

## How to Apply for Graduation through Wolverine Access (<http://wolverineaccess.umich.edu>)

1. Select Student Business from the “menu” items.

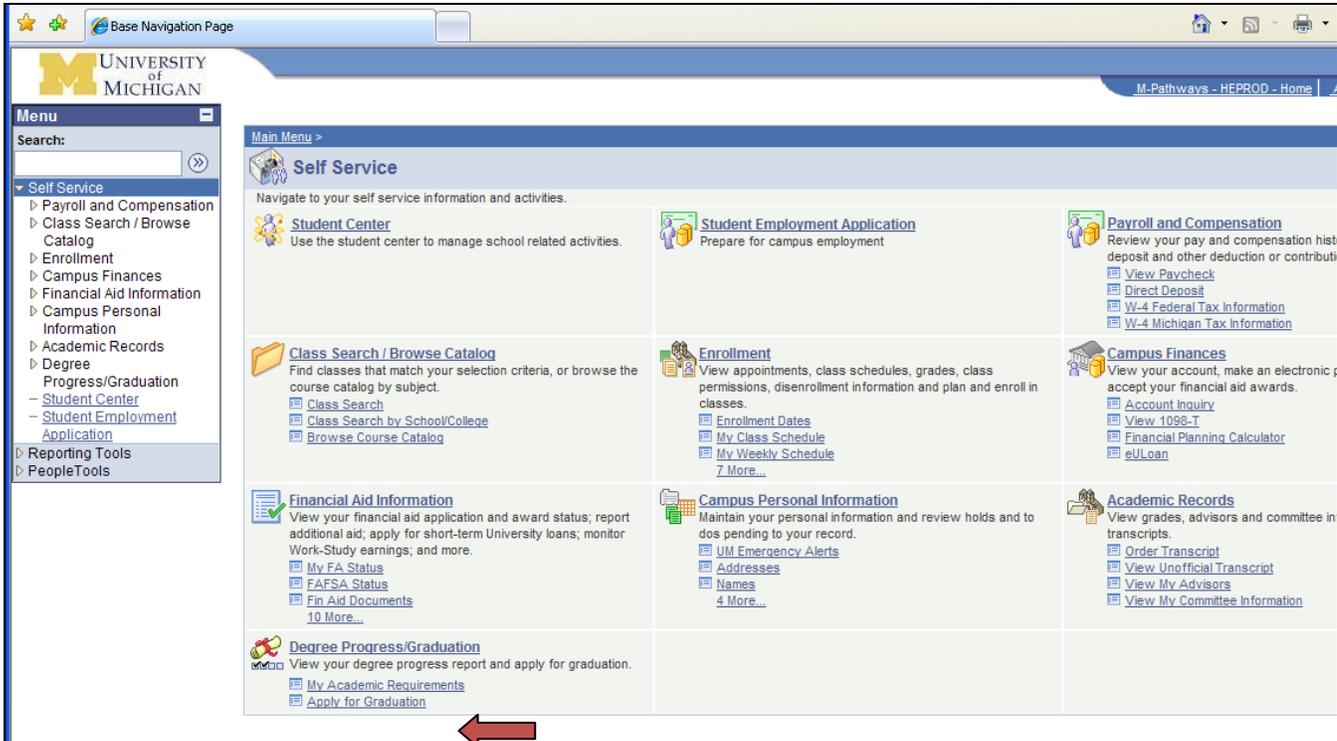
The screenshot shows the Wolverine Access website interface. At the top, the logo reads "WOLVERINE ACCESS GATEWAY TO ADMINISTRATIVE SYSTEMS AT THE UNIVERSITY OF MICHIGAN". On the left, there are sections for "hours of operation", "frequently asked questions", and "announcements". The "announcements" section includes updates for Students, Faculty, and Employees. On the right, a navigation menu lists categories: "students", "faculty & staff", "parents & family", "alumni", and "public". Under "students", the following options are listed: "STUDENT BUSINESS", "NEW & PROSPECTIVE STUDENT BUSINESS", "UNDERGRADUATE ORIENTATION", and "MY HOUSING". A white arrow points to "STUDENT BUSINESS". Under "faculty & staff", options include "UNIVERSITY BUSINESS", "EMPLOYEE BUSINESS", and "FACULTY BUSINESS". Under "parents & family", options are "MY STUDENT'S INFORMATION" and "GENERAL INFORMATION". Under "alumni", options are "MY STUDENT RECORDS" and "MY ALUMNI INFORMATION". Under "public", the option is "UM COURSE CATALOG". At the bottom, the copyright notice reads "© 2008 Regents of the University of Michigan" and "University of Michigan Gateway MAIS".

2. Log In using your unickname and password

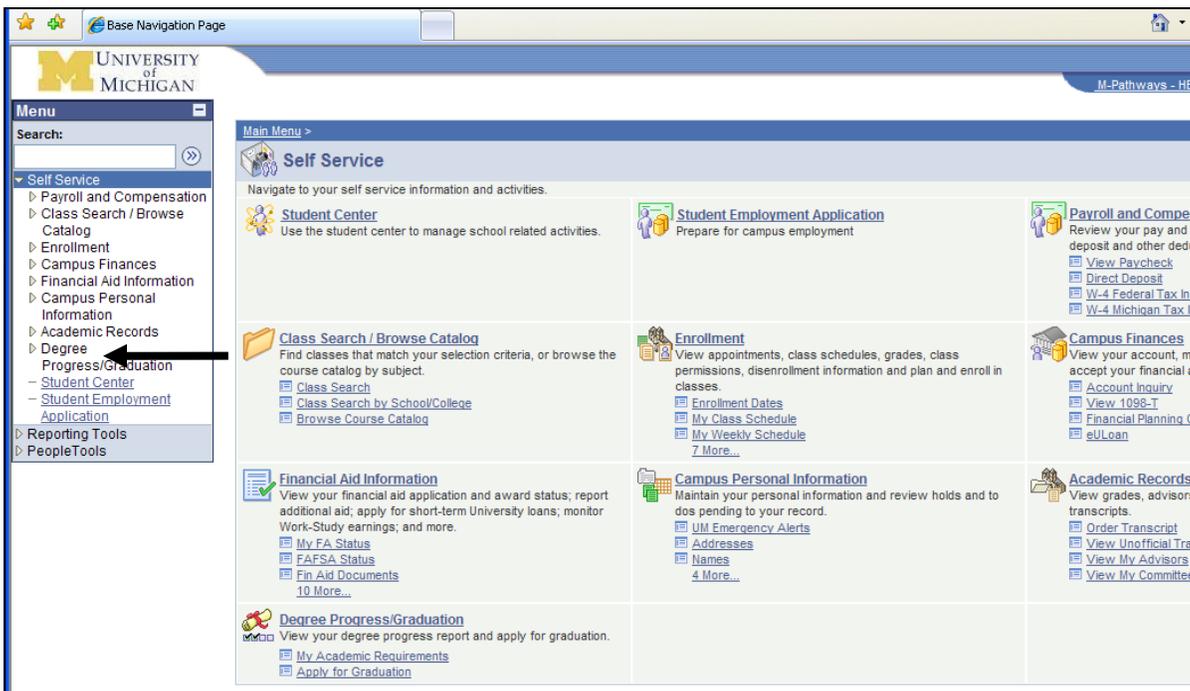
The screenshot shows the University of Michigan Weblogin authentication page. The header reads "UNIVERSITY OF MICHIGAN WEBLOGIN". Below the header, there is a section titled "AUTHENTICATION REQUIRED" with the text: "You are connecting to a U-M website that requires authentication. Please enter your Login ID (unickname or Friend ID) and password to continue." Below this, there is a section titled "Need a Login ID?" with the text: "If you don't have a Login ID, you can [create one now](#)." To the right, there is a login form with the following fields: "Login ID" (containing "unickname"), "Password" (containing "\*\*\*\*\*"), and "MToken". Below the form is a "Log In" button. Below the button, there are two links: "[Forgot your password?](#)" and "[Login Help](#)". At the bottom of the page, there is a footer with the text: "By using this service you agree to adhere to [U-M computing policies and guidelines](#)." The footer also contains copyright information: "U-M Gateway | Copyright © 2007 The Regents of the University of Michigan, Ann Arbor, MI 48109 USA 734-764-1817 University of Michigan-Dearborn, MI 48128 USA 313-593-5000 University of Michigan-Flint, MI 48502 USA 810-762-3000".

