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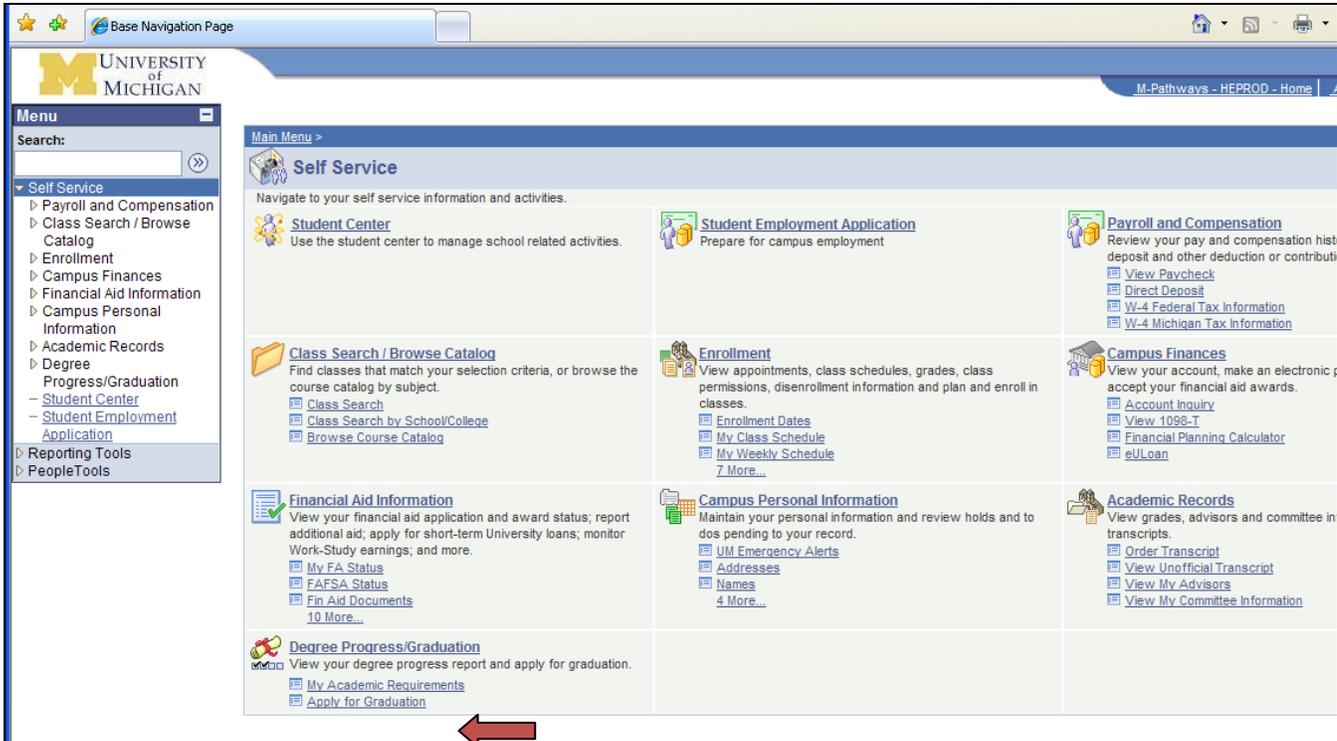
b. If you prefer to use the menu on the left, select "Degree Progress/Graduation"

7/08 RO
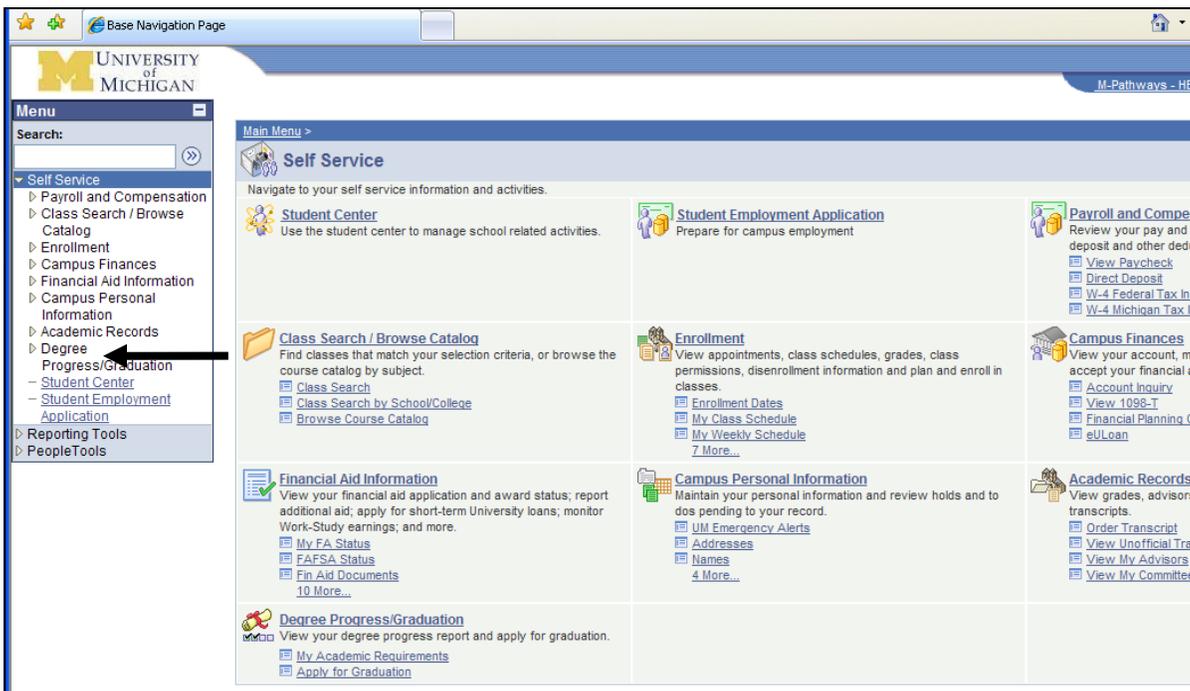
c. Select "Apply for Graduation" from the menu.
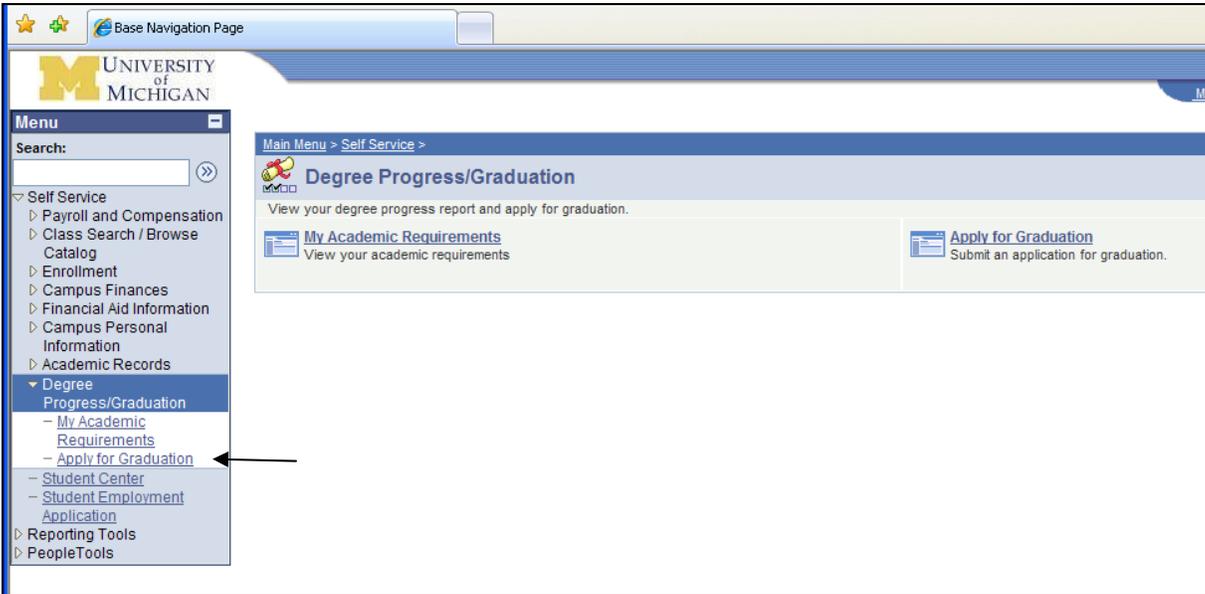
4. The system will display your currently active degree programs. Select the program which you wish to apply to.

