

# Graduation Application Step by Step

## 1. Log in



### User Login

Login here to check course availability, register for classes, or  
Please enter your Dixie ID Number (ID) and Personal Identifica  
If you do not know your PIN, or the PIN you enter doesn't wo  
If you have followed the PIN directions above and your login is

Dixie ID#:   
PIN / Password:

## 2. Select "Student"

Personal Information **Student** Financial Aid  
Search

Welcome, Test Student, to the Dixie State Co

**Student** ←  
Complete an application for admissions; Register for classes;  
**Financial Aid**  
Apply for Financial Aid; View financial aid status and eligibility,  
**Personal Information**  
View or update your address(es), phone number(s), e-mail ac

## 3. Select "Student Records"

Personal Information **Student** Financial Aid  
Search

### Student Services & Financial Aid

**Registration**  
Register for classes. Fall 2013 registration is now open.  
For more dates and deadlines, see the Academic Calendar.  
**Student Records** ←  
View your holds; Display your grades and transcripts; Review charges and payment  
**Financial Aid & Scholarships**  
Review the status of your financial aid/Scholarship applications; Check status of d

## 4. Select "Graduation Application"

Personal Information **Student** Financial Aid  
Search

### Student Records

#### Student Records

[View Holds](#)  
[Midterm Grades](#)  
[Final Grades](#)  
[Unofficial Academic Transcript](#)  
[Order Official Transcripts & Enrollment Verifications!](#)  
[View My Test Scores](#)  
[Account Summary by Term](#)  
[Make Payment & Account Summary](#)  
[Tax Notification](#)  
[Degree Evaluation](#)  
[Course Catalog](#)  
**[Graduation Application](#)** ←  
[Starfish Academic Alerts](#)  
[Degree Works](#)

## 5a. Select the current term, click "Submit"

Personal Information **Student** Financial Aid  
Search

### Catalog Term Selection

Select a term to determine degree requirements for your graduation application.  
If you are unsure of your catalog term, please contact your advisor or email [graduation@dixie.edu](mailto:graduation@dixie.edu).

Select a Term:   ←

## 5b. If no catalog term available, submit a change of major form and/or contact your advisor

Personal Information **Student** Financial Aid  
Search

### Curriculum Selection

Select one curriculum (program) for this graduation application.

**If the correct curriculum is not listed, you must submit a change of major form before**

#### Select Curriculum

No curricula available for graduation application.

## 6. Select Curriculum, click "Continue"

Personal Information **Student** Financial Aid

Search

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Curriculum Selection

Select one curriculum (program) for this graduation application.

**If the correct curriculum is not listed, you must submit a [change of major form](#) before.**

Select Curriculum

- Current Program
  - Level: Undergraduate
  - College: Fine & Performing Arts
  - Major and Department: Communication, \*Fine & Performing Arts

## 8. Attending the ceremony in May? Click "Continue"

Personal Information **Student** Faculty Services Employee

Search

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Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony:  Yes  No

## 10. Confirm/enter diploma name, click "Continue"

New last names require an information change form

### Diploma Name Selection

Enter the name to be printed on your diploma.

**Name For Diploma**

First Name:

Middle Name:

Last Name:

Suffix:

## 12. Confirm / amend diploma address, click

### Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.  
**Diplomas are mailed 12 weeks following the end of the semester.**  
**Please choose your diploma address accordingly!**

\* indicates required field

**Mailing Address For Diploma**

Street Line 1\*:

Street Line 2:

Street Line 3:

City\*:

State or Province:

ZIP or Postal Code:

Nation:

## 7. Select Graduation Date, click "Continue"

### Graduation Date Selection

Select a date for your expected graduation.

