

Graduation & Commencement Information

for

December 2018 Graduation





ATTENTION:

Fall 2018 Deadlines

August 1, 2018

Students can start applying for graduation in KSIS.

Fri. October 5, 2018 – Applications Deadline

Last date to apply for **Fall** graduation in KSIS.

Apply for December graduation only if you

- Will have **all course work complete** at the end of the semester. No work can be remaining to complete your degree after Fall finals.
- All **transfer work and Incompletes** must be to the Registrar's Office by January 2, 2019

Before beginning application:

1. Check KSIS information:

- a. Does KSIS list the correct major degree.
 - If not, contact your Dean's Office.
- b. Is the minor or secondary major listed correctly?
 - If not, contact the departmental office that offers the minor or secondary major.
- c. Have you updated all contact information in KSIS, such as addresses, phone numbers, e-mail?
- d. All information needs to be correct in KSIS before completing the application.
- e. Have you taken care of any Holds on your account?

2. Complete On-line Application. Review the KSIS Help page for "Applying for Graduation" link, then apply.

To assure that **your name appears** in the December 2018 **commencement program** you **must apply** for graduation no later than **October 29, 2018.**

Applications for December 2018 received after October 29, will not appear in the commencement program **due to printing deadlines.**

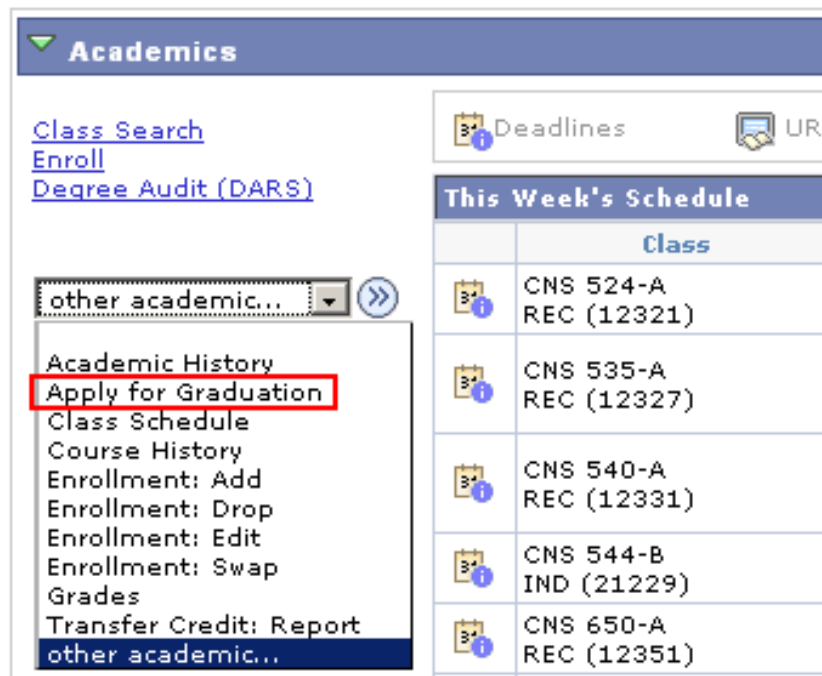
Applying for Graduation using K SIS

APPLYING FOR GRADUATION

1. From the ISIS Home Page, to the right, in the **ISIS Links** box, click **Student Center**.



2. On the left, open the **Other Academic...** list box and click **Apply for Graduation**.



3. Click the **Go** button. 
4. For each Academic Program, select the appropriate **Expected Graduation Term**, and then click **Continue**.

Academic Program		
	Expected Graduation Term	Current App Status
EN Undergraduate Degree	<input type="text" value="Fall 2018"/>	

5. For each Academic Plan, select **Apply for Graduation** only for those plans in which you expect to graduate, and then click **Continue**.

Academic Plans			
Academic Program	Academic Plan Type	Plan	Graduation Application Choice
EN Undergraduate Degree	Major	Bachelor - Construction Science And Management	<input type="text" value="Fall 2018"/>
			<input type="button" value="Apply for Graduation"/>

6. Make any corrections to your **Degree Name**, and then click **Continue**.
7. Verify your **Diploma Address**, and then click **Continue**.
8. Enter your **Hometown** information.
9. Add any coursework in progress at other institutions that will apply to your K-State degree.
10. Click **Continue**.
11. Verify all the information, and then click **Submit Application**.

Apply for Graduation: Academic Program

For each academic program below, select the term you expect to graduate. Leave the term blank for any program for which you are not applying for graduation. Please read all directions and review edits BEFORE submitting the application. For additional information, click this [Graduation Information](#) link. If you incur errors please contact your Dean's Office.

You can not apply for Graduate Degrees here, but must instead complete the necessary forms located at [Graduate School Application](#)

Select the commencement term below only if you expect to participate in commencement exercises that differ from the term you are actually graduating in (ie. Commencement participation in Spring, but Graduating in Summer.)

Ceremony Term

Academic Program		
	Expected Graduation Term	Current App Status
BA Undergraduate Degree	<input type="text" value="Fall 2018"/>	<input type="text"/>
HE Undergraduate Degree	<input type="text" value="Fall 2018"/>	<input type="text"/>

CONTINUE

Apply for Graduation: Academic Plan

For each plan/subplan below indicate if you are applying for graduation.

