

## **Applying to Graduate in Workday**

[STEP 1: Initiate Your Application for Program Completion](#)

[STEP 2: Enter Your Diploma Mailing Address](#)

[STEP 3: Complete Questionnaire \(Submit your name as you would have it appear on your diploma. Diploma Name\)](#)

[STEP 4: Complete the Graduation Application Fee](#)

[STEP 5: Upload Your Graduation Application Receipt](#)

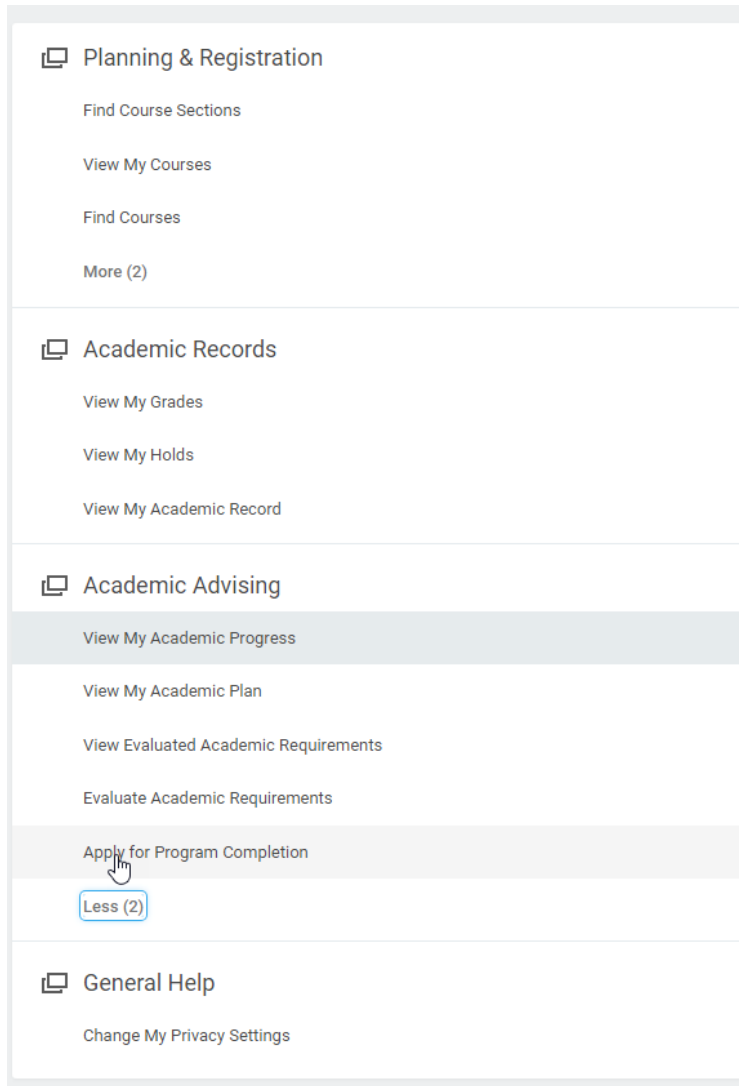
[STEP 6: Submit your Application for Program Completion.](#)

Please note: Undergraduate students must have completed 90 hours before they can apply to graduate in Workday.

# STEP 1: Initiate Your Application for Program Completion

NOTE: Applying for program completion in Workday means applying for graduation.

1. Go to your Academics app.
2. In the Academic Advising area, click on the Apply for Program Completion task.



Academic Record \* X - College of Arts and Sciences/Undergraduate (BA) - 08/16/2021 - Active

Name \* X (Legal)

Address

RSVP for Commencement  1

You can't select a program when it's not your primary program, completes separately from your primary program, or has an active application already.

1 item

Apply	Study	Educational Credential	*Expected Completion Date	Student Program of Study Record Status
<input checked="" type="checkbox"/> 2	Interdisciplinary Studies - Post-Traditional Major	BA- Bachelor of Arts	12/16 /2023 3	In Progress

Confirm  4

enter your comment

1. In the Academic Record field, select your major/program (if not automatically populated).
2. Verify your name.
3. **Click the RSVP for Commencement check box** if you plan to participate in the commencement ceremony.
4. Click the check box in the Apply field by your major/program.
5. Enter the Expected Graduation Date.
  - a. December 2023: 12/16/2023
6. Click Confirm.
7. Click Submit.

