3. Select "Addresses"

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UNIVERSITY of MICHIGAN			M-Pathways - HEPROD - Home Add to Favorites Sign
Search:	Main Menu > Self Service >		
Solf Service	Campus Personal Information		
P Payroll and Compensation	Maintain your personal information and review holds and to dos pen	ding to your record.	
<ul> <li>Class Search / Browse Catalog</li> <li>Enrollment</li> <li>Campus Finances</li> </ul>	UM Emergency Alerts View and update your UM Emergency Alerts.	Addresses View and update your addresses	View and update your names.
Campus Personal     Information     Campus Personal     Information     UM Emergency Alerts	Phone Numbers View and update your phone numbers.	Emergency Contacts View and update your emergency contacts.	View holds placed on your record for specific services. See how to resolve them.
- <u>Names</u> - <u>Names</u> - <u>Phone Numbers</u> - <u>Emergency Contacts</u> - Holds	UM Parent/Family Authorization Maintain your UM Parent/Family Authorizations		
- Udu3     - Udu4 Parent/Family     Authorization     D Academic Records     D Degree     Progress/Graduation     Student Center     - Student Center     - Student Center     Application     Preporting Tools     PeopleTools			

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

🔶 🏟 🌈 Apply for Graduation							6
UNIVERSITY of MICHIGAN							<u>M-Pathways -</u>
Search:	RE1 XXXXTEST	STUDENT Personal Info	rmation rs    u m emergend	go to	mergency co	mtacts	<u>Help</u>
Campus Finances     Financial Aid Information     Campus Personal     Information     Academic Records     Degree     Progress/Graduation     - My Academic     Requirements     - Apply for Graduation     - Student Center     - Student Employment	Addresses University Offices I for details. * Employees may available. * Students may up CURRENT: yo PERMANENT: yo DIPLOMA: Grad add a Diploma Add	use different address types for differ update the Current Address. Employ odate the following address types: address where you reside during the ur permanent home address; if differ uating students, diploma(s) will be se dress.	ent purposes. Click ees may also view school year. rent from above. nt to your Permane	k the ?Help   v UM Work a nent Address	ddresses, if unless you		
Application	Address Type Ad	ddress	Effective Date				
▷ PeopleTools	Current 33 Mi	33 Palm iami, FL 55555	05/22/2005	edit			
	Permanent Ar Ar	our Permanent Address on File ny City ny Country	04/07/2008	edit	delete		
	ADD A NEW AD Personal Informat Addresses Names go to	tion s Phone Numbers U.M.Emergency A	lerts <u>Emergency C</u>	<u>Contacts</u>			

4. To enter an address for your diploma mailing, type in the mailing address. Select the "OK" button when done.

🔆 🏟 🍘 Addresses		<u>ن</u> ا
Addresses  Addresses  UNIVERSITY MICHIGAN  Menu  Search:  Search:  Calass Search / Browse Catalog Enrollment Campus Finances Financial Aid Information  Campus Personal Information -UMEmergency Alerts - Names - Names - Names - Names - Holds - UM Parent/Family Authorization - Vacation - Mathematic Authorization - Mathematic Authorization - Hotis - Holds - UM Parent/Family Authorization - Academic Records - Search Search - Search	Edit Address Country: United States <u>Chance Country</u> Address 1: 101 N. Second Avenue Address 2: Address 3: City: Alpena State: MI & Michigan Postal: 49707 County: Cmps Addr & Cmps Addr	M-Pathways - HEP Help
Degree     Progress/Graduation     Student Center		

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.

🔶 🏟 🍘 Apply for Graduation		
UNIVERSITY of MICHIGAN		<u>M-Pathways -</u>
Search: → Self Service > Payroll and Compensation > Class Search / Browse Catalog > Enrollment > Campus Finances > Financial Aid Information > Campus Personal Information > Academic Records → Degree Progress/Graduation - MA Academic Requirements - Apply for Graduation - Student Center - Student Center	Add a new address Save Confirmation ✓ The Save was successful. OK	<u>Heir</u>

