Graduation Application Walkthrough

In order to graduate from PennWest students must first apply to graduate from the program that they are pursuing. As students apply to graduate, if you notice that your program, major, minor or concentration are incorrect, stop the application and contact The Office of the Registrar for assistance.

Students should follow these easy steps below to submit their application.

- Go to my.pennwest.edu and Click on Sign in
Once authenticated,

- Click on Student Self-Service

**Student Quick Access**

- PennWest Email
- Student Self-Service
- D2L Brightspace
- Housing & Dining Portal
- Student Accounts Portal

On the Student Profile in the bottom left corner

- Click on Application to Graduate
**Curriculum Selection**

This is the true beginning of the application to graduate. Only the program that you are currently pursuing will be displayed here. If you are pursuing two degrees concurrently, you will need to complete an application for each of them. If the Curriculum Selection below is not correct, stop your application and contact The Office of the Registrar for assistance.

- Click on the radio button for the Current Program
- Click Continue

<table>
<thead>
<tr>
<th>Term</th>
<th>Program</th>
<th>Campus</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2022</td>
<td>Psychology</td>
<td>California Campus</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

Click Continue
Dates of Graduation Awarding

The available dates of graduation are displayed here for the terms that are open. In this example, Fall term and Winter Term are available for graduation. Graduation means awarding of your degree but it does not necessarily reflect the date of the Commencement ceremony. Communication about the ceremony will occur later from The Office of the Registrar.

- Select the Date that you wish to graduate
- Click Continue

Graduation Date Selection

Current Program
Bachelor of Science

Graduation Ceremony Attendance

Graduation Date *
Select

Date: 12/10/2022 Term: Fall 2022
Date: 01/11/2023 Term: Winter 2023
Diploma Name

The next page is where the student can select which name that they wish to have on their diploma. Students are able to choose the name that they have on their student record or a preferred name. Students are not able to choose a different last name.

- Select either New or Current Name
  - If new, enter the name as you intend it.
- Click Continue.

Warning that how the name is recorded is how it will print on the diploma. This does not constitute an official or legal name change and will not update your historical student record.
OFFICE OF THE REGISTRAR

Name
Penny Western

Select a Name for your Diploma *
Current Name (Penny Western)

First Name
Penny

Middle Name

Last Name
Western

Suffix

Back  Continue

Graduation@pennwest.edu
Mailing Address for the Diploma

The mailing address for the diploma defaults to the permanent address that the student has on file. If you wish to have your diploma mailed to another location then you can enter it below. Recording of an address is not an update to your student record, but only where you wish the diploma to be sent.

- Select either current or new

![Mailing Address Form](image-url)
Graduation Application Summary

This page then shows students the completed application.

- Click Submit Request for the application to be official submitted.

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/10/2022</td>
<td>Fall 2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma Name</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Western</td>
<td>Penny</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma Mailing Address</th>
<th>City</th>
<th>State or Province</th>
<th>Zip or Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 University Avenue</td>
<td>Harrisburg</td>
<td>Pennsylvania</td>
<td>17101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Level</th>
<th>Program</th>
<th>Campus</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science</td>
<td>Undergraduate</td>
<td>Psychology</td>
<td>California Campus</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

[Submit Request button]
Acknowledgement of Application

Now that you have submitted your application the final page that you will see is a message similar to the one below. There is nothing more that you need to do at this time. The Office of the Registrar will now reach out with further information regarding diplomas and commencement.

Acknowledgement

You have successfully submitted your graduation application. Degrees will be conferred after you have completed your requirements for the part of term/session you are enrolled in and all grading and end of term processing is complete. If you have additional questions regarding your graduation requirements, please contact your academic advisor. If you are a winter or summer session graduate, you will be invited to the appropriate ceremony. Please note that commencement ceremonies are held in December and May. Further details about commencement will be sent via email closer to the time of the ceremony.

Regards,
Graduation Team graduation@pennwest.edu

P11018342/1

If you wish to review your submitted graduation application, you can navigate to your Student Profile and on the bottom left of the page click View Submitted Graduation Application.
Degree Works View

Now that a graduation application has been submitted, your academic advisor will also see that you’ve submitted the application in your Degree Works audit.

---

**Level**  Doctoral  
**Classification**  {goal}  
**Major**  Ed Admin & Leadership-CAL  

**Advisors**  Amanda Rbaibi, Shayne Gervais (Primary)  

**Test Scores**  
ACT Composite - 28, ACT English - 30, ACT Math - 25, ACT Reading - 15  
M Total New - 1120, MATH SECTION SCORE - 600  

**Graduation Application Status**  Bachelor of Science - Applied to Graduate

If there are any questions, please reach out to us at [Graduation@pennwest.edu](mailto:Graduation@pennwest.edu)