

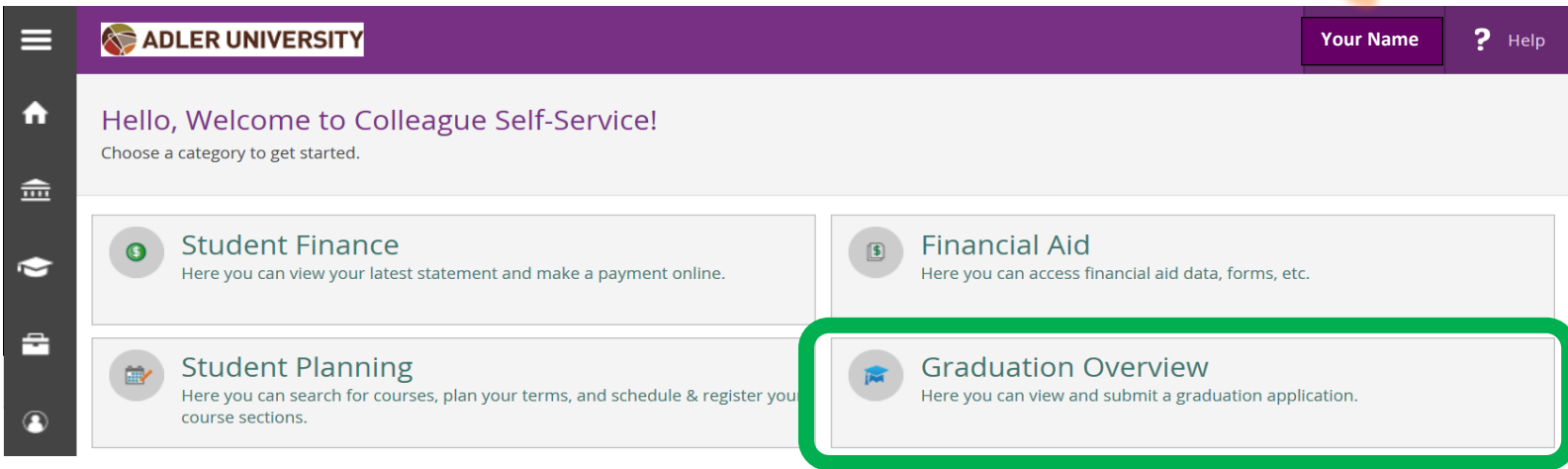


Graduation Application – Self Service

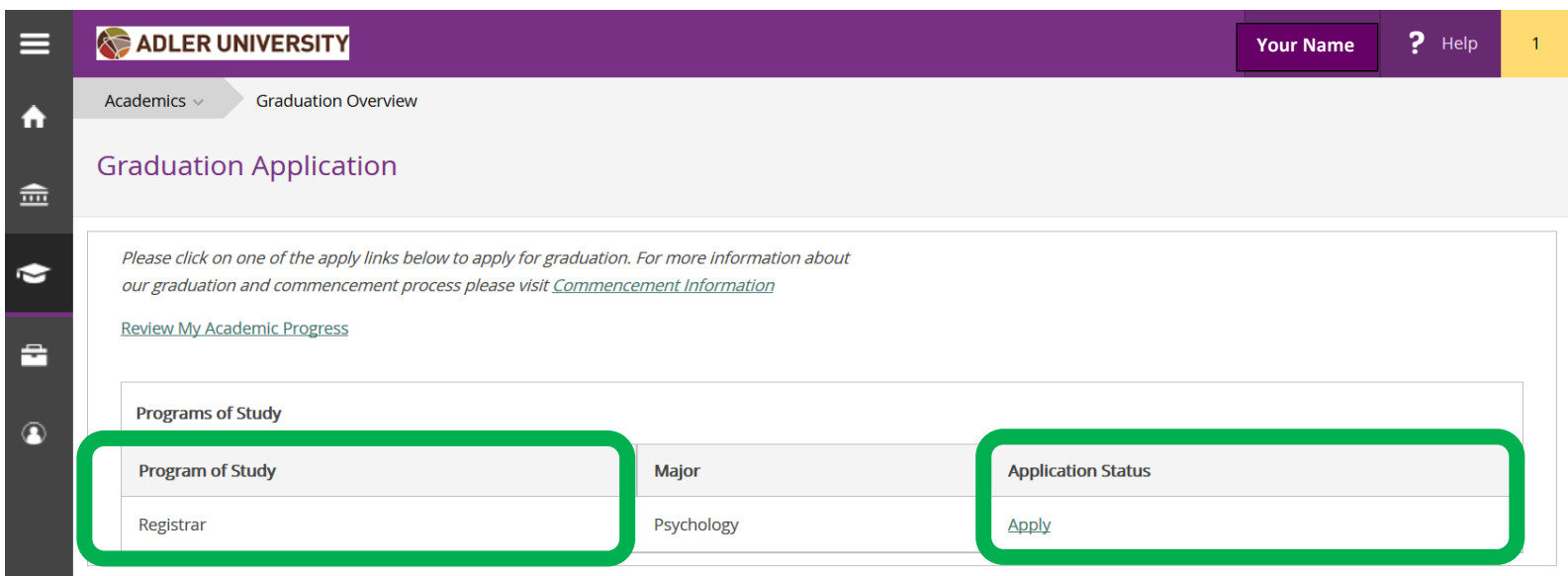
IN ORDER TO SUBMIT THIS APPLICATION, YOU MUST HAVE AN ADDRESS CONNECTED TO YOUR PROFILE. PLEASE CLICK ON YOUR NAME AND THEN USER PROFILE TO CONFIRM YOUR ADDRESS.