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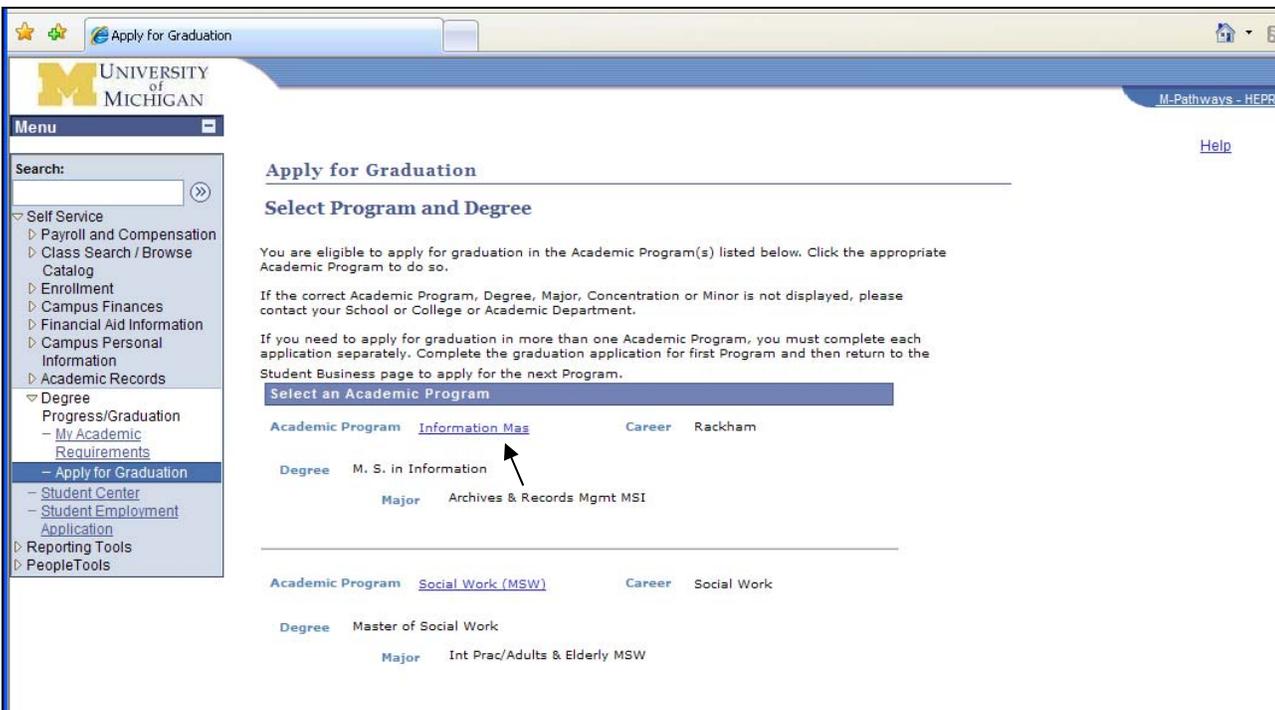
5. Verify you have selected the correct program, then use the dropdown menu to select the term in which you will graduate.

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.

