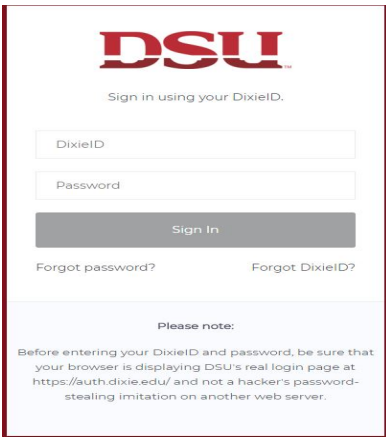


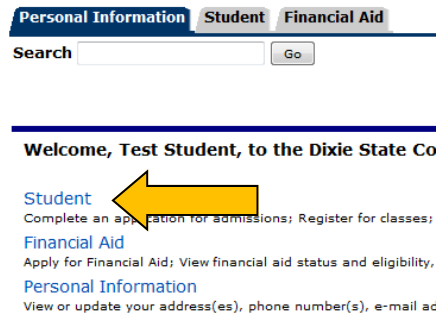
Graduation Application

1. Log in



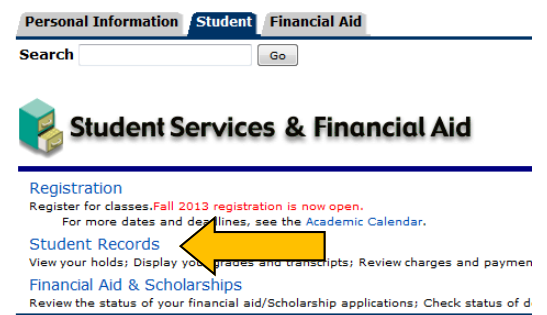
The login page features the DSU logo at the top. Below it, a sign-in instruction reads "Sign in using your DixieID." There are two input fields: "DixieID" and "Password". A "Sign In" button is positioned below the password field. Links for "Forgot password?" and "Forgot DixieID?" are located at the bottom left. A "Please note:" section at the bottom provides a warning about the browser's address bar, stating: "Before entering your DixieID and password, be sure that your browser is displaying DSU's real login page at https://auth.dixie.edu/ and not a hacker's password-stealing imitation on another web server."

2. Select "Student"



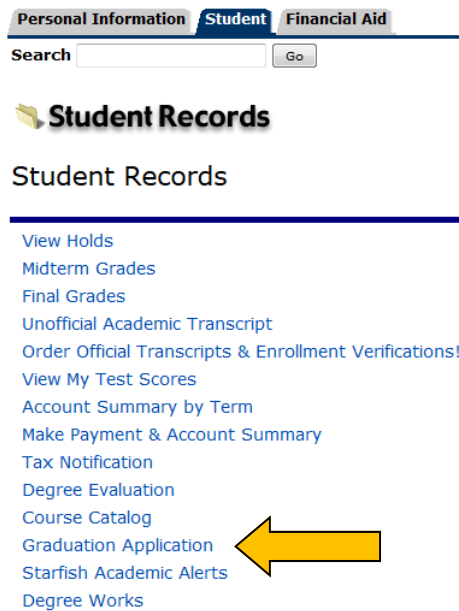
The navigation menu includes "Personal Information", "Student", and "Financial Aid". A search bar with a "Go" button is present. Below the menu, the "Student" link is highlighted with a yellow arrow. The "Student" section contains the following text: "Welcome, Test Student, to the Dixie State Co", "Student 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", and "View or update your address(es), phone number(s), e-mail ac".

3. Select "Student Records"



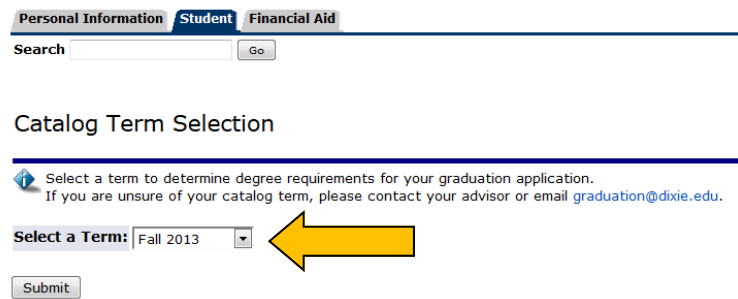
The page title is "Student Services & Financial Aid". It features a search bar and a "Go" button. Below the search bar, there are three main sections: "Registration" (with a note: "Register for classes. Fall 2013 registration is now open. For more dates and deadlines, see the Academic Calendar."), "Student Records" (highlighted with a yellow arrow), and "Financial Aid & Scholarships" (with a note: "Review the status of your financial aid/Scholarship applications; Check status of d").