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 -	HEPROD - Home	Add to Favorite	es S	s
	CTCT IDENT		lan to		100	Help			]	1
	STOLENT		1913 10							
	Personal Info	ormation								
addresses	names phone numbe	rs um emerge	ency alerts	emergency cont	acts					
Addresses										
Iniversity Offic or details.	ces use different address types for differ	rent purposes. Cl	ick the ?Help	button above						
Employees n	nay update the Current Address. Employ	vees may also vie	ew UM Work a	addresses, if						
vailable. Students ma	v update the following address types:									
- CURRENT: t	he address where you reside during the	school year.								
- PERMANENT - DIPLOMA: G	: your permanent home address, if diffe Graduating students, diploma(s) will be se	ent to your Perm	anent Addres	s unless you						
add a Diploma	Address.									
add a Diploma	Address.	Effective								
Address Type	Address	Effective Date								
add a Diploma Address Type Current	Address 333 Palm Miami, FL 5555	Effective Date	edit							
add a Diploma Address Type Current Permanent	Address 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country	Effective Date 05/22/2005 04/07/2008	edit edit	delete						
add a Diploma Address Type Current Permanent Diploma	Address. 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country 101 N. Second Avenue Alpena, MI 49707	Effective Date           05/22/2005           04/07/2008           07/30/2008	edit edit	delete delete						
Address Type Current Permanent Diploma	Address. Address 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country 101 N. Second Avenue Alpena, MI 49707	Effective Date           05/22/2005           04/07/2008           07/30/2008	edit edit edit	delete delete						
Address Type Current Permanent Diploma	Address. 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country 101 N. Second Avenue Alpena, MI 49707 (ADDRESS	Effective Date           05/22/2005           04/07/2008           07/30/2008	edit edit edit	delete delete						
Address Type Current Permanent Diploma	Address. 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country 101 N. Second Avenue Alpena, MI 49707 (ADDRESS	Effective Date           05/22/2005           04/07/2008           07/30/2008	edit edit edit	delete delete						
Add a Diploma Address Type Current Permanent Diploma ADD A NEW Personal Infor	Address. 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country 101 N. Second Avenue Alpena, MI 49707 (ADDRESS mation	Effective Date           05/22/2005           04/07/2008           07/30/2008	edit edit edit	delete						
Address Type Current Permanent Diploma ADD A NEW Personal Infor	Address. Address 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country 101 N. Second Avenue Alpena, MI 49707 /ADDRESS mation mes Phone Numbers U M Emergency /	Effective Date 05/22/2005 04/07/2008 07/30/2008	edit edit edit v Contacts	delete						
Address Type Current Permanent Diploma ADD A NEW Personal Infor Addresses Na go to	Address. Address 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country 101 N. Second Avenue Alpena, MI 49707 /ADDRESS //ADDRESS ///ADDRESS ///////////////////////////////////	Effective Date 05/22/2005 04/07/2008 07/30/2008	edit edit edit edit edit edit edit edit	delete						
Address Type Current Permanent Diploma ADD A NEW Personal Infor Addresses Na go to	Address. Address 333 Palm Miami, FL 55555 Your Permanent Address on File Any City Any Country 101 N. Second Avenue Alpena, MI 49707 // ADDRESS // ADDRESS // Mathematical Second Avenue // Solution //	Effective Date 05/22/2005 04/07/2008 07/30/2008	edit edit edit edit edit edit	delete						

# 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"

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			M-Pathways - HEPROD - Home   Add to Favorites   Sign
Search:	Main Menu > Self Service >		
Self Service	Campus Personal Information		
▷ Payroll and Compensation	Maintain your personal information and review holds and to de	os pending to your record.	
<ul> <li>▷ Class Search / Browse Catalog</li> <li>▷ Enrollment</li> <li>▷ Campus Finances</li> </ul>	UM Emergency Alerts View and update your UM Emergency Alerts.	Addresses View and update your addresses.	Names View and update your names.
Compact Interference     Financial Aid Information     Campus Personal     Information     UM Emergency Alerts     Addressee	Phone Numbers View and update your phone numbers.	Emergency Contacts View and update your emergency contacts.	Holds View holds placed on your record for specific services. See how to resolve them.
- Names - Phone Numbers - Emergency Contacts	Maintain your UM Parent/Family Authorization		
- <u>UM Parent/Family</u> <u>Authorization</u> Academic Records			
Degree     Progress/Graduation     - <u>Student Center</u> - Student Employment			

- 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.