7. Enter any alumni information and/or e-mail 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.

7/08 RO

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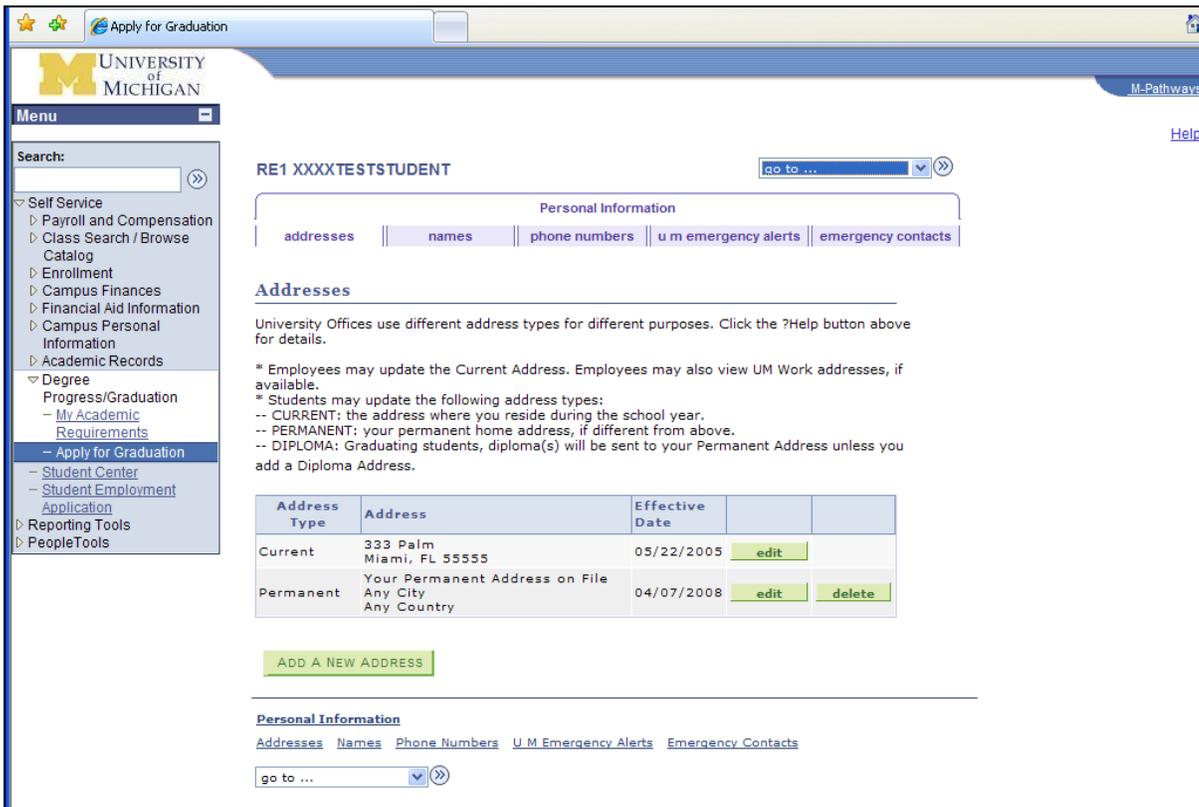
11. To enter an address for your diploma mailing, select the "Add a New Address" button, then type address. Select the "OK" button when done.
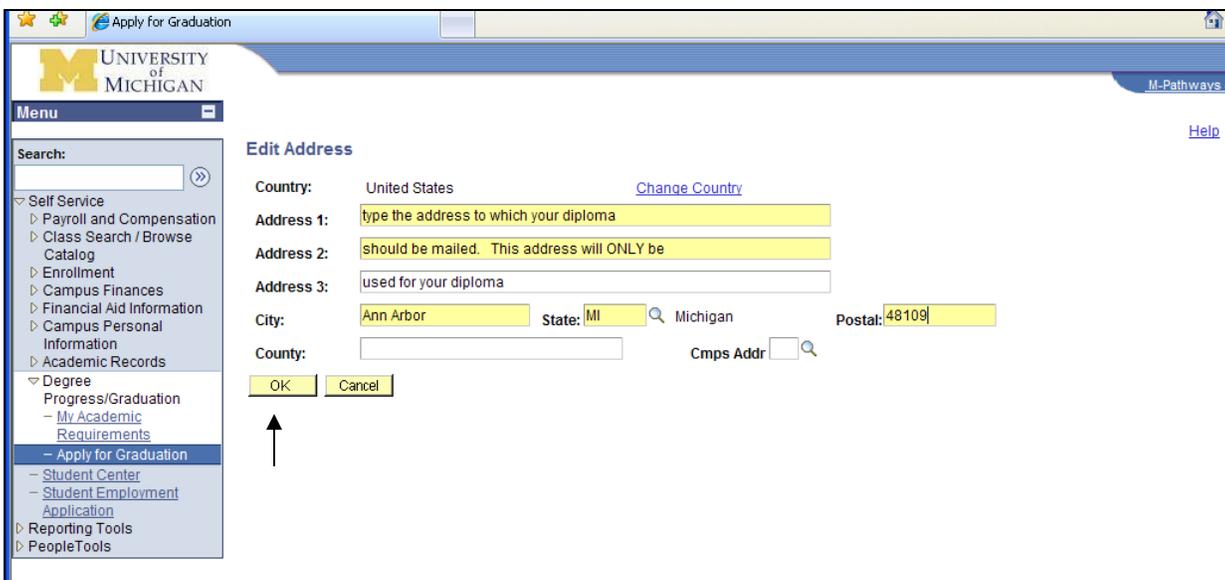
12. You will be asked to select the *type* of address. Click in the checkbox next to "Diploma", then click the "Save" button.