**NOTE: YOU ARE NOT DONE WHEN YOU CLICK SUBMIT in Step 1 (above).**

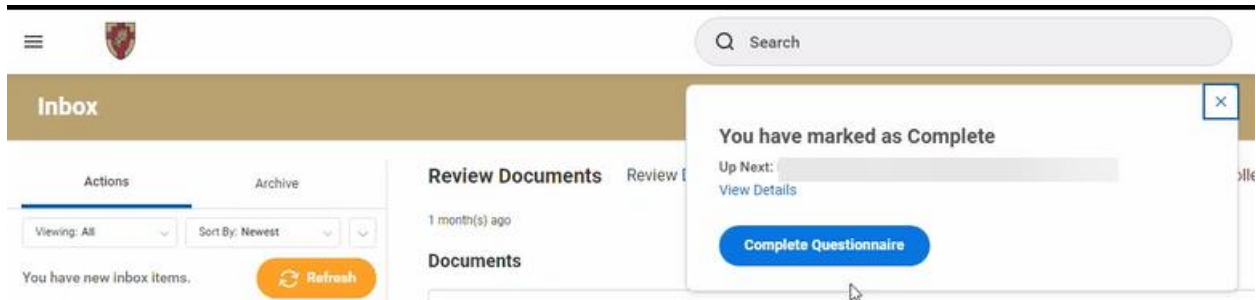
**Your graduation application cannot be evaluated until you complete all the steps in this document.**



- e. Click Submit to submit the diploma address.
- f. Click Submit on the new page to complete the to do.

## STEP 3: Complete Questionnaire (Submit your name as you would have it appear on your diploma. Diploma Name)

1. In your Workday inbox, click on the "Complete Questionnaire" blue button.



2. Enter your name as you would have it appear on your diploma. (NOTE: This is also how your name will appear in the commencement program.)

A screenshot of the 'Complete Questionnaire' form. The header shows the title 'Complete Questionnaire' and a subtitle 'Diploma Name - Final for Apply for Program Completion Event'. The form contains a text input field for 'Enter your Diploma Name'. Below this, there is a note: 'Please enter your name as you would like it to appear on your Anderson University diploma. Make sure to double check your entries before clicking the OK button.' The form has three input fields: 'First Name', 'Middle Name', and 'Last Name', each with a text input box and a small 'I' icon for text selection.

3. Click Submit.

## [STEP 4: Complete the Graduation Application Fee](#)

Please note: Do **not** click submit until you follow the link and pay your graduation application fee. You will receive the correct link based upon your academic level.

**Complete To Do** [Submit Undergraduate Graduation Application Fee](#) ...



1 second(s) ago

For [College of Business/Undergraduate \(BSB\) - 05/09/2022 - Active](#)

Overall Process [Apply for Program Completion Event](#) [College of Business/Undergraduate \(BSB\) - 05/09/2022 - Active](#)

Overall Status In Progress

Instructions In order to submit your payment, you must click the link below to pay the graduation application fee.

[Undergraduate Graduation Application Fee](#)

You will receive an email copy of the receipt.

enter your comment



## Undergraduate Graduation Application Fee

Undergraduate Graduation Application Fee

Price:

Graduation Application Fee - \$50.00 ▾

\$50.00

Student First Name

Student Last Name

Student Email Address

Student ID

Re-enter Student ID

Please remember to save a copy of your receipt to upload into Workday.

Purchase Total

\$50.00

Next

## Graduate Graduation Application Fee

Graduate Graduation Application Fee

Price:

Graduation Application Fee - \$100.00

\$100.00

Student First Name

Student Last Name

Student Email Address

Student ID

Re-enter Student ID

Please remember to save a copy of your receipt to upload into Workday.

Purchase Total

\$100.00

Next

v1.0.2304.2101

[Customer Service](#) | [Terms of Use](#) | [Privacy Policy](#)

© 2001-2023 Nelnet, Inc. and Affiliates. All Rights Reserved.

Once your payment has been accepted you will receive a receipt. The receipt will be sent to the email address you typed in the step above.



## Thank You

Your payment for \$102.75 has been authorized and submitted.

A transaction receipt was sent to TestAccount1@factsmgt.com.

Redirecting in 2 seconds...If the site does not redirect in 6 seconds, click here.

6TPNFNF



# STEP 5: Upload Your Graduation Application Receipt

Please save your emailed receipt as a pdf or take a screenshot to upload as proof of payment.

**Complete Questionnaire**

'Program Completion Payment Receipt' for Apply for Program Completion Event: Pierce, Ford Joseph - College of Business/Undergraduate (BSB) - 05/09/2022 - Active

Program Completion Payment Receipt

Your receipt was sent to the email address you provided when submitting your payment. You are required to upload a screenshot or saved PDF copy of that receipt.

AU Student ID (Required)

---

Student Name (Last Name, First Name) (Required)

---

Please indicate the Graduation Term (ex: Spring 2024) (Required)

---

Attach a copy of the payment receipt verifying payment was made. (Required)

Drop files here

or

Select files

**Submit**   Save for Later   Cancel

# STEP 6: Submit your Application for Program Completion.

1. Click the blue "To Do" button.

The screenshot shows an email inbox interface. At the top left is a hamburger menu icon and a university crest. A search bar is located at the top right. The inbox header is labeled "Inbox". Below the header, there are "Actions" and "Archive" tabs. Under "Actions", there are dropdown menus for "Viewing: All" and "Sort By: Newest". A notification card is visible in the inbox, stating: "You are ready to submit your graduation application! Apply for Program Completion Event: [redacted]". Below the notification, it says "1 second(s) ago". On the right side of the inbox, there is a separate notification card titled "You have submitted" with a close button (X) in the top right corner. The card content reads: "Up Next: [redacted] | You are ready to submit your graduation application! View Details". At the bottom of this card is a blue button labeled "To Do".