3. From the Self Service menu, select “Apply for Graduation”\*

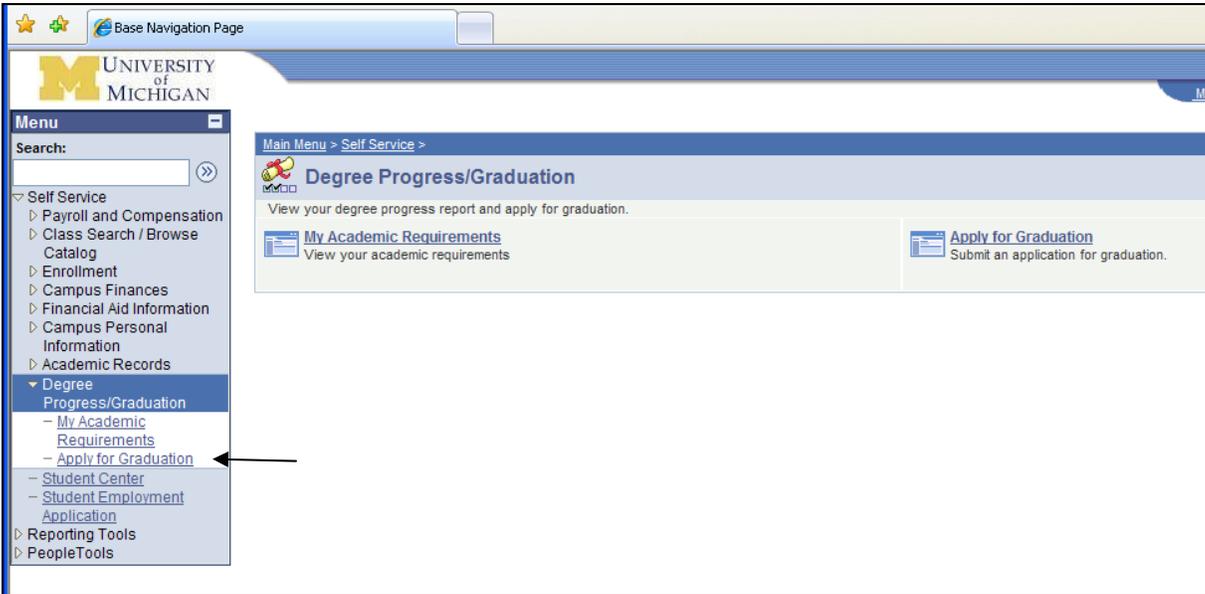
- a. Note that you may select this directly from the displayed folders or through the menu on the left of the screen. The screen shot below shows selection from the folder.



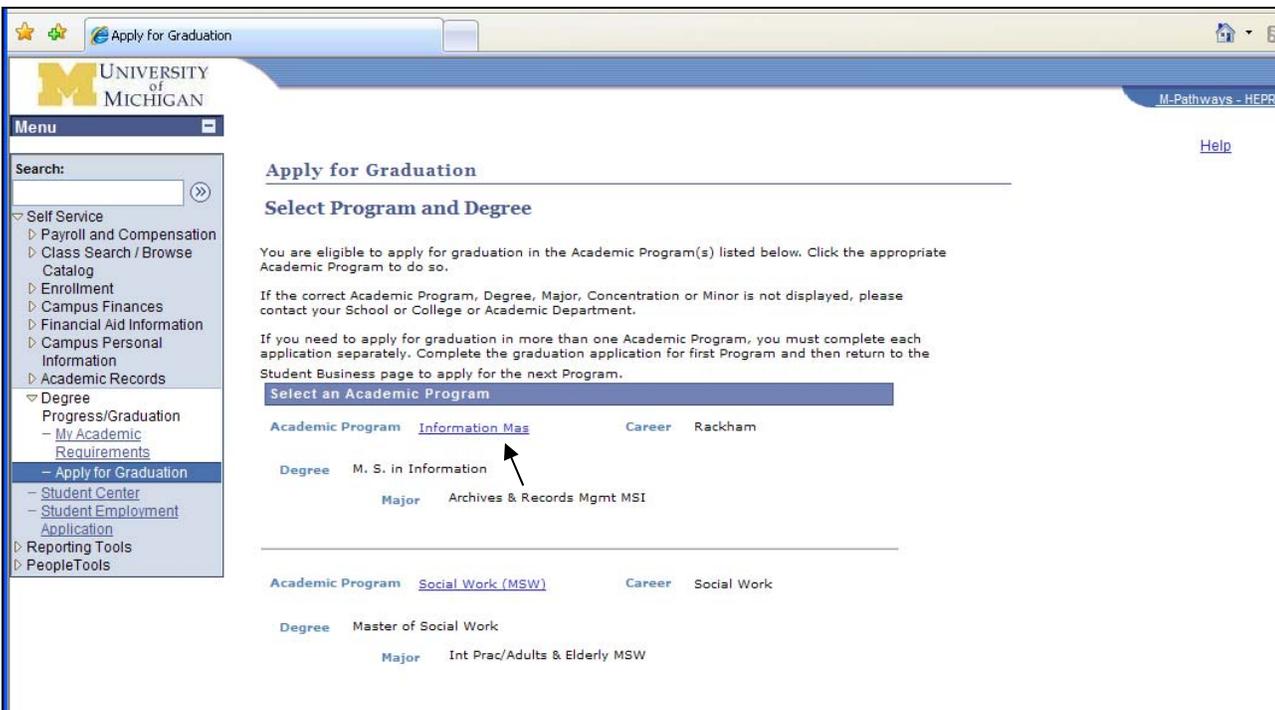
- b. If you prefer to use the menu on the left, select "Degree Progress/Graduation"



c. Select "Apply for Graduation" from the menu.



4. The system will display your currently active degree programs. Select the program which you wish to apply to.



5. Verify you have selected the correct program, then use the dropdown menu to select the term in which you will graduate.

**Apply for Graduation**

### Select Graduation Term

You selected the Academic Program listed below to apply for graduation. If this is not correct, click Select Different Program.

Academic Program	Information Mas	Career Rackham
Degree	M. S. in Information	
	Major	Archives & Records Mgmt MSI

Select the appropriate term from the drop down list to apply for graduation. Then click CONTINUE.

- For April/May graduation select a Winter Term
- For Dental, Law and Pharmacy May/June graduation select a Winter Term
- For August graduation select a Summer Term
- For December graduation select a Fall Term
- For Medical School graduation select a Winter M4 term

If your expected graduation term does not appear, please contact your School or College or Academic Department.

If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term:

Diploma Name Important Information:
 

- Fall 2008
- Summer 2008
- Summer 2009
- Winter 2009

Only the Diploma Name changes listed below are allowed. An official name change is required along with legal documentation in order to have additional Diploma Name Changes (i.e., adding Jr., III, or a preferred name). Please contact the Office of the Registrar for information on processing a name change.

6. Once you have selected the term, scroll down to review the Diploma Name information.
  - a. If you have any diploma name instructions, make those entries, then select the "Continue" button.
  - b. If your name appears correctly, you may select the "Continue" button immediately. In this example, the name is listed as the student wishes it to appear on the diploma.

Expected Graduation Term:

Diploma Name Important Information:

Only the Diploma Name changes listed below are allowed. An official name change is required along with legal documentation in order to have additional Diploma Name Changes (i.e., adding Jr., III, or a preferred name). Please contact the Office of the Registrar for information on processing a name change.

The name that will appear on your diploma is listed below:

**RE1 XXXXTESTSTUDENT**

Order diploma as name appears above

Include changes below:

**Modify Middle Name:**

Display full middle name instead of middle initial

Use middle initial instead of full middle name

Leave middle name as appears

**Modify Name Suffix:**

Remove suffix from name (e.g. Jr, III)

Leave last name as appears

**Special Formatting:**

Name needs special characters or upper/lower case formatting (e.g., acute over the e in first name, use upper case M and D in MacDonald). Enter Instructions:

No special characters

7. Enter any alumni information and/or e-mail information, then select the “Continue” button.

**Apply for Graduation**

**Alumni Information**

Please enter the following data for the University of Michigan Alumni Records Office, then click the Continue button. CONTINUE

Check this box if you previously received a U of M degree under a different name than the one listed above.

Enter information for your spouse if they received a degree from the University of Michigan.

First Name	Middle Name	Last Name	Maiden Name	Degree	Year Awarded

Enter information for other relatives that received a degree from the University of Michigan.

Family Relation	First Name	Middle Name	Last Name	Degree	Year Awarded
Other	Joe	D	Friend	AB	1991
Family Relation	First Name	Middle Name	Last Name	Degree	Year Awarded
Parent	Mom		Example	AB	1991
Family Relation	First Name	Middle Name	Last Name	Degree	Year Awarded
Sibling	Brother		red	AM	1986

If you don't expect to take advantage of the University's offer of free Email Forwarding for Life, please indicate the email address that you will be using after graduation:

=====>

CONTINUE ←

8. Verify the information displayed is correct (program and term), then select the “Submit Application” button.
  - a. If you have selected an incorrect degree program, click the “Select Different Program” button to return to the Program selection screen.
  - b. If you have selected an incorrect term for graduation, click the “Select Different Term” button to return to the Term of Graduation selection screen.

**Apply for Graduation**

**Verify Graduation Data**

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.