4. Select "Graduation Application"



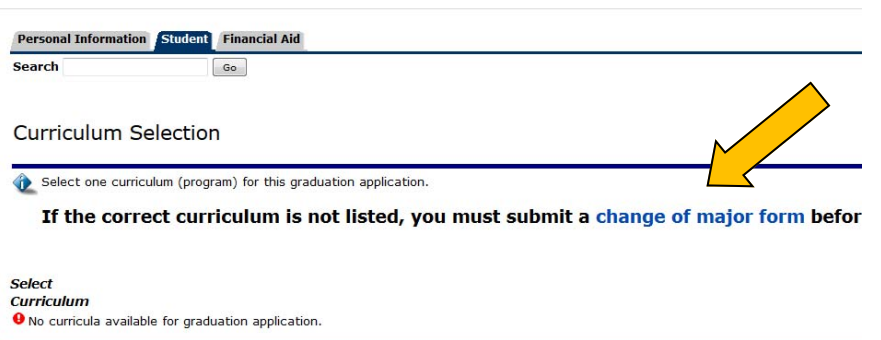
The page title is "Student Records". It features a search bar and a "Go" button. Below the search bar, there is a list of links: "View Holds", "Midterm Grades", "Final Grades", "Unofficial Academic Transcript", "Order Official Transcripts & Enrollment Verifications!", "View My Test Scores", "Account Summary by Term", "Make Payment & Account Summary", "Tax Notification", "Degree Evaluation", "Course Catalog", "Graduation Application" (highlighted with a yellow arrow), "Starfish Academic Alerts", and "Degree Works".

5a. Select your catalog year or the current term, click "Submit"



The page title is "Catalog Term Selection". It features a search bar and a "Go" button. Below the search bar, there is a message: "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." There is a dropdown menu labeled "Select a Term:" with "Fall 2013" selected, highlighted by a yellow arrow. A "Submit" button is located below the dropdown menu.

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



The page title is "Curriculum Selection". It features a search bar and a "Go" button. Below the search bar, there is a message: "Select one curriculum (program) for this graduation application." A yellow arrow points to the "Submit" button. Below the message, there is a note: "If the correct curriculum is not listed, you must submit a change of major form before". At the bottom, there is a section titled "Select Curriculum" with a red error icon and the text: "No curricula available for graduation application."

6. Select Curriculum, click "Continue"

Personal Information **Student** Financial Aid

Search

Curriculum Selection

Select one curriculum (program) for this graduation application.

If the 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

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 "Continue"

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

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:

Select a Name for your Diploma

One of your Names:

Current Name (Test Student)
None
New
Current Name (Test Student)

[View Tr

11. Select diploma mailing address, click "Continue"

Where will you be living 30 days 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 for your diploma.
Diplomas are mailed within 30 days of the last day 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
New
Local (123 Memory Lanes)
Parents (225 S. 700 E)

13. Select "Graduation Fee \$55", click "Continue"

Graduation Application Payment

Select a method of payment for the graduation application.

* indicates required field

Select Payment Method

Payment Method:

Graduation Fee \$35.00 Web Graduation Fee
None
Graduation Fee \$35.00 Web Graduation Fee

[View Transcri

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 Semester: May 1st

(Summer graduates who plan to participate in commencement ceremonies need to apply by February 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.

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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 1st
Spring Semester: February 1st
Summer* Semester: June 1st

Bachelor's degrees

Fall Semester: April 1st
Spring Semester: November 1st
Summer* Semester: March 1st

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

- Change of Information forms: registration.dixie.edu > Forms
- Commencement information: <https://dixie.edu/commencement/>
- Major Change forms: registration.dixie.edu > Forms