7/08 RO
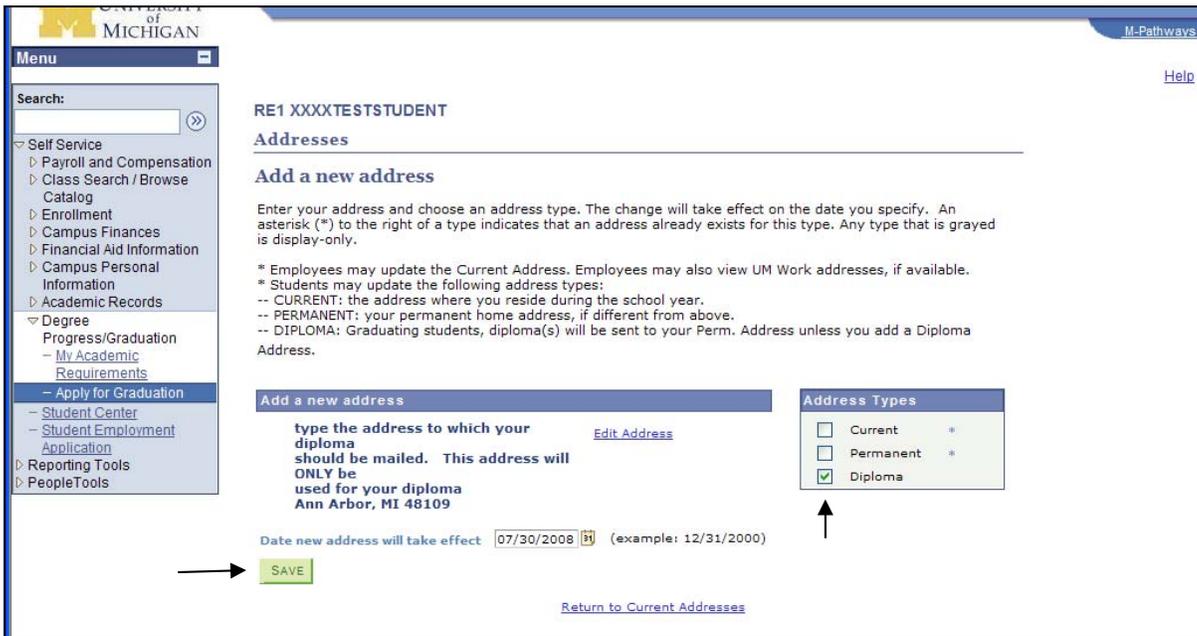
13. You will see a confirmation screen to let you know the new address has been saved to the system. Click the "OK" button.
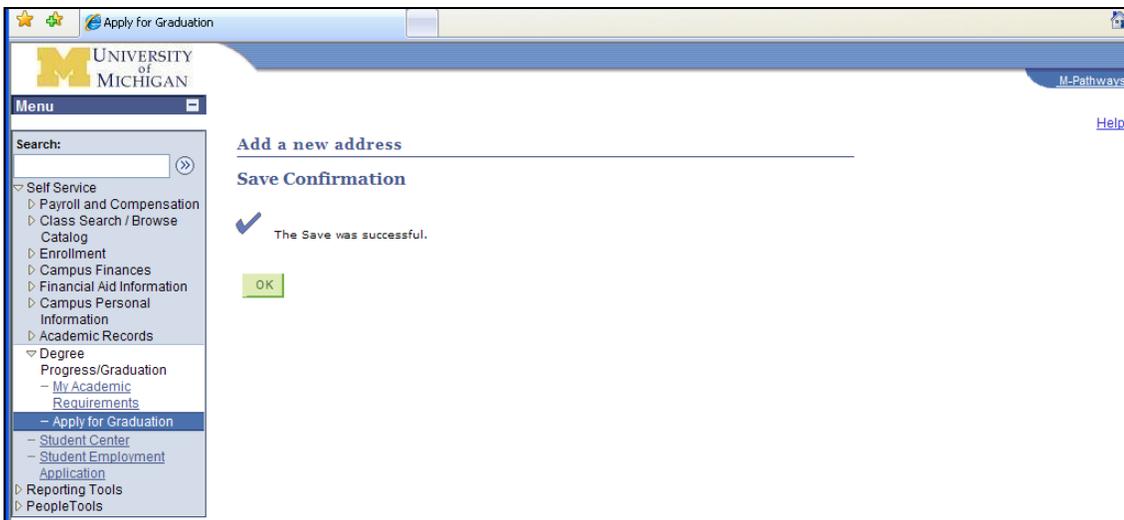
14. You will be returned to the "Addresses" area. You have now successfully applied for graduation, and have entered a diploma mailing address. You may select the "Sign Out" option from the screen and complete the log out process. You will receive an e-mail (to your uniqname@umich.edu address) confirming your graduation application.

UNIVERSITY of MICHIGAN

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

Help

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   go to ... ▾ »