If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

Academic Program	Information Mas	Career Rackham
Degree	M. S. in Information	
Major	Archives & Records Mgmt MSI	
Expected Graduation Term	Winter 2009	

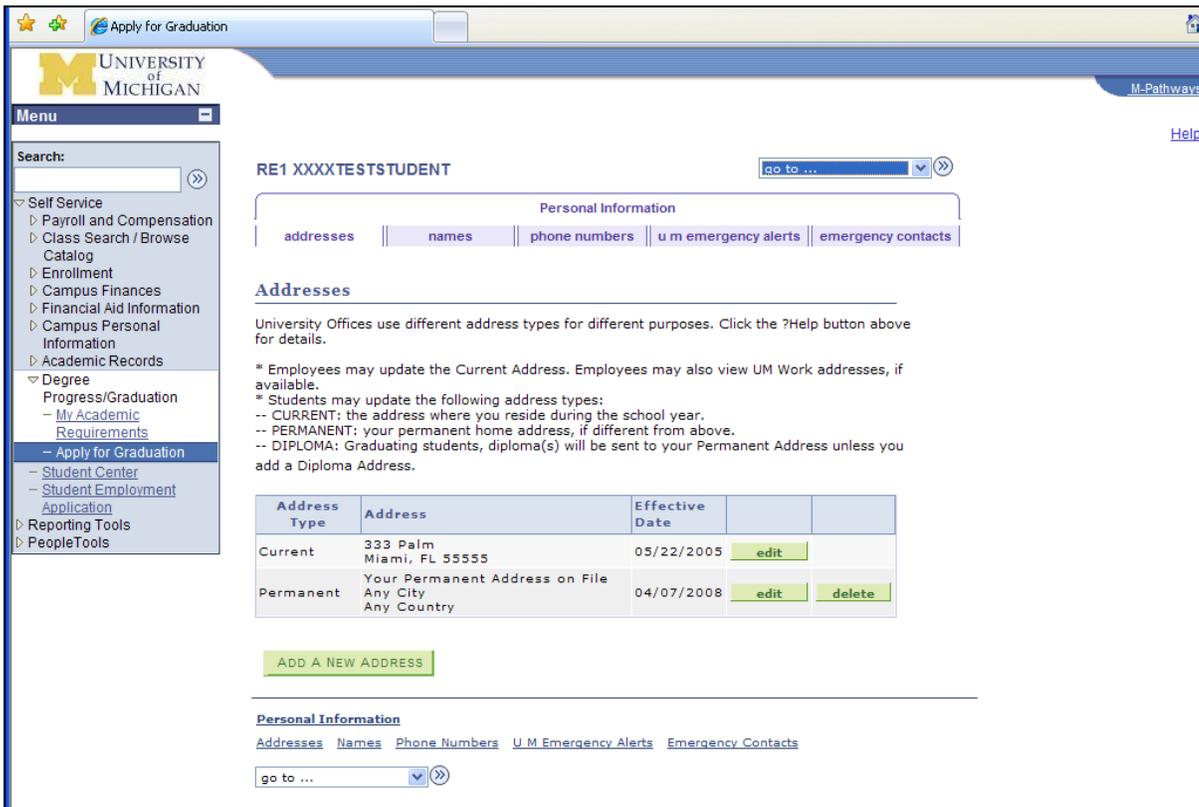
SELECT DIFFERENT PROGRAM
SUBMIT APPLICATION
SELECT DIFFERENT TERM

↑

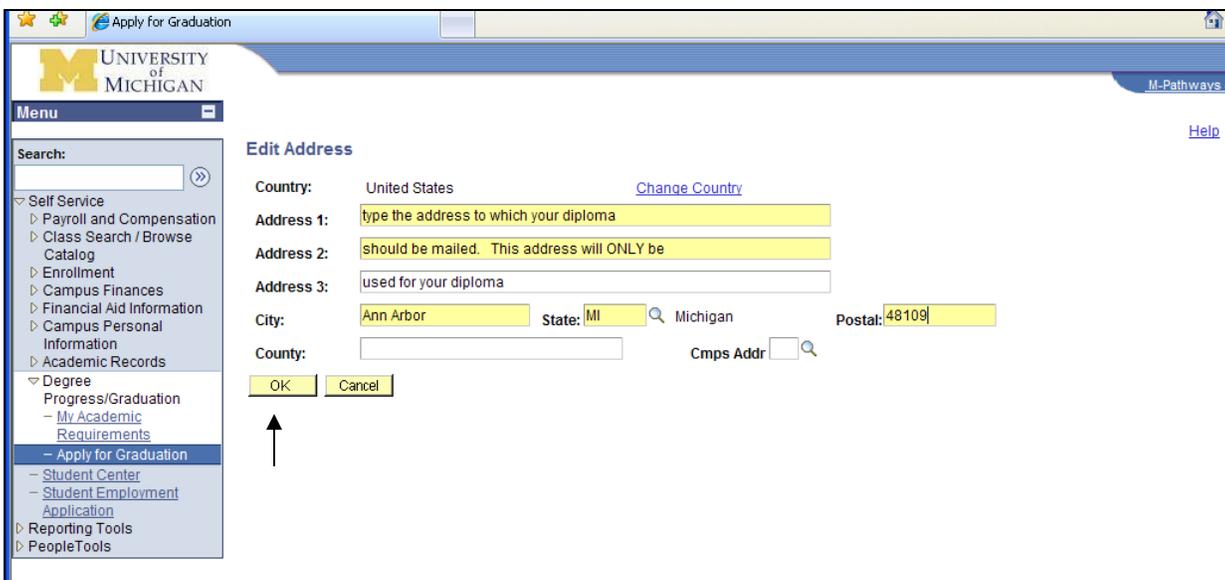
9. You will now see the “Submit Confirmation” screen. Read the displayed information, then scroll down to view or change the address to which your diploma will be mailed.

The screenshot shows a web browser window with the URL "Apply for Graduation". The page header includes the University of Michigan logo and navigation links like "M-Pathways - HEP" and "Help". A left-hand menu lists various services, with "Apply for Graduation" selected. The main content area displays the student ID "RE1 XXXXTESTSTUDENT" and navigation buttons for "Search", "Backpack/ Registration", and "My Academics". The title is "Apply for Graduation Submit Confirmation". A green box contains the message: "You have successfully applied for graduation in the Program listed below. You will receive a confirmation email containing this information at your uniqname@umich.edu." Below this, a table lists the academic program: "Degree M. S. in Information", "Major Archives & Records Mgmt MSI", and "Expected Graduation Term Winter 2009". A section titled "Diploma Name and Requested Instructions:" shows the student ID in a text box. A message states: "Your diploma will be mailed to the Permanent Address you have on file. It is displayed below. If you would like your diploma mailed to a different address, please click update my address and add a Diploma Address." A link "Update my Address" with an arrow points to the left. Below, it shows "Your Permanent Address on File" as "Any City, ABW". At the bottom, there are navigation buttons and a "go to ..." dropdown menu.

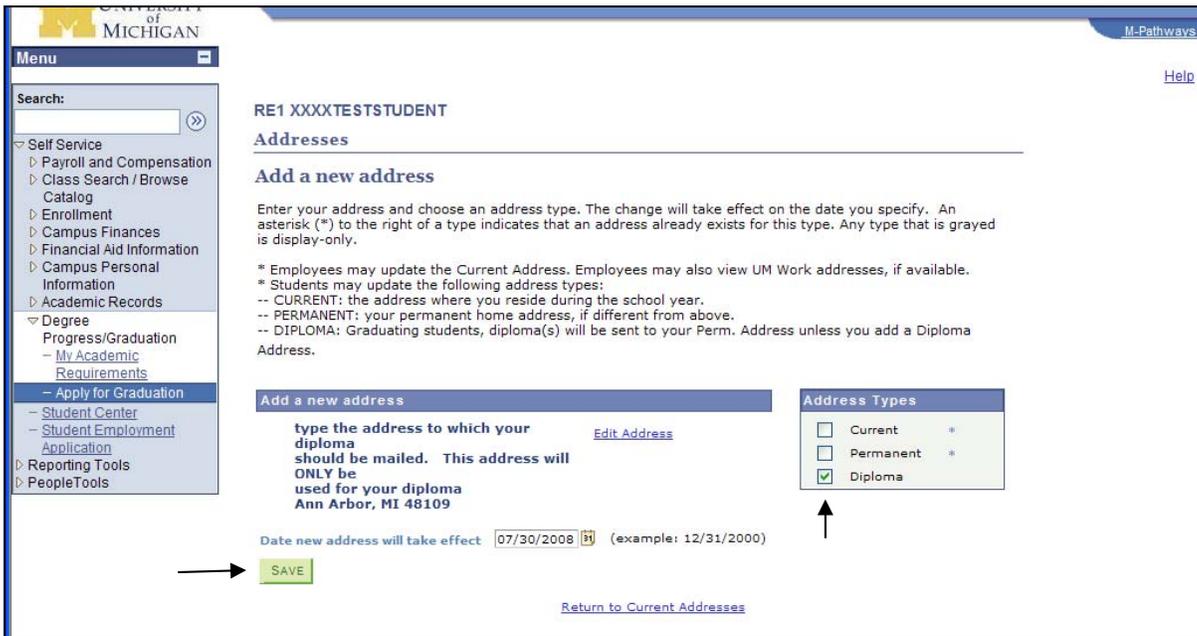
- To change the address to which your diploma will be mailed, click the “Update my Address” link. This will take you to the “Personal Information” area.