\* indicates required field

**Curriculum**

Current Program

Level: Undergraduate

College: Fine & Performing Arts

Major and Department: Communication, \*Fine & Performing Arts

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**Select Graduation Date**

Graduation Date\*:

None  
 Term:Spring 2014 Year:2013-2014  
 Term:Summer 2014 Year:2014-2015  
 Term:Fall 2014 Year:2014-2015  
 Term:Spring 2015 Year:2014-2015

## 9. Choose your diploma name, click "Continue"

### Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be

\* indicates required field

**Name**

Name:

**Current Diploma Name:**

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**Select a Name for your Diploma**

One of your Names\*:

None  
 New  
 Current Name (Test Student)

[ View Transcript ]

## 11. Select diploma mailing address, click "Continue"

Where will you be living 12 weeks after the last day of your graduation semester? This should be a permanent address.

### Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address.  
**Diplomas are mailed 12 weeks following the end of the semester.**  
**Please choose your diploma address accordingly!**

\* indicates required field

**Current Diploma Mailing Address**

Select an Address for your Diploma

One of your Addresses\*:

None  
 None  
 New  
 Permanent (123 E. 100 S)

[ View Transcript ]

## 13. Select "Graduation Fee \$45", click "Continue"

### Graduation Application Payment

Select a method of payment for the graduation application.

\* indicates required field

**Select Payment Method**

Payment Method\*:

None  
 Graduation Fee \$35.00 Web Graduation Fee

[ View Transcript ]

## 14. Confirm information is correct, click "Submit"

### Graduation Application Summary

This is the information that will be submitted for your application to graduate.

#### Graduation Date

Term: Spring 2014  
Year: 2013-2014

#### Ceremony

Attend Ceremony: Yes

#### Diploma Name

First Name: Test  
Middle Name:  
Last Name: Student

#### Diploma Mailing Address

Street Line 1: 123 E 100 S  
City: Saint George  
State or Province: Utah  
ZIP or Postal Code: 84770-3428

#### Curriculum

Current Program  
Level: Undergraduate  
College: Fine & Performing Arts  
Major and Department: Communication, \*Fine &

#### Graduation Charges

Fee: \$35.00  
Payment Method: Web Graduation Fee

Submit Request

## 15. Pay with credit card or electronic check, click "Return to Banner"

checkout sign out

Test Student

#### Select Method of Payment

- Enter new credit card information. There is a 2.75% convenience fee.
- Enter new electronic check information. There is no convenience fee.

Continue Checkout

## 16. Make an appointment with your advisor for a degree audit

### Graduation Application Submission

Your application has been successfully submitted. Thank you.

#### Now what?

- **It is your responsibility to meet with your program advisor before the application deadline listed below.**
  - At your scheduled appointment, you and your program advisor will complete a degree audit and discuss any remaining requirements. You will assemble and submit your graduation application file to the Graduation Office.
- **Deadlines for completing the graduation application process:**
  - Fall Semester: October 1st
  - Spring Semester: February 1st
  - **(Summer graduates who plan to participate in commencement ceremonies need to apply by February 1st)**
  - Summer Semester: May 1st
  - **(Summer graduates who are not participating in commencement ceremonies need to apply by May 1st)**

If you need assistance with the online graduation application contact the Graduation Office at [graduation@dixie.edu](mailto:graduation@dixie.edu).

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## • Deadlines for completing the graduation application process:

The graduation application process includes completing the online application and meeting with a program or general education advisor for a graduation audit.

### Associate's degrees

Fall Semester: October 1<sup>st</sup>

Spring Semester: February 1<sup>st</sup>

Summer\* Semester: May 1<sup>st</sup>

### Bachelor's degrees

Fall Semester: April 1<sup>st</sup>

Spring Semester: November 1<sup>st</sup>

Summer\* Semester: March 1<sup>st</sup>

\* Summer graduates who wish to participate in commencement ceremonies need to apply by the Spring deadline.

- **Change of Information forms:** [registration.dixie.edu](http://registration.dixie.edu) > Forms
- **Commencement information:** <https://dixie.edu/commencement/>
- **Major Change forms:** [registration.dixie.edu](http://registration.dixie.edu) > Forms