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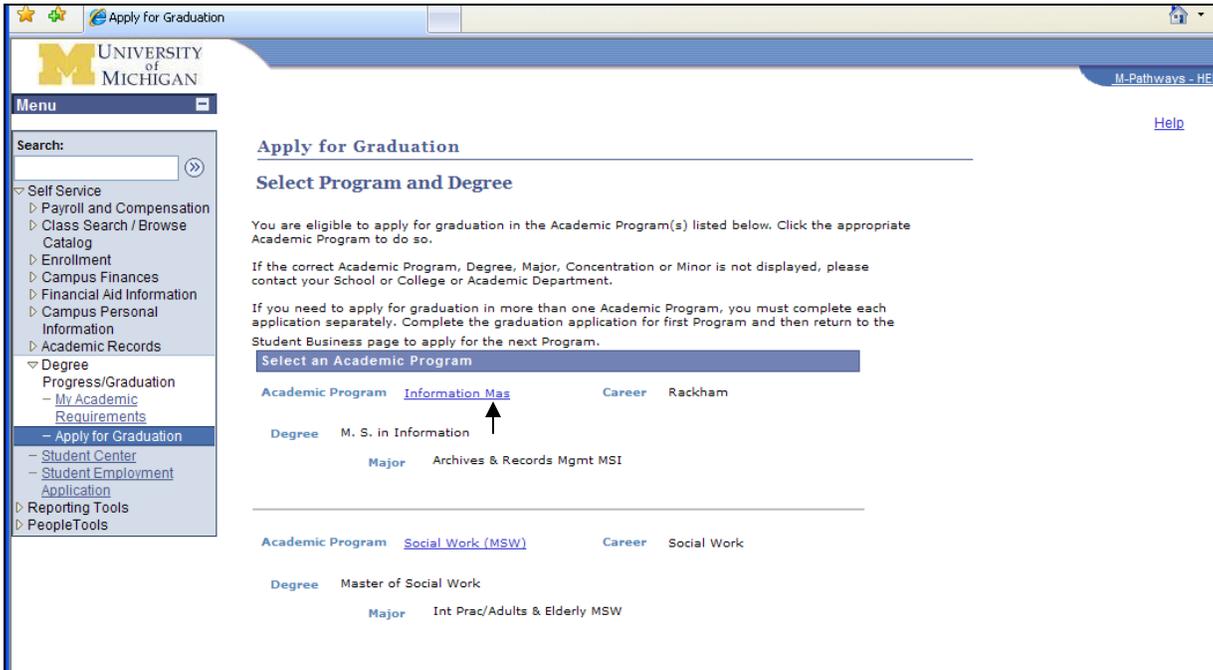
4. You will receive a "warning" screen to let you know you have already applied for graduation with this degre. To update your alumni or name information, click the "OK" button.
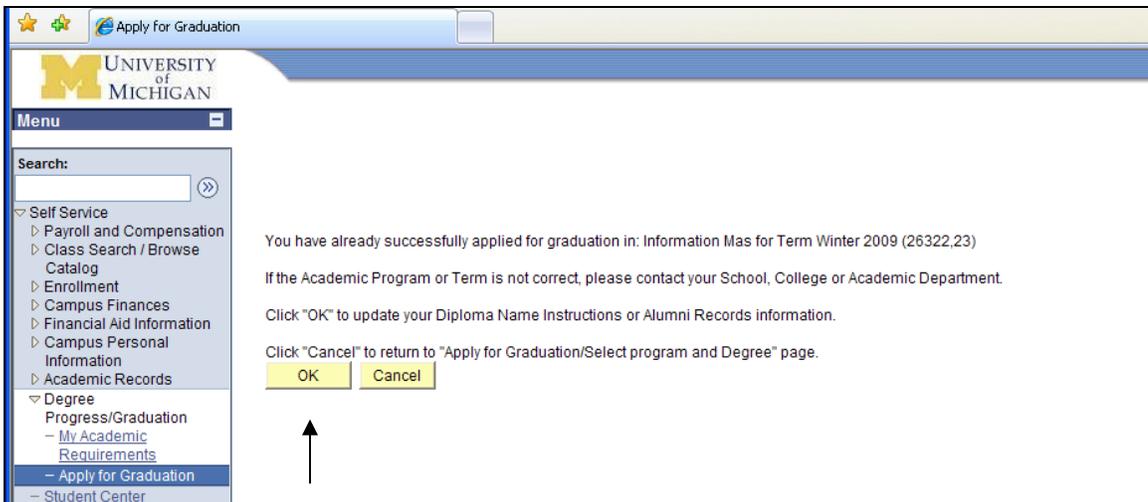
    a. Note: If in reviewing your application, you find that you have applied for the incorrect term, contact your advising center for assistance.

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.

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)

7/08 RO

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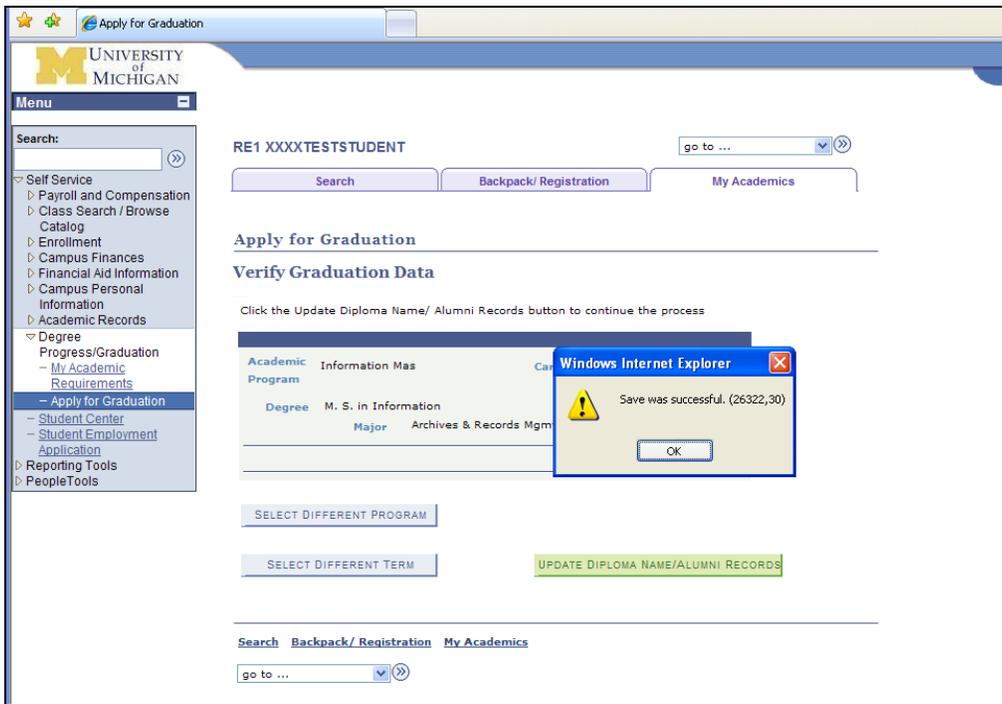
10. Click "Sign Out" in the upper right corner and follow the log out directions.