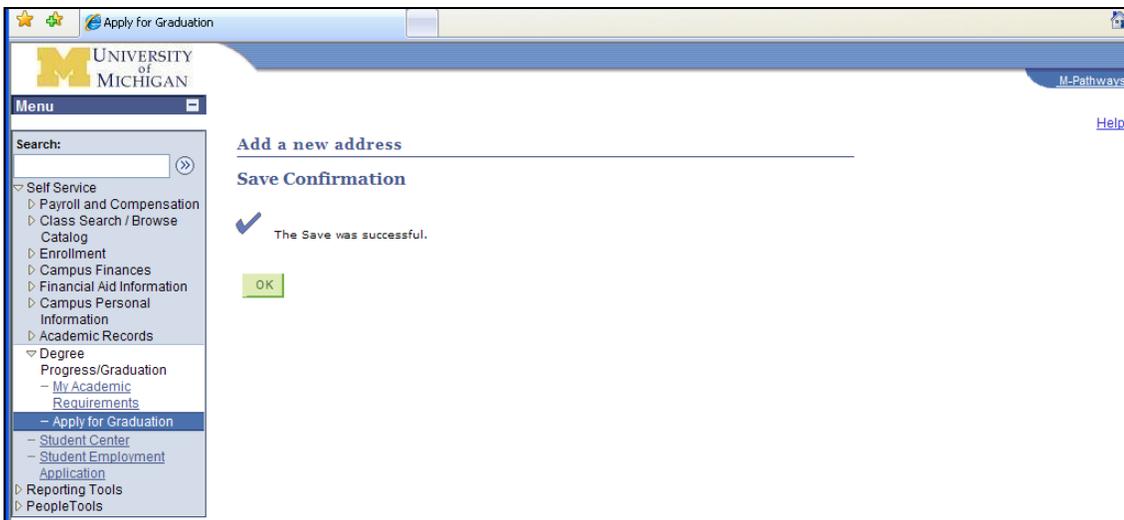
- To enter an address for your diploma mailing, select the “Add a New Address” button, then type address. Select the “OK” button when done.



- You will be asked to select the *type* of address. Click in the checkbox next to “Diploma”, then click the “Save” button.



13. You will see a confirmation screen to let you know the new address has been saved to the system. Click the "OK" button.



14. You will be returned to the "Addresses" area. You have now successfully applied for graduation, and have entered a diploma mailing address. You may select the "Sign Out" option from the screen and complete the log out process. You will receive an e-mail (to your [uniquename@umich.edu](mailto:uniquename@umich.edu) address) confirming your graduation application.

Apply for Graduation

UNIVERSITY of MICHIGAN

M-Pathways - HEPROD - Home | Add to Favorites | Sign out

Menu

Search:  go to ...

Personal Information

addresses | names | phone numbers | u m emergency alerts | emergency contacts

Addresses

University Offices use different address types for different purposes. Click the ?Help button above for details.

\* Employees may update the Current Address. Employees may also view UM Work addresses, if available.

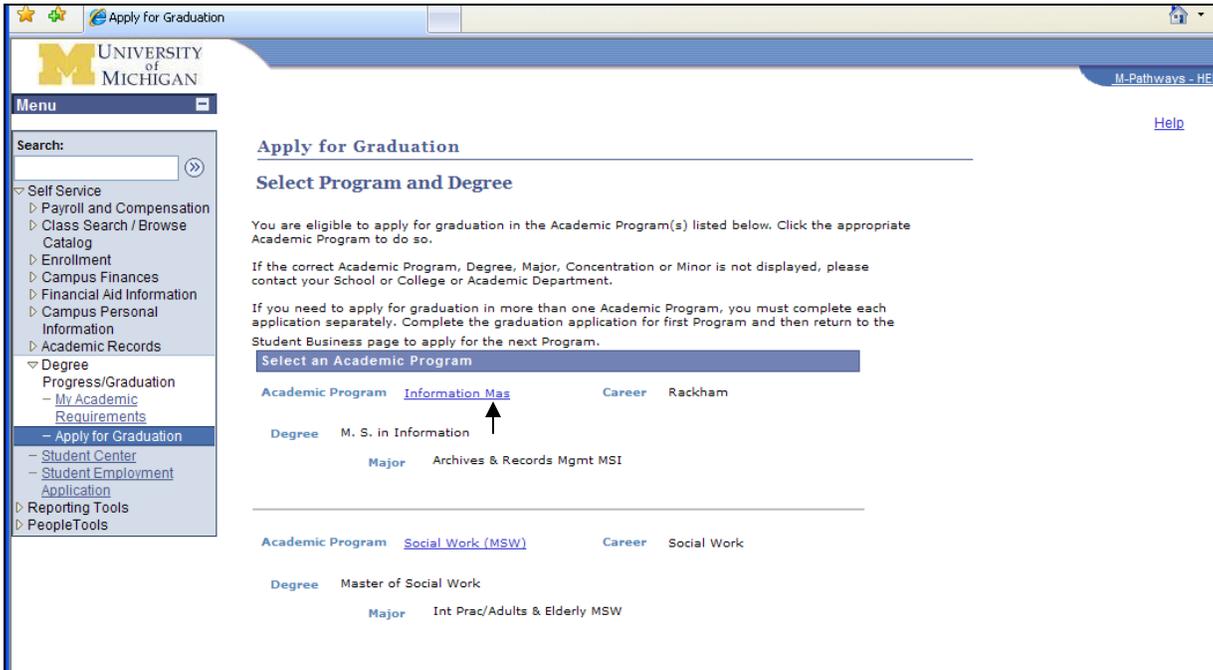
\* Students may update the following address types:  
 -- CURRENT: the address where you reside during the school year.  
 -- PERMANENT: your permanent home address, if different from above.  
 -- DIPLOMA: Graduating students, diploma(s) will be sent to your Permanent Address unless you add a Diploma Address.

Address Type	Address	Effective Date		
Current	333 Palm Miami, FL 55555	05/22/2005	edit	
Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete
Diploma	type the address to which your diploma should be mailed. This address will ONLY be used for your diploma Ann Arbor, MI 48109	07/30/2008	edit	delete

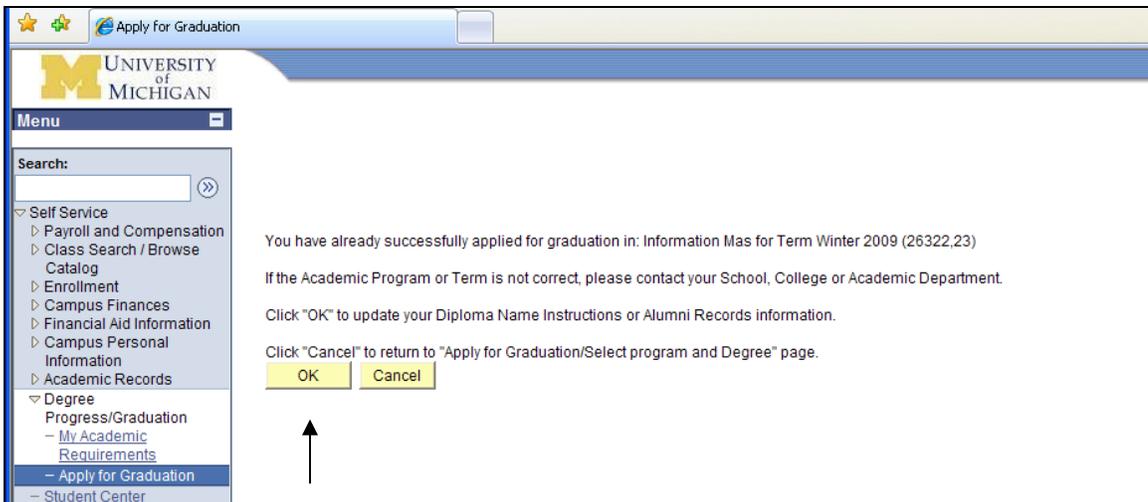
ADD A NEW ADDRESS

## How to change diploma Name Information, Alumni Information or E-mail address after you have applied for graduation.

1. Log in to “Student Business” in Wolverine Access.
2. Select “Apply for Graduation” (see pages 1-3 for directions)
3. Select the Program for which you have applied to graduate.



