Graduation/Commencement Information Meeting for Human Ecology Undergraduates Participating in May 2016 Graduation
ATTENTION:  
Spring 2016 Deadlines


Students can start applying for graduation in KSIS.

Fri. Feb. 19, 2016 – May 2016 Applications

Last date to apply for Spring graduation in KSIS.

Apply for Spring 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 spring finals.
- All transfer work and Incompletes must be to the Registrar’s Office by Friday, June 3, 2016.
ATTENTION:

Summer 2016 Deadlines


Students can start applying for graduation in KSIS.

Fri. June 3, 2016 – Summer 2015 Applications

Last date to apply for Summer graduation in KSIS.

Apply for Summer graduation only if you

• Will have all course work completed at the end of the Summer semester. No work can be remaining to complete your degree after August 22.

• In order to “walk” in May Commencement, you can only have 9 or fewer hours remaining after Spring finals.
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.

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

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

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 cannot 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 (i.e., Commencement participation in Spring, but Graduating in Summer.)

**Ceremony Term**  Spring 2015

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Expected Graduation Term</th>
<th>Current App Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Undergraduate Degree</td>
<td>Spring 2015</td>
<td></td>
</tr>
<tr>
<td>HE Undergraduate Degree</td>
<td>Spring 2015, Summer 2015</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Academic Plans</th>
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</thead>
<tbody>
<tr>
<td>Academic Program</td>
<td>Academic Plan Type</td>
<td>Plan</td>
<td>Graduation Application Choice</td>
</tr>
<tr>
<td>BA Undergraduate Degree</td>
<td>Major</td>
<td>Bachelor - General Management</td>
<td>Apply for Graduation</td>
</tr>
<tr>
<td>HE Undergraduate Degree</td>
<td>Major</td>
<td>Bachelor - Hotel And Restaurant Management</td>
<td>Apply for Graduation</td>
</tr>
</tbody>
</table>
Apply for Graduation

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

Add/change a Diploma Name

First Name: [input field]
Middle Name: [input field]
Last Name: [input field]
Suffix: [input field]
Apply For Graduation

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

Add/Change Diploma Address

1234 Main St.
Mytown, KS 66501

Edit Address

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 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
If graduating in the summer, place pending Summer courses here.
Next Steps:

• Provide the Dean’s Office with verification of enrollment for all courses you are taking from other institutions this semester.

• 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.

• Once you are approved as a degree candidate, you will be granted access through K-State On-Line (KSOL) to additional graduation and commencement information.

• 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 Spring 2016 (Summer 2016) application for graduation has been approved. If you make any changes to your Spring (or Summer) semester classes, please notify the Dean’s Office immediately by calling 532-5500, or stopping by 119 Justin Hall. Graduation is contingent upon successful completion of all degree requirements by June 3, 2016 for May 2016 (August 22 for August 2016) degree.

Spring 2016 graduation is contingent upon successful completion of all degree requirements by June 3, 2016. June 3 is also the last day for transfer work to be received and incompletes removed.

Just one more step is required.

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

Once approved you will be added to the May 2016 commencement course on KSOL. The “course” will provide you with information about attire, invitations, commencement arrival and start times, etc., for the College of Human Ecology.

Lastly, the Manhattan commencement ceremony will take place on Saturday, May 14, 2016 at 4:30 p.m. You will need to arrive at Bramlage Coliseum by 3:45 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.
Access KSOL May 2016
Commencement Course

http://public.online.k-state.edu/
Congratulations graduates of the College of Human Ecology!!!

The faculty, staff, and administration of the College of Human Ecology are very proud of all that you have accomplished.

The College’s Commencement Ceremony is Saturday, May 17, 2014 at 4:15 p.m. in Bramlage Coliseum. The processional begins at 3:30 p.m. for assembly.

Print View
Human Ecology Undergraduate Commencement Ceremony

Bramlage Coliseum

Saturday, May 14, 4:30 p.m.

(Assembly time, 3:45 p.m. and park on west side of stadium)
Applying for Student Commencement Speaker

Deadline: Friday, Feb. 26, 2016 at 5:00 p.m.
Graduation Information on K-State Website

http://www.k-state.edu/registrar/c_d/
Answer Your Questions