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

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

7/08 RO
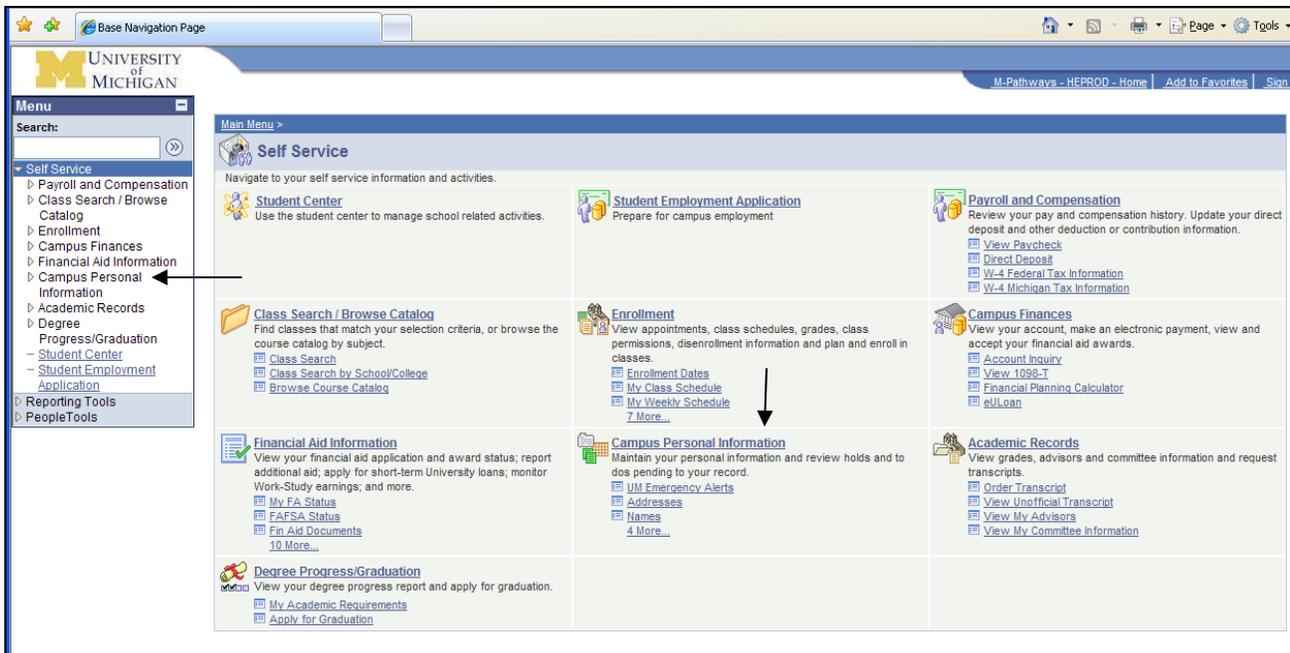
3. Select "Addresses"

3. If you did not originally enter a Diploma address, select the "Add A New Address" button.
   a. Please see Page
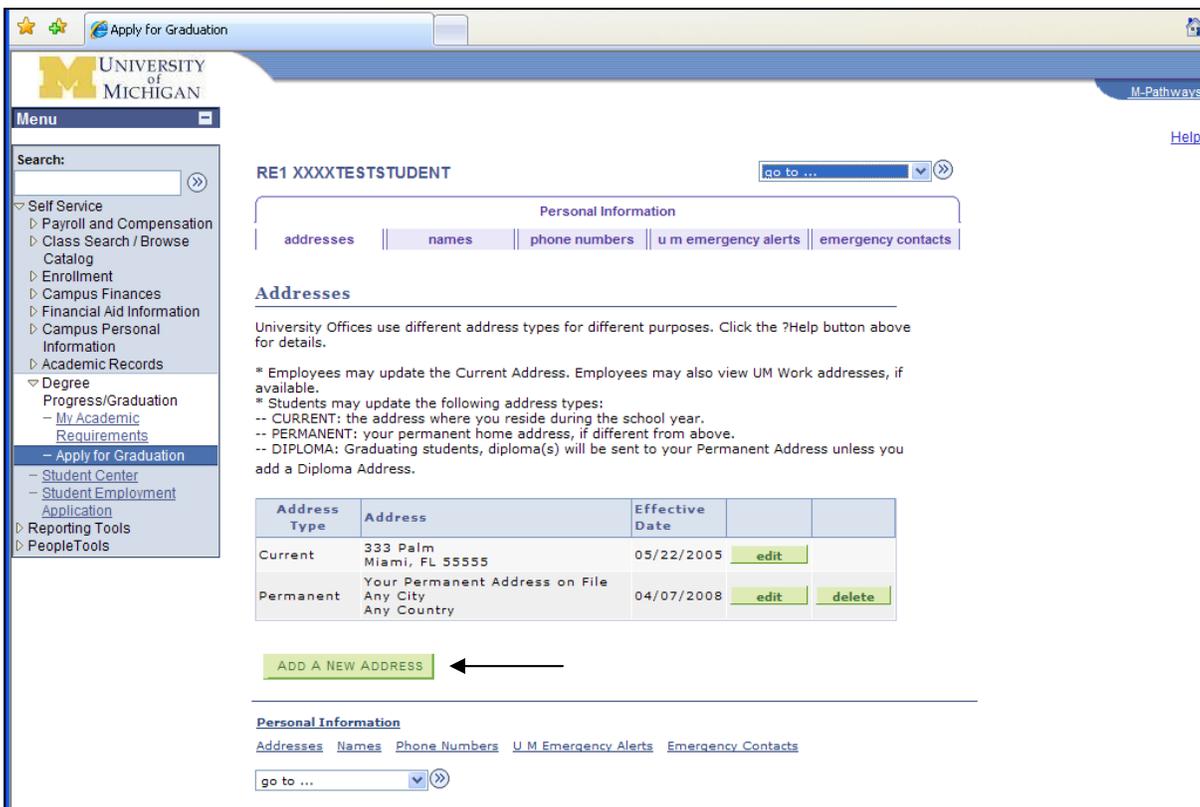
4. To enter an address for your diploma mailing, type in the mailing address. Select the "OK" button when done.
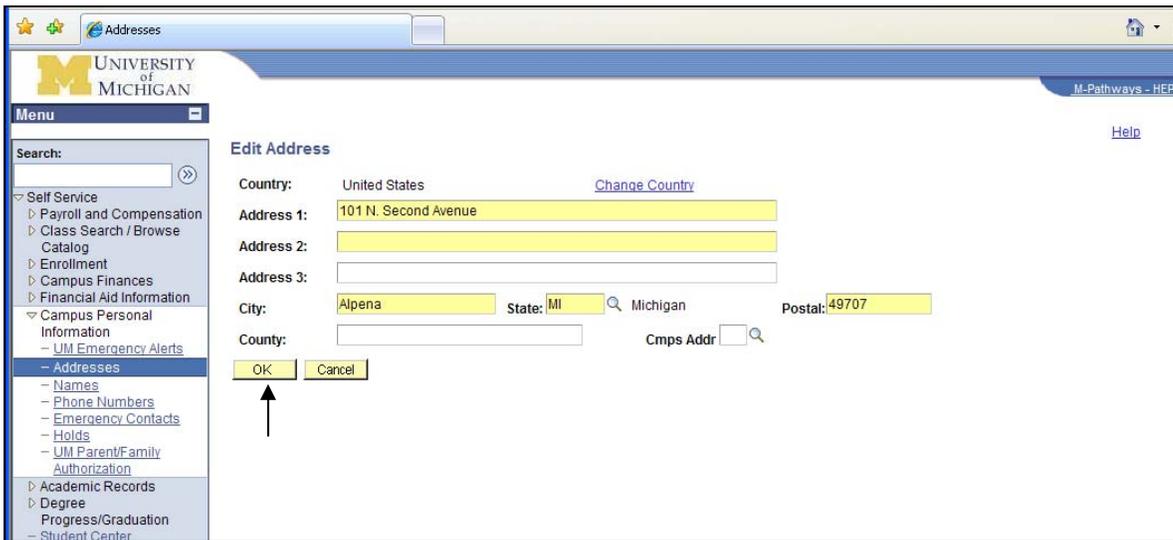
5. You will be asked to select the *type* of address. Click in the checkbox next to "Diploma", then click the "Save" button.