4. You will receive a “warning” screen to let you know you have already applied for graduation with this degree. To update your alumni or name information, click the “OK” button.



- a. Note: If in reviewing your application, you find that you have applied for the incorrect term, contact your advising center for assistance.
5. You will see the “Select Graduation Term” page. Scroll down to update the name instructions.

- a. Click the “Include changes below” button to make the change areas active. The system will, based on your name as it appears, grant access to the different preferences. In this instance, as there is no middle name/initial and no suffix on the name, the only preference option is for special characters or capitalization. Your options may vary.
6. Enter your name instructions, then click the “Continue” button to move on to Alumni Information/E-mail information.
  - a. If your name is correct as displayed, immediately click the “Continue” button to update Alumni Information/E-mail information.

**Apply for Graduation**

**Select Graduation Term**

You selected the Academic Program listed below to apply for graduation. If this is not correct, click Select Different Program.

Academic Program	Information Mas	Career	Rackham
Degree	M. S. in Information		
	Major	Archives & Records Mgmt	Description
		MSI	Winter 2009

Diploma Name Important Information:

Only the Diploma Name changes listed below are allowed. An official name change is required along with legal documentation in order to have additional Diploma Name Changes (i.e., adding Jr., III, or a preferred name). Please contact the Office of the Registrar for information on processing a name change.

The name that will appear on your diploma is listed below:

**RE1 XXXXTESTSTUDENT**

Order diploma as name appears above  
 **Include changes below:**

**Modify Middle Name:**

Display full middle name instead of middle initial  
 Use middle initial instead of full middle name  
 Leave middle name as appears

**Modify Name Suffix:**

Remove suffix fromname (e.g. Jr, III)  
 Leave last name as appears

**Special Formatting:**

Name needs special characters or upper/lower case formatting (e.g., acute over the e in first name, use upper case M and D in MacDonald). Enter Instructions:  
  
 No special characters

7. You will move to the “Alumni Information” screen. Make any updates, then select the “Continue” button. (in this case, we have corrected Brother’s last name)

**Apply for Graduation**

**Alumni Information**

Please enter the following data for the University of Michigan Alumni Records Office, then click the Continue button. **CONTINUE**

Check this box if you previously received a U of M degree under a different name than the one listed above.

Enter information for your spouse if they received a degree from the University of Michigan.

First Name	Middle Name	Last Name	Maiden Name	Degree	Year Awarded

Enter information for other relatives that received a degree from the University of Michigan.

Family Relation	First Name	Middle Name	Last Name	Degree	Year Awarded
Other	Joe	D	Friend	AB	1991
Parent	Mom		Example	AB	1991
Sibling	Brother		XXXXTestStudent	AM	1986

If you don't expect to take advantage of the University's offer of free Email Forwarding for Life, please indicate the email address that you will be using after graduation:

=====>

**CONTINUE**

8. You will move to the “Verify Graduation Data” page. If satisfied with your updates, select the “Update Diploma Name/Alumni Records” button.

**Apply for Graduation**

**Verify Graduation Data**

Click the Update Diploma Name/ Alumni Records button to continue the process

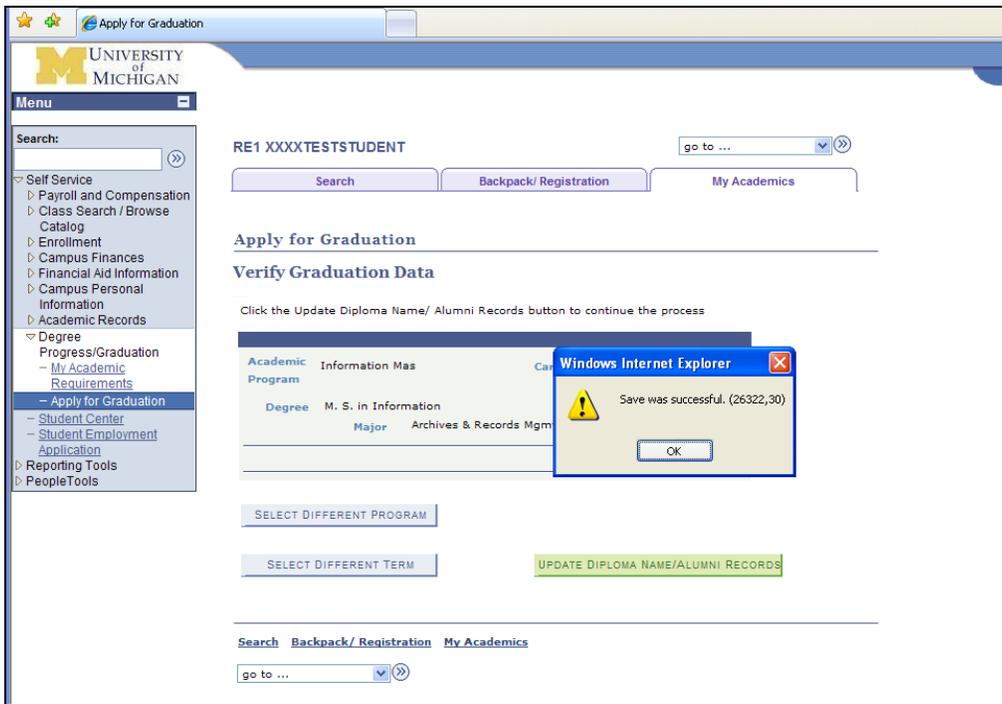
Academic Program	Information Mas	Career Rackham
Degree	M. S. in Information	
Major	Archives & Records Mgmt MSI	

**SELECT DIFFERENT PROGRAM**

**SELECT DIFFERENT TERM**

**UPDATE DIPLOMA NAME/ALUMNI RECORDS**

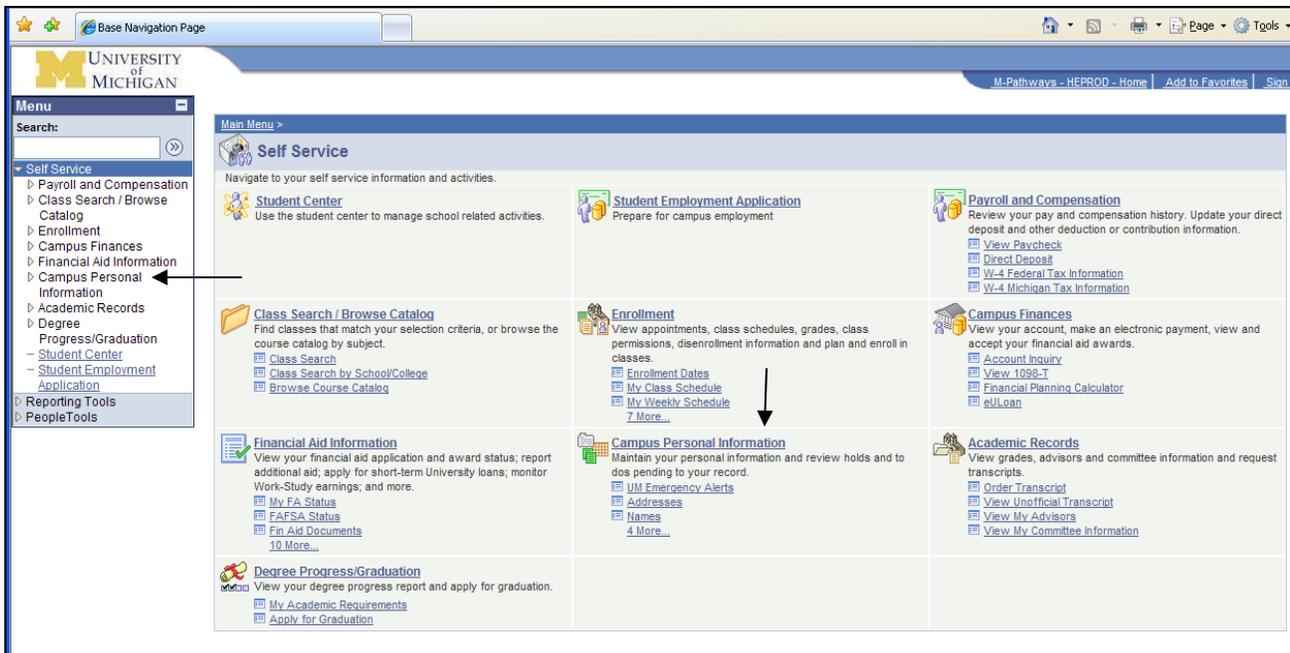
9. You will see a pop up message confirming your changes have been saved.