😭 🏟 🍘 Addresses							
UNIVERSITY of MICHIGAN							
Aenu 🗖							
earch:	RE1 XXXXTE	STSTUDENT		go to	. 💉 📎		
Self Service	Personal Information						
Class Search / Browse Catalog	addresses names phone numbers u m emergency alerts emergency contacts						
Enrollment     Campus Finances	Addresses						
Prinancial Aid Information     Campus Personal     Information     - UM Emergency Alerts     - Addresses     - Names     - Phone Numbers     Emergency Contacts     - Holds     - UM Parent/Family     Authorization     Academic Records     Degree     Progress/Craduation	University Offic for details. * Employees m available. * Students may CURRENT: th PERMANENT: DIPLOMA: G add a Diploma Address Type Current	es use different address types for diffe ay update the Current Address. Employ y update the following address types: he address where you reside during the your permanent home address, if differ aduating students, diploma(s) will be s Address.	rent purposes. Cli yees may also vie school year. erent from above. ent to your Perma Effective Date 05/22/2005	ick the ?Hel aw UM Work anent Addre	p button above addresses, if ass unless you		
- <u>Student Center</u> - <u>Student Employment</u> <u>Application</u>	Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete		
PeopleTools	Diploma	101 N. Second Avenue Alpena, MI 49707	07/30/2008	edit	delete		
	ADD A NEW Personal Inform Addresses Nam	ADDRESS mation mes Phone Numbers U.M.Emergency.	Alerts Emergency	<u>v Contacts</u>			

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

Addresses						
UNIVERSITY Of MICHIGAN     Menu     Search:     Search:     Search:     Search :     Search / Browse Catalog     D Enrollment     D Campus Finances	Edit Addres Country: Address 1: Address 2: Address 3:	S United States 500 S. State St.		Change Country		M
D Financial Ald Information     D Financial Ald Information     - UM Emergency Alerts     - Addresses     - Names     - Phone Numbers     - Emergency Contacts     - Holds     - UM Parent/Family     Authorization     D Academic Records     Degree     Progress/Graduation     - Student Center     -	City: County: OK	Ann Arbor	State: M	Q Michigan Cmps Addr Q	Postal: 48109-1382	

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.

🚖 🏟 🌈 Addresses		💁 · 🗟
Menu		<u>M-Pathways - HEPROD</u> Help
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           - Ull Parent/Family Authorization           > Academic Records           > Degree Progress/Graduation           - Student Center Application           > Reporting Tools	Change Address Save Confirmation ✓ The Save was successful. □K	

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.

🚖 🕸 🌈 Addresses							🔂 • 📾 ·	🖶 🔹 📴 Bage 🔹 🎯 Tools 🔹 🎽
UNIVERSITY of MICHIGAN							M-Pathways - HEPROD -	Home Add to Favorites Sign out
Search: → Self Service > Payroll and Compensation > Class Search / Prowse Catalog > Enrollment > Campus Finances > Financial Aid Information → Campus Fersonal Information - UIL Rearcency Alerts - Addresses - Names - Phone Numbers - Hone Numbers	RE1 XXXXTE addresses University Offin for details. * Employees n * Students ma * Students ma * OLRENT: - DEPLOMA: C add a Diploma	ESTSTUDENT Personal Inf a names phone number ces use different address types for diffe nay update the Current Address. Emplor y update the following address types; he address where you reside during the i your permanent home address, if diffe rodusting students, diploma(s) will be s Address.	ormation rs u m emergy rent purposes. Cl yees may also vir school year. rent from above ent to your Perm	co to another the second secon	 Ip button abo < addresses, ess unless yc	contacts ve	Helo	
Academic Records     Degree	Address Type	Address	Effective Date					
Progress/Graduation - Student Center	Current	333 Palm Miami, FL 55555	05/22/2005	edit	Ma	ain Content		
- <u>Student Center</u> Application	Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete			
D PeopleTools	Diploma	500 S. State St. Ann Arbor, MI 48109-1382	07/30/2008	edit	delete			
	ADD A NEW Personal Infor Addresses Na go to	MDDRESS mation mes Phone Numbers U M Emergency	Alerts Emergenc	v Contacts				