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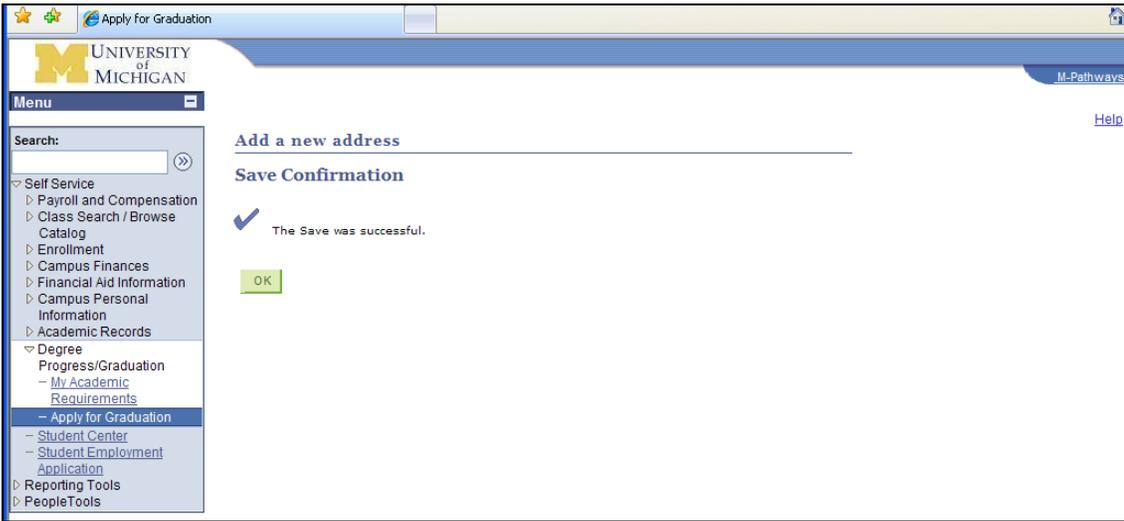
7. You will be returned to the "Addresses" area. You have now successfully entered a diploma mailing address. You may select the "Sign Out" option from the screen and complete the log out process.

7/08 RO
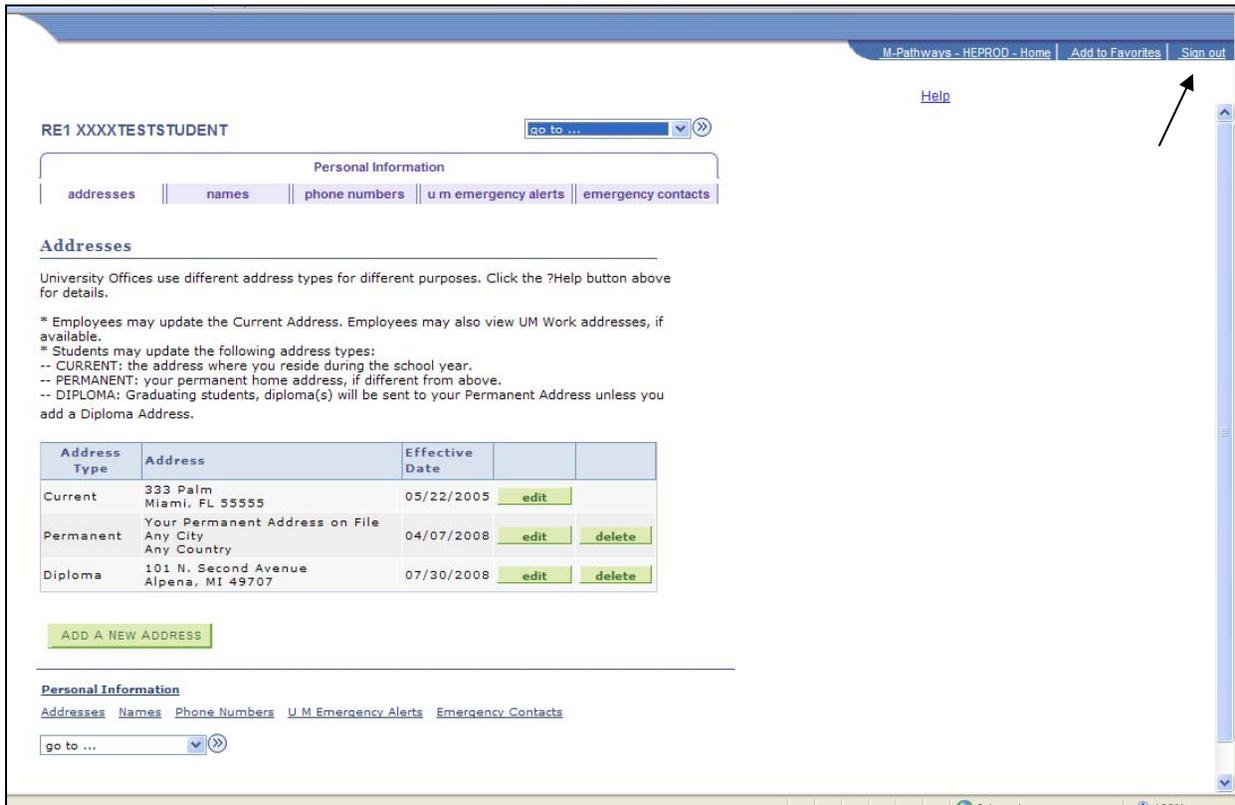
How to update a diploma mailing address after you have applied to graduate