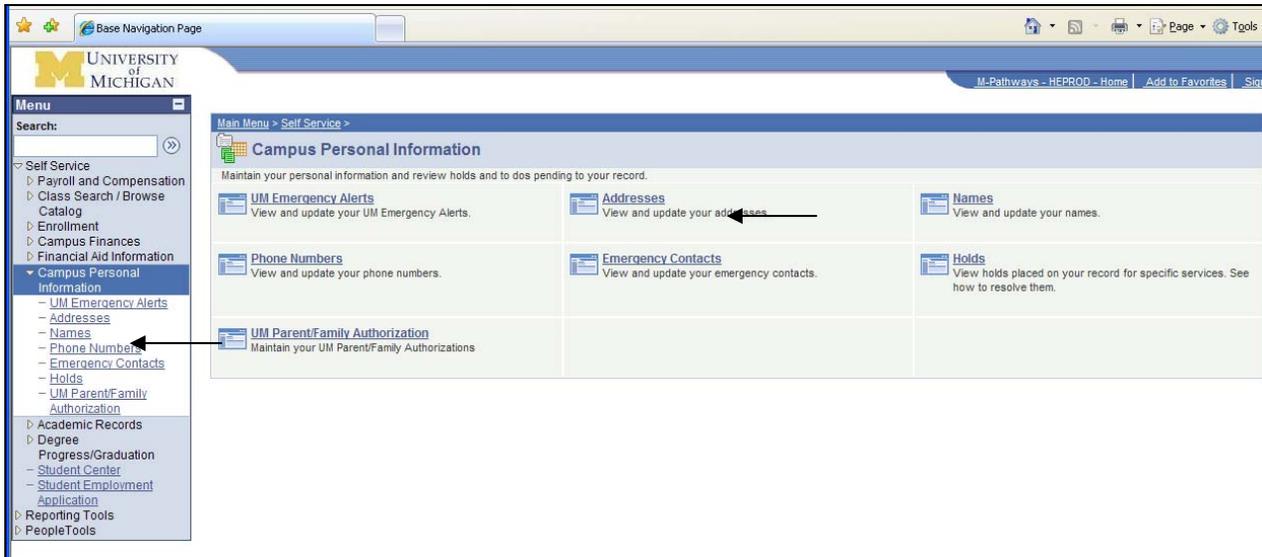
10. Click “Sign Out” in the upper right corner and follow the log out directions.

### How to add a diploma mailing address after you have applied to graduate

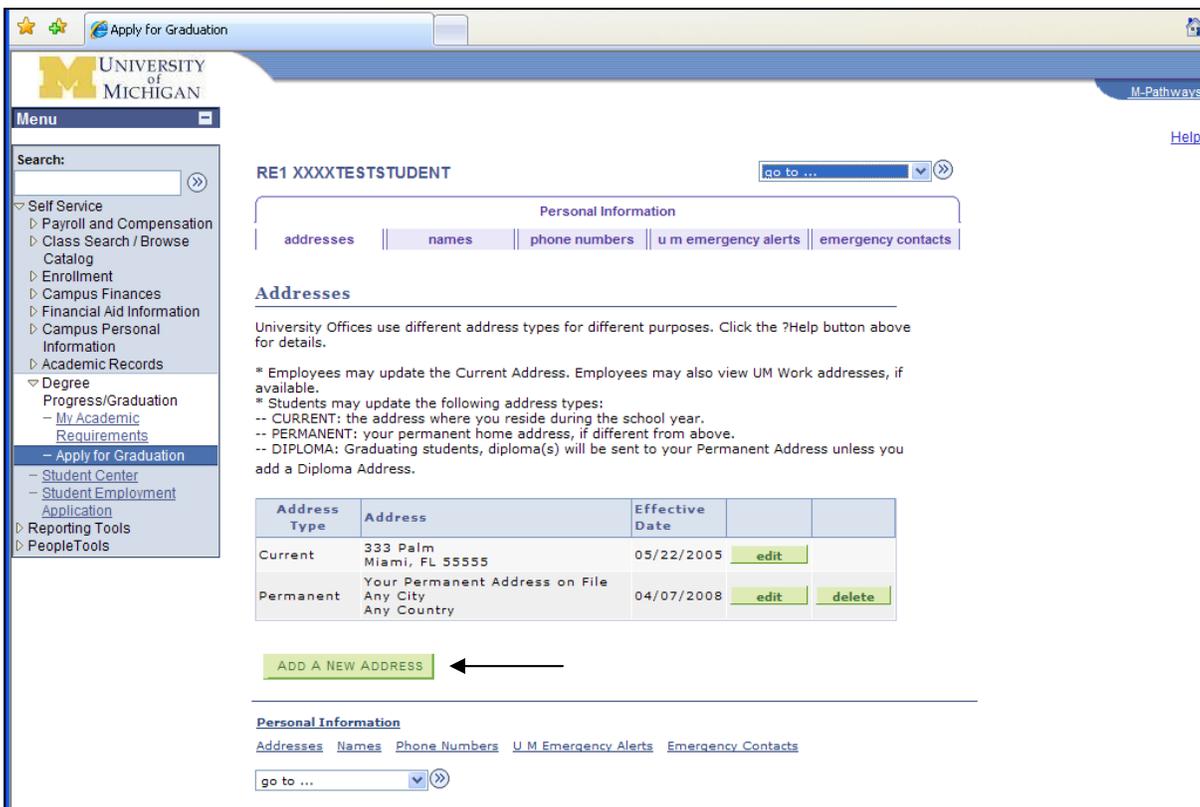
1. Log in to “Student Business” in Wolverine Access.
2. From the menu or folders, select “Campus Personal Information”



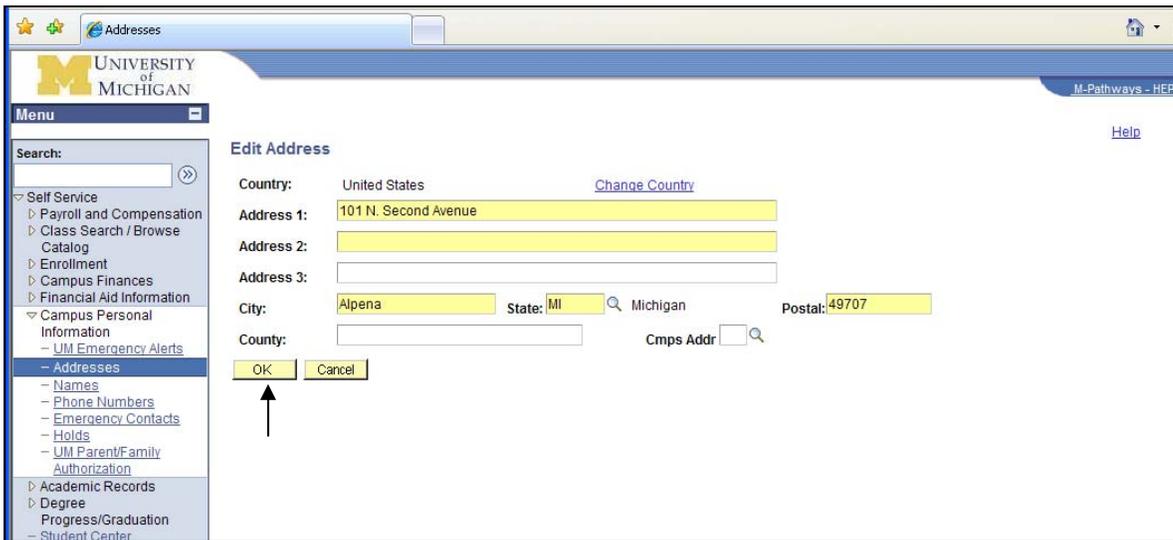
3. Select "Addresses"



3. If you did not originally enter a Diploma address, select the "Add A New Address" button.
  - a. Please see Page



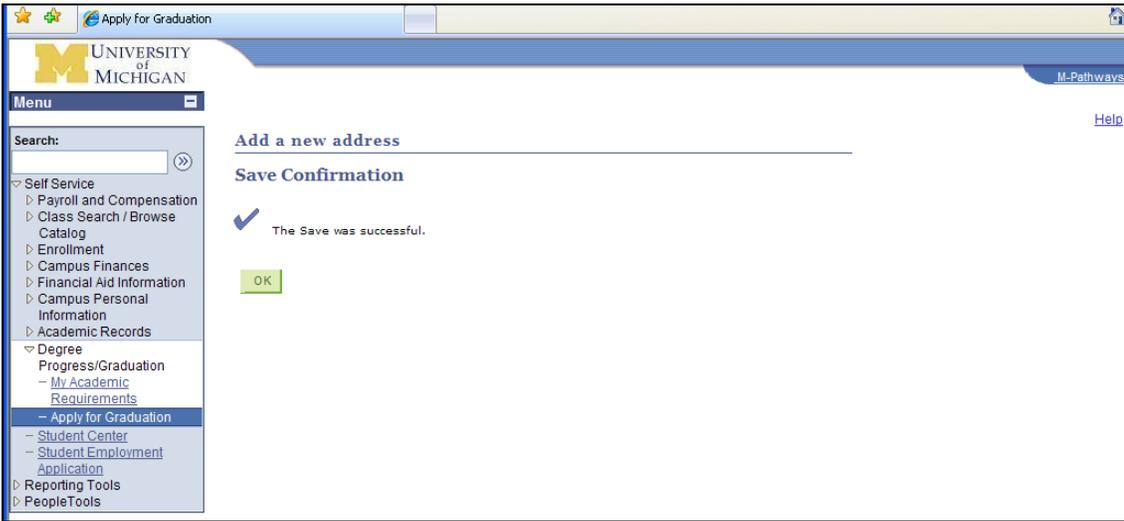
4. To enter an address for your diploma mailing, type in the mailing address. Select the "OK" button when done.