Completing your Graduation Application via Self-Service:

1. Log onto Adler Connect.
2. Go to the Self-Service option.
3. Once you arrive to the main Self-Service screen, click **Graduation Overview**.



4. Under **Programs of Study**, find the program you wish to apply for and click **Apply**.



5. **Graduation Term:** Select the term you will complete **ALL** degree requirements.
- **Chicago Campus students** – please select the appropriate term in which you will complete degree requirements that contains “**Chicago**”.
 - **Online Campus students** – please select the appropriate term in which you will complete degree requirements that contains “**Online**”.

Important: DO NOT SELECT THE TERM OF THE COMMENCEMENT CEREMONY, PLEASE SELECT THE TERM IN WHICH ALL DEGREE REQUIREMENTS WILL BE COMPLETED (DOCTORAL STUDENTS – THIS INCLUDES INTERNSHIP AND THE SUBMISSION OF YOUR FINAL DISSERTATION).

The screenshot shows the 'Graduation Application' form. The 'GraduationTerm *' dropdown menu is highlighted with a green box. The dropdown menu is open, showing the following options: 'Please Select', 'Please Select', 'Chicago 2020 Fall Term', and 'Online 2020 Fall 2 Term'. The 'Please Select' option is currently selected.

Full Name	Your Name	Registrar
GraduationTerm *	Please Select	Diploma: Master of Arts
	Please Select	Major: Psychology
	Chicago 2020 Fall Term	
	Online 2020 Fall 2 Term	

6. **Preferred Name on Diploma:** Confirm what appears is correct **or** make the necessary adjustments.

The screenshot shows the 'Graduation Application' form. The 'Preferred Name on Diploma *' field is highlighted with a green box. The field contains the text 'Your Name'.

Full Name	Your Name	Registrar
GraduationTerm *	Please Select	Diploma: Master of Arts
Preferred Name on Diploma *	Your Name	Major: Psychology

7. **Phonetic Spelling:** If you are attending the commencement ceremony, please type the phonetic spelling of your name. Students who attend the commencement ceremony will receive an index card with their name. The phonetic spelling of your name will be printed on this index card. The phonetic spelling of your name will assist the individual announcing your name as you cross the stage at the commencement ceremony.

Phonetic Spelling

8. **What is your primary location?:**

Chicago campus students, select **Chicago**.

Online Campus students, select **Online Campus**.

What is your primary location?

Chicago
▼

Please Select

Chicago

Chicago Online Instruction

Online Campus

Vancouver Campus

9. **Commencement Details – ARE YOU ATTENDING THE COMMENCEMENT CEREMONY:**

ATTENDING COMMENCEMENT:

If you ARE ATTENDING the commencement ceremony, the button should be to the right (with blue appearing to the left). See the following screenshot:

Commencement Details

Will you attend commencement?

NOT ATTENDING COMMENCEMENT:

If you are NOT ATTENDING the commencement ceremony, the button should be to the left (with white appearing to the left). See the following screenshot:

Commencement Details

Will you attend commencement?

MA IN CLINICAL PSYCHOLOGY APPLICANTS: Per the PsyD department students who are only earning their MA in Clinical Psychology do not attend the commencement ceremony. Questions regarding this policy should be referred to the PsyD departments.

10. **Do you or your guests need any special accommodations?:**

NOTE: If you are not attending the commencement ceremony, this option will disappear from the application.

Accommodations refer to wheelchair access, a ramp, etc. at the venue. Accommodations do not refer to hotel accommodations. If you or your guests require accommodations at the theater, such as wheelchair access, etc., please enter the necessary information in the box.

Do you or your guests need any special accommodations?