If you wish to continue in a different plan after graduation, you will need to reapply to K-State with the Admissions Office. At least one Academic Program/Plan must be selected to process an Application for Graduation. Leaving a blank field in the Graduation Application Choice indicates no intention to graduate in that Academic Program/Plan and you should contact your Dean's Office immediately to discontinue that Academic Program/Plan(s). You may NOT select an Academic Plan Type of Minor for graduation unless an application for Graduation has been selected for a major.

Academic Plans			
Academic Program	Academic Plan Type	Plan	Graduation Application Choice
BA Undergraduate Degree	Major	Bachelor - General Management	Apply for Graduation ▼
HE Undergraduate Degree	Major	Bachelor - Hotel And Restaurant Management	Apply for Graduation ▼

CONTINUE

Apply for Graduation

Enter your name below as you would like it to appear on your diploma.

Add/change a Diploma Name

First Name:

Middle Name:

Last Name:

Suffix:

CONTINUE

This area is where you indicate exactly how you wish your name to appear on your diploma. Please watch spelling.

If you have questions, please contact the Dean's Office. This area can be updated through your Student Center in KSIS up through graduation.

The suffix is for your lineal notation **not** academic classification.

Apply For Graduation

Edit the address below where you would like to have your diploma sent.

Add/Change Diploma Address

**2451 Nail Rd
Abilene, KS 67410
DK**

[Edit Address](#)

CONTINUE

Diplomas will be mailed in March for Fall graduates. So use an address where you know someone will know where you are at that time. This address can be changed in KSIS through February.


Apply for Graduation

Please type in the hometown information below for accurate publication in commencement programs and other publications. Please note that if you have an active Non-Disclosure hold, your information will NOT be published in commencement program or news releases to various publications. Contact the Registrar's Office with any questions.

Select a Hometown

Country  United States

City

State 

Please type in all pending coursework, except this semester's K-State courses. Include off campus transfers, incompletes from previous semesters and any course work not reflected in your current DARS Report or the Student Academic History View as found in your student center drop down menu. Click the + button to submit additional coursework

Enter coursework

*Course Title/Number	Institution Name	Units Taken	Incomplete/Grade		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

*If External Coursework is to be submitted, this field is required.

CONTINUE

The courses to be added in the box labeled “Enter coursework” are courses you are CURRENTLY taking at **another institution**, courses you received an **Incomplete** grade for in another semester at K-State. **DO NOT enter current K-State work** for this term.

EX: MAT 104, College Algebra	Highland CC	3.00	---
EX: GNHE 310, Human Needs	K-State	3.00	INC

Next Steps:

- **Provide the Dean's Office with verification of enrollment for all courses you are taking from other institutions this semester. Take a screen shot and send it electronically, or print off your schedule and drop it at the Dean's Office, 119 Justin Hall.**
- When your application has been reviewed, you will be notified via your K-State e-mail that you are approved as a degree candidate or that further information/action is required.
- **All holds must be removed by the end of the semester in which you graduate. If they are not, the Registrar's Office will not send out transcripts or your diploma.**

Dear Wildcat:

Your Fall 2018 application for graduation has been approved. If you make any changes to your Fall semester classes, please notify the Dean's Office immediately by calling 532-5500, or stopping by 119 Justin Hall.

Fall 2017 graduation is contingent upon successful completion of all degree requirements by January 5, 2018. January 5, 2017 is also the last day for transfer work to be received and incompletes removed.

All information regarding commencement is located on the College of Human Ecology Student Services webpage (<http://www.he.k-state.edu/students/services/commencement/index.html>). This site will provide you with information about attire, invitations, commencement arrival and start times, etc., for the College of Human Ecology. The information will be updated throughout the semester so please check every few weeks for updates.

In late November, you will receive an e-mail from the College of Human Ecology **directing you to the Senior Survey** link.

Lastly, the Manhattan commencement ceremony will take place on Saturday, December 8, 2018 at 2:30 p.m. You will need to arrive at Bramlage Coliseum by 1:45 p.m. to line up with your graduating class. If you do not plan to participate in the ceremony, please notify the Dean's Office.

If you have any questions, please contact the Dean's Office or your advisor.

Mrs. Andrews

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Mary Anne Andrews, MS
Director, Academic & Student Services
Dean's Office / College of Human Ecology
119 Justin Hall
785-532-5500 (main)

Scholastic Honors

Scholastic honors. Bachelor's degree candidates who have

Completed a *minimum of 60 hours K-State credits, with at least 50 credit hours of graded courses*, are considered for graduation with scholastic honors as follows:

- a. Students with a 3.950 or above K-State academic average are designated as Summa Cum Laude.
- b. Students with a 3.850-3.949 K-State academic average are designated as Magna Cum Laude.
- a. Students with a 3.750-3.849 K-State academic average are designated as Cum Laude.

Additional information on commencement, hotels, etc., is located on the University Registrar's website:

<http://www.k-state.edu/graduation/index.html>

**Human Ecology Undergraduate
Commencement Ceremony**

Bramlage Coliseum

Saturday, December 8, 2:30 p.m.

**(Assembly time, 1:45 p.m. and park
on west side of stadium)**

Questions:

- 1. Speak with your advisor.**
- 2. Drop by the Dean's Office,
119 Justin Hall;**
- 3. Call the Dean's Office,
785-532-5500;**