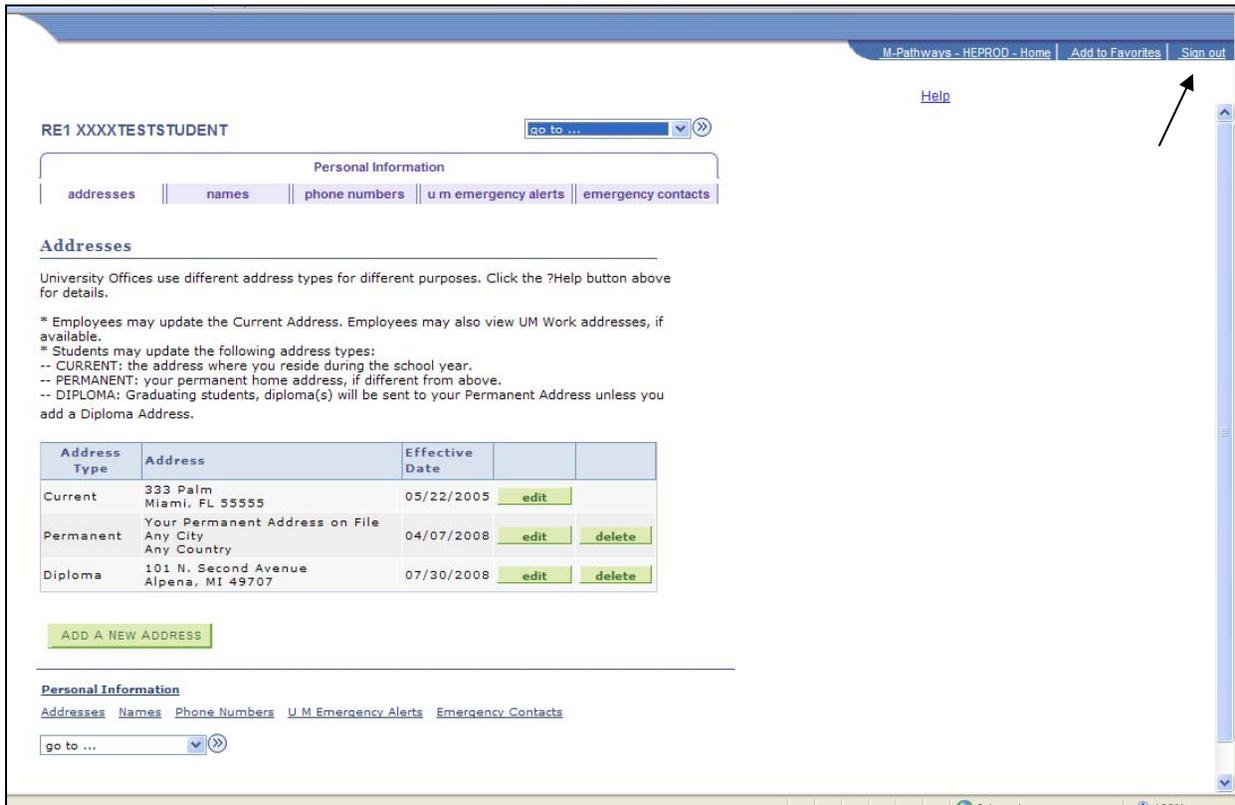
5. You will be asked to select the *type* of address. Click in the checkbox next to “Diploma”, then click the “Save” button.



6. You will see a confirmation screen to let you know the new address has been saved to the system. Click the “OK” button.



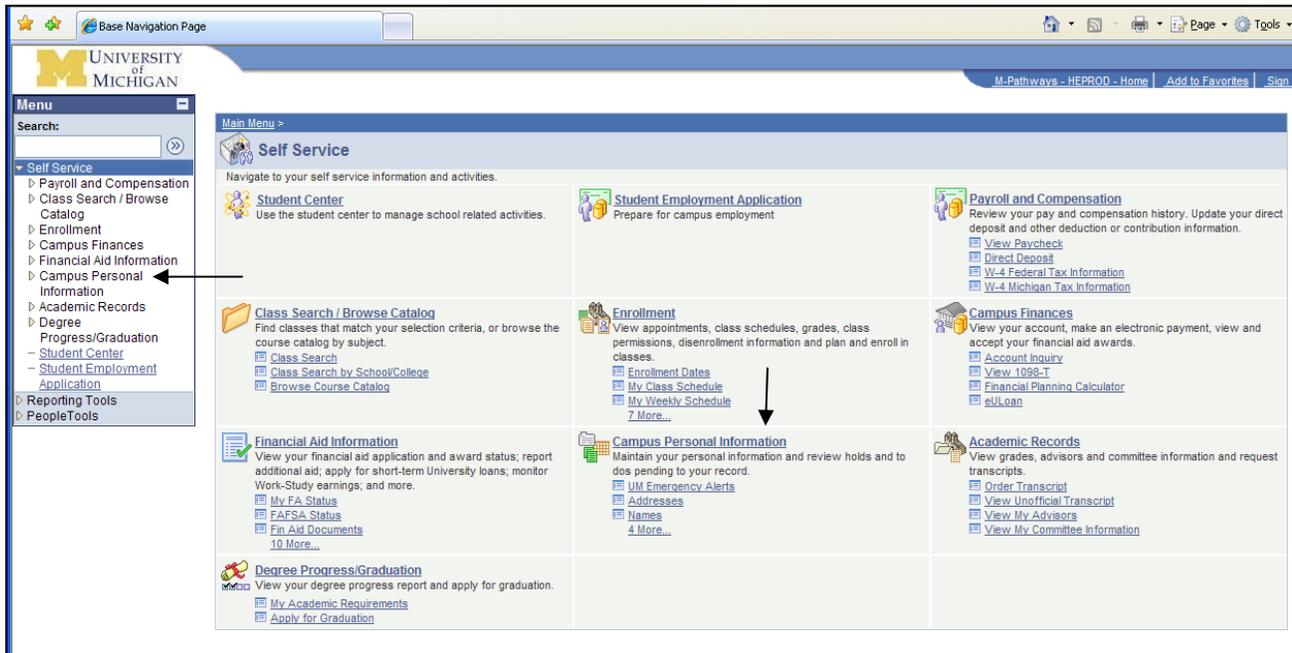
- You will be returned to the "Addresses" area. You have now successfully entered a diploma mailing address. You may select the "Sign Out" option from the screen and complete the log out process.



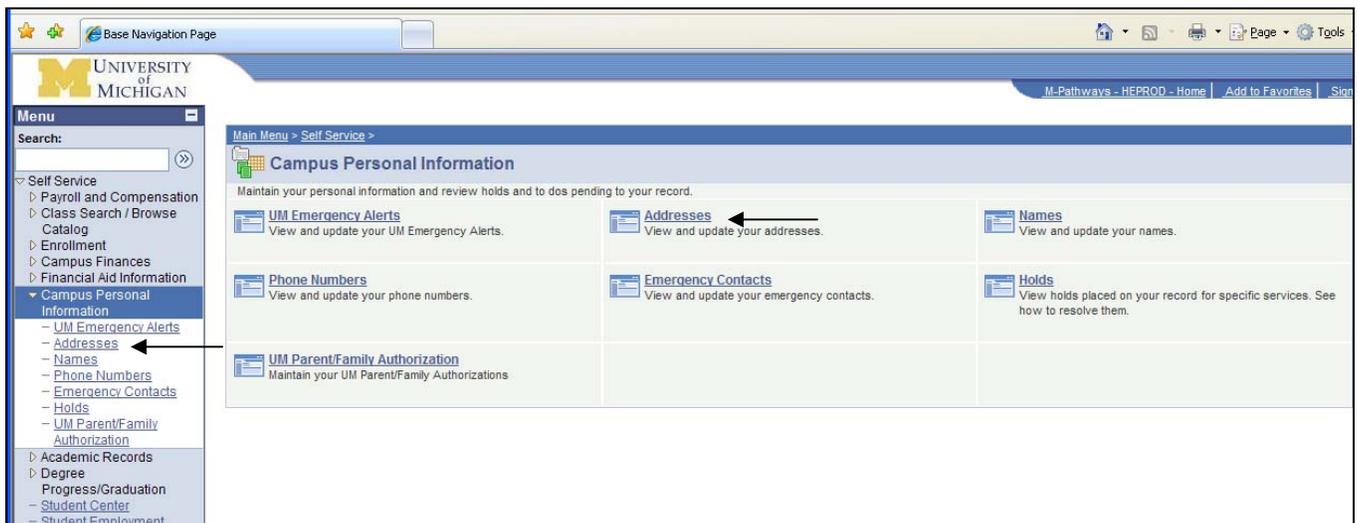
## How to update a diploma mailing address after you have applied to graduate

## How to add a diploma mailing address after you have applied to graduate

1. Log in to “Student Business” in Wolverine Access.
2. From the menu or folders, select “Campus Personal Information”



3. Select “Addresses”



4. Select the “Edit” button in the Diploma Address area of the grid to update your diploma address.
  - a. If you wish to remove your diploma address, select the “Delete” button. In this example, we will update the diploma address.