Special Accommodations

11. **CLICK THE SUBMIT BUTTON:**

Cancel

Submit

***** IF YOU SUCCESSFULLY SUBMITTED YOUR APPLICATION, YOU WILL RECEIVE A CONFIRMATION EMAIL TO YOUR ADLER EMAIL ACCOUNT. *****

***** STUDENTS, WHO INDICATED ON THE APPLICATION THEY ARE ATTENDING THE COMMENCEMENT CEREMONY, WILL RECEIVE AN EMAIL TO THEIR ADLER EMAIL ACCOUNT DURING LATE SPRING OR SUMMER OF THE YEAR OF THE CEREMONY WITH DETAILS ON HOW TO ORDER REGALIA AND TICKET ALLOCATION. *****

IMPORTANT INFORMATION – PLEASE CONTINUE TO READ:

Students who elect to attend the commencement ceremony will receive an email to their Adler email account during late Spring or Summer of the year of the ceremony. Please continue to check your Adler email account for details.

BY SUBMITTING THIS APPLICATION, THE APPLICANT ACKNOWLEDGES THEY HAVE READ THE INFORMATION BELOW:

COMMENCEMENT CEREMONY:

When the information becomes available, details regarding the commencement ceremony are communicated via the University's Student Affairs team, studentaffairs@adler.edu. Additional information regarding the ceremony, when available, can be found on their page on Adler Connect, <https://connect.adler.edu/studentervices/studentaffairs/Pages/default.aspx>.

Questions regarding the commencement ceremony, tickets, and regalia should be referred to: studentaffairs@adler.edu.

CHANGING YOUR APPLICATION:

If you need to make adjustments to this application, please connect with the Office of the Registrar: Chicago Campus: registrar@adler.edu; Online Campus: onlineregistrar@adler.edu.

DIPLOMAS, YOUR MAILING ADDRESS, AND ADDRESS CHANGES:

Please ensure your mailing address is updated **BEFORE** you receive notification your degree has been conferred.

It may take up to 12 weeks from the date you receive the confirmation of degree conferral e-mail from the Office of the Registrar for the receipt of your diploma. All diplomas will be mailed directly from the University's vendor to your address listed in Self-Service at the time your diploma is ordered.

Students have access to request an address change via Self-Service. Please see the **"Address, Phone Number, and Personal E-mail Changes via Self-Service"** instructions under **Documents and Forms** on the Registrar page on Adler Connect (<https://connect.adler.edu/studentervices/registrar/Pages/default.aspx>). **Once you add your new address, the change request is submitted to the Office of the Registrar for processing. Address change requests are processed within three business days. Your old address will also be deleted at that time.**

Requests to reorder your diploma due to an incorrect address must be accompanied with the diploma reorder fee.

Questions regarding your diploma should be referred to the Office of the Registrar: Chicago Campus: registrar@adler.edu; Online Campus: onlineregistrar@adler.edu

DEGREE CONFERRAL:

The Office of the Registrar will perform a comprehensive audit of your academic record once all grades are posted and all degree requirements are completed (including practicum, internship, and submission of my final dissertation, if applicable).

This process may take up to 30 days from the date your last grade was posted or last degree requirement was completed (MAY TAKE UP TO 30 DAYS; NOT WILL TAKE 30 DAYS). You will receive an e-mail from the Office of the Registrar once your degree is posted to my academic record.

Students with additional questions regarding the degree conferral process should review the "Degree Conferral Process" News item or the FAQs on the Registrar page on Adler Connect, <https://connect.adler.edu/student-services/registrar/Pages/default.aspx>.

ACCOUNT HOLDS:

Your account must be must clear of all account holds (including any outstanding balance, past due library books, library fines, past due assessment materials, etc.) before your transcript is released and your diploma is ordered. An Advisor hold will not prevent the release of your transcript or the ordering of your diploma.

Students must connect directly with the department that has a hold on their account to obtain information regarding the hold. Once you clear all account holds, you must contact the Office of the Registrar so your diploma is ordered.

REGALIA:

Students who indicated they will attend the commencement ceremony will receive an email from the Office of Student Affairs, studentaffairs@adler.edu, providing details on how to order regalia. Regalia is required for participation in the commencement ceremony. You will receive this notification via your Adler email account.

COMMENCEMENT CEREMONY AND DEGREE REQUIREMENTS:

Your attendance at the commencement ceremony does not mean you have met all degree requirements.

ADLER EMAIL AND THE COMMENCEMENT CEREMONY:

Students must check their Adler email account to receive information regarding the commencement ceremony, their degree, regalia, tickets, etc.

COMMENCEMENT CEREMONY PARTICIPATION GUIDELINES:

Chicago Campus students: Connect with your Program Director to inquire about the degree requirements that must be satisfied in order to participate in the annual commencement ceremony. If you do not meet your department's guidelines, you will not be able to participate in the ceremony, even if you have already ordered regalia.

Online Campus students: Currently, students that wish to participate in the annual commencement ceremony must complete all degree requirements no later than the last day of Fall 2 session of the year in which they wish to participate. If you do not meet your department's guidelines, you will not be able to participate in the ceremony, even if you have already ordered regalia.