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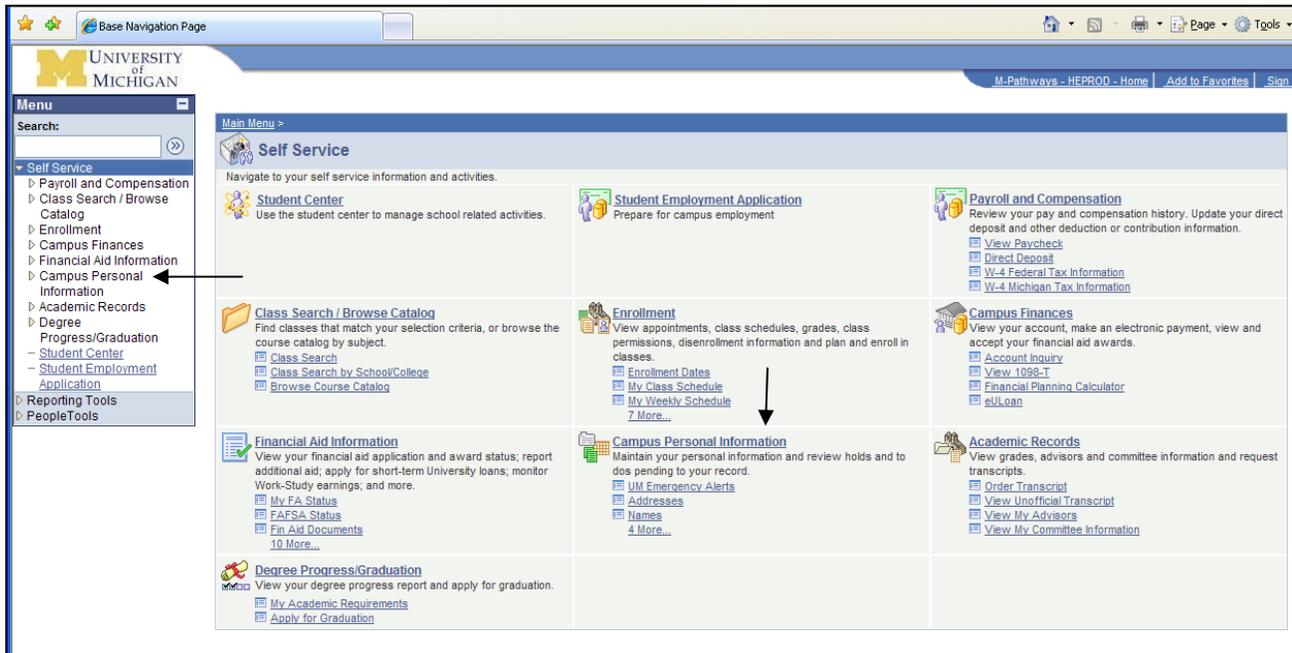
3. Select "Addresses"
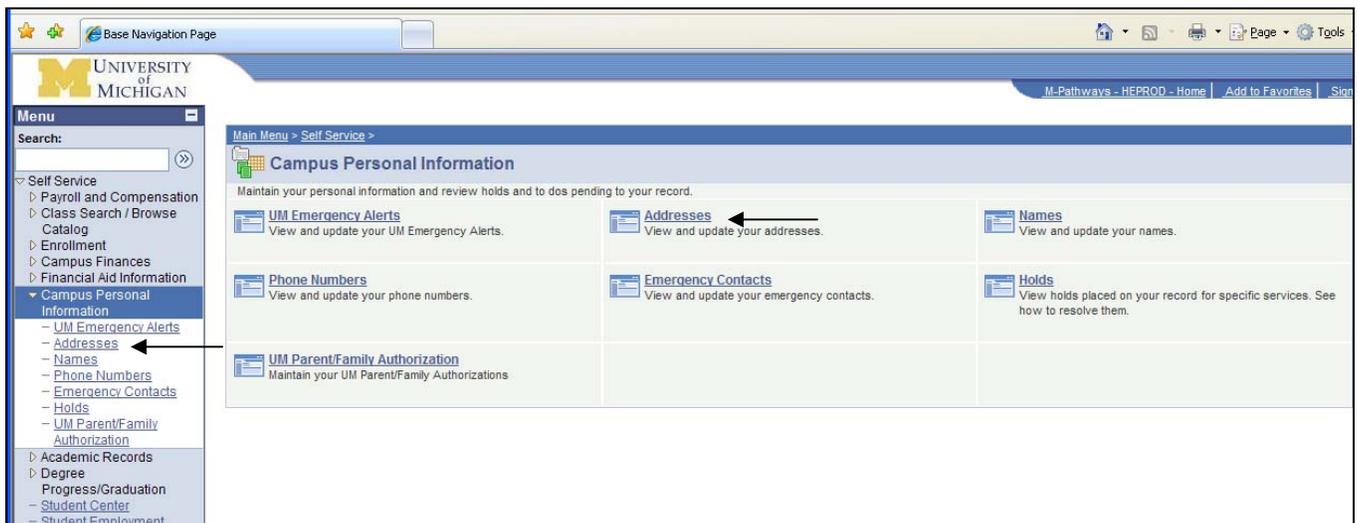
4. Select the "Edit" button in the Diploma Address area of the grid to update your diploma address.
   a. If you wish to remove your diploma address, select the "Delete" button. In this example, we will update the diploma address.

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.