## 2. Click “Submit” to complete your application for program completion.

**Complete To Do** You are ready to submit your graduation application! ⋮ ☆ 📄 🗨️ ⚙️ 🏠

1 second(s) ago

For [College of Business/Undergraduate \(BSB\) - 05/09/2022](#) - Active

Overall Process [Apply for Program Completion Event](#) [College of Business/Undergraduate \(BSB\) - 05/09/2022](#) - Active

Overall Status [In Progress](#)

Instructions Your application for Graduation (Program Completion) has been received.

Next Steps:

All account balances must be settled before diplomas and transcripts can be released.

The timeline for receiving a degree audit will be, as follows:

Applications for [May](#) graduation:

- Priority evaluation window (October 1 – October 31).
- Audits of Applications for May graduation received in the priority evaluation window (above) will begin on November 1 and will be evaluated by the last day of the drop/add period of the final semester of study.
- Applications for May graduation received after the priority evaluation window (above) will be evaluated as soon as possible.

Applications for [August](#) graduation:

- Priority evaluation window (March 1 – March 31).
- Audits of Applications for August graduation received in the priority evaluation window (above) will begin on April 1 and will be evaluated by the last day of the drop/add period of the final semester of study.
- Applications for August graduation received after the priority evaluation window (above) will be evaluated as soon as possible.

Applications for [December](#) graduation:

- Priority evaluation window (April 15 – May 31).
- Audits of Applications for December graduation received in the priority evaluation window (above) will begin on June 1 and will be evaluated by the last day of the drop/add period of the final semester of study.
- Applications for December graduation received after the priority evaluation window (above) will be evaluated as soon as possible.

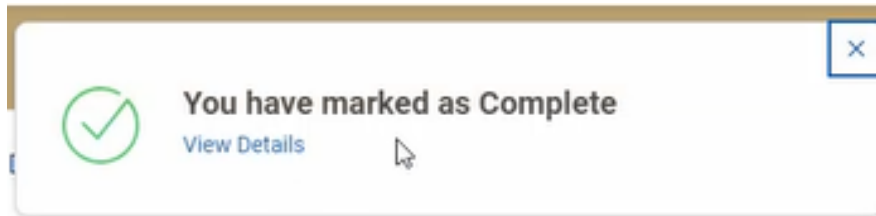
Please keep an eye on your AU email for further notifications.

Office of the Registrar  
Email: [registrar@andersonuniversity.edu](mailto:registrar@andersonuniversity.edu)  
Office: (864) 231-2120


enter your comment

[Submit](#) [Save for Later](#) [Close](#)

## 3. Once you have submitted your application, you will see the confirmation pop-up:



NOTE: You can also confirm that your application has been received by looking in your

notifications in the top right corner by your profile (  ) and viewing the confirmation of your application (screenshot in next).

## Apply for Program Completion Event:

College of Business/Undergraduate (BSB) - 05/09/2022 - Active

12 second(s) ago

Your application for Graduation (Program Completion) has been received.

Next Steps:

All account balances must be settled before diplomas and transcripts can be released.

The timeline for receiving a degree audit will be, as follows:

Applications for May graduation:

- Priority evaluation window (October 1 – October 31).
- Audits of Applications for May graduation received in the priority evaluation window (above) will begin on November 1 and will be evaluated by the last day of the drop/add period of the final semester of study.
- Applications for May graduation received after the priority evaluation window (above) will be evaluated as soon as possible.

Applications for August graduation:

- Priority evaluation window (March 1 – March 31).
- Audits of Applications for August graduation received in the priority evaluation window (above) will begin on April 1 and will be evaluated by the last day of the drop/add period of the final semester of study.
- Applications for August graduation received after the priority evaluation window (above) will be evaluated as soon as possible.

Applications for December graduation:

- Priority evaluation window (April 15 – May 31).
- Audits of Applications for December graduation received in the priority evaluation window (above) will begin on June 1 and will be evaluated by the last day of the drop/add period of the final semester of study.
- Applications for December graduation received after the priority evaluation window (above) will be evaluated as soon as possible.

Please keep an eye on your AU email for further notifications.

Office of the Registrar  
Email: registrar@andersonuniversity.edu  
Office: (864) 231-2120

**Details** [Apply for Program Completion Event](#)

[College of Business/Undergraduate \(BSB\) - 05/09/2022 - Active](#)