UNIVERSITY of MICHIGAN

Menu

Search: [input] [go]

Self Service

- ▷ Payroll and Compensation
- ▷ Class Search / Browse Catalog
- ▷ Enrollment
- ▷ Campus Finances
- ▷ Financial Aid Information
- ▼ Campus Personal Information
  - [UM Emergency Alerts](#)
  - **Addresses**
  - [Names](#)
  - [Phone Numbers](#)
  - [Emergency Contacts](#)
  - [Holds](#)
  - [UM Parent/Family Authorization](#)
- ▷ Academic Records
- ▷ Degree Progress/Graduation
  - [Student Center](#)
  - [Student Employment Application](#)
- ▷ Reporting Tools
- ▷ PeopleTools

RE1 XXXXTESTSTUDENT [go to ...]

Personal Information

addresses | **names** | phone numbers | u m emergency alerts | emergency contacts

### Addresses

University Offices use different address types for different purposes. Click the ?Help button above for details.

- \* Employees may update the Current Address. Employees may also view UM Work addresses, if available.
- \* Students may update the following address types:
  - CURRENT: the address where you reside during the school year.
  - PERMANENT: your permanent home address, if different from above.
  - DIPLOMA: Graduating students, diploma(s) will be sent to your Permanent Address unless you add a Diploma Address.

Address Type	Address	Effective Date		
Current	333 Palm Miami, FL 55555	05/22/2005	<a href="#">edit</a>	
Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	<a href="#">edit</a>	<a href="#">delete</a>
Diploma	101 N. Second Avenue Alpena, MI 49707	07/30/2008	<a href="#">edit</a>	<a href="#">delete</a>

[ADD A NEW ADDRESS](#)

Personal Information

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [U M Emergency Alerts](#) | [Emergency Contacts](#)

[go to ...]

5. Type in the new address, then select the “OK button”

UNIVERSITY of MICHIGAN

Menu

Search: [input] [go]

Self Service

- ▷ Payroll and Compensation
- ▷ Class Search / Browse Catalog
- ▷ Enrollment
- ▷ Campus Finances
- ▷ Financial Aid Information
- ▼ Campus Personal Information
  - [UM Emergency Alerts](#)
  - **Addresses**
  - [Names](#)
  - [Phone Numbers](#)
  - [Emergency Contacts](#)
  - [Holds](#)
  - [UM Parent/Family Authorization](#)
- ▷ Academic Records
- ▷ Degree Progress/Graduation
  - [Student Center](#)
  - [Student Employment Application](#)
- ▷ Reporting Tools
- ▷ PeopleTools

**Edit Address**

Country: United States [Change Country](#)

Address 1: 500 S. State St

Address 2: [input]

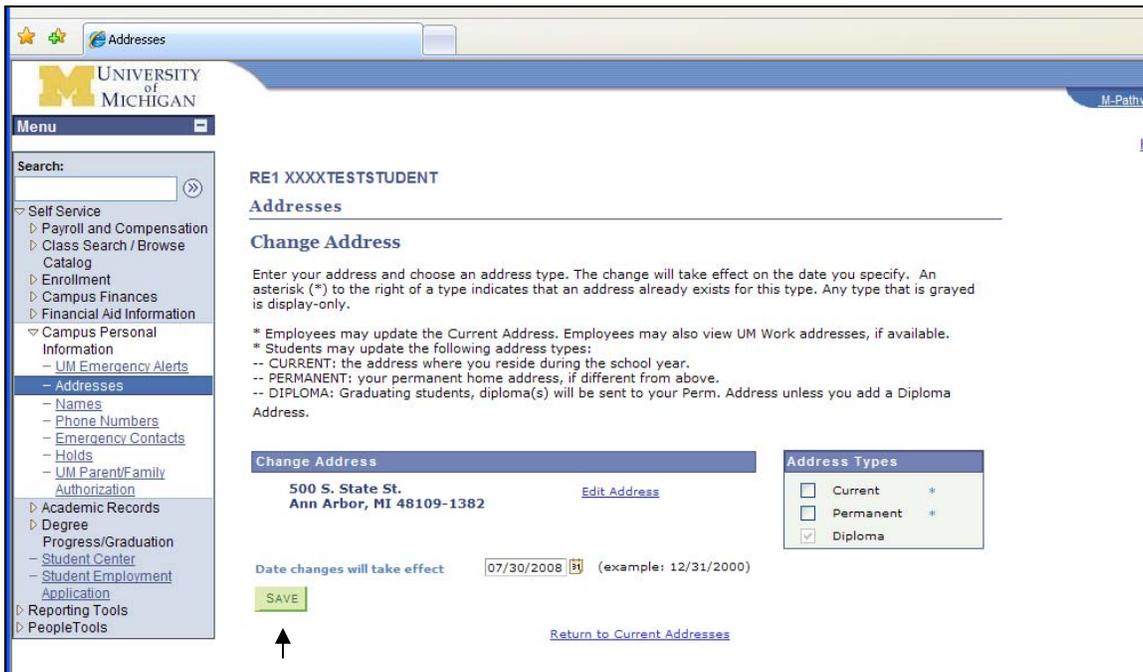
Address 3: [input]

City: Ann Arbor State: MI Michigan Postal: 48109-1382

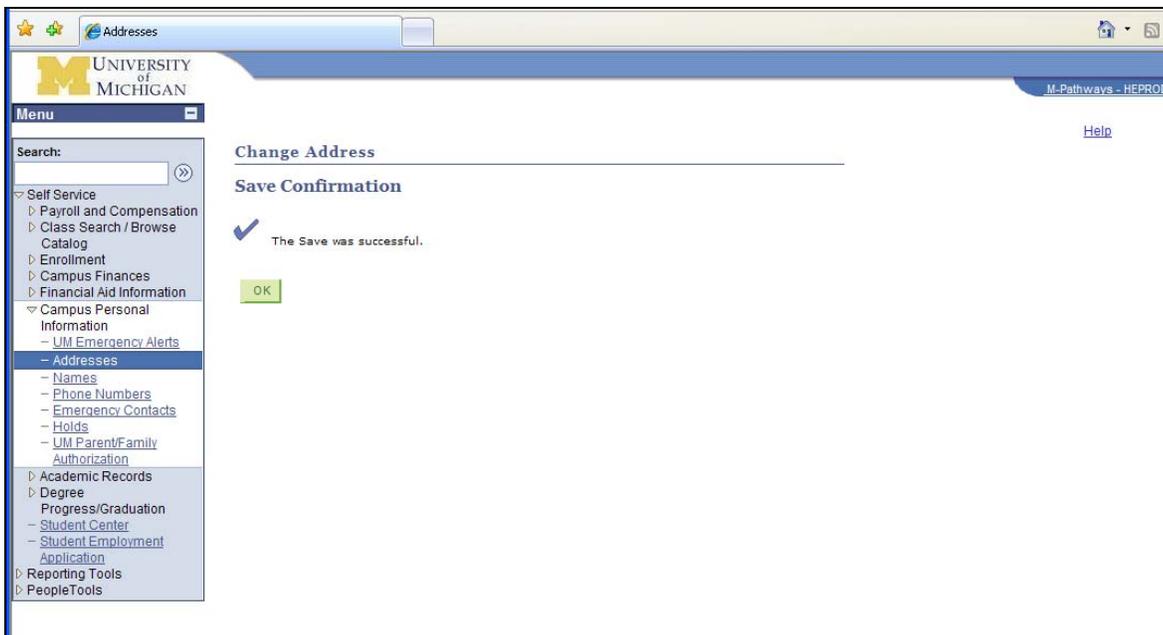
County: [input] Cmps Addr [input]

[OK](#) [Cancel](#)

6. Verify you have entered the address correctly, then select the “Save” button.



7. You will see a confirmation screen to let you know the new address has been saved to the system. Click the “OK” button.



- You will be returned to the "Addresses" area. You have now successfully updated your diploma mailing address. You may select the "Sign Out" option from the screen and complete the log out process.

The screenshot shows the 'Addresses' page for user 'RE1 XXXXTESTSTUDENT'. The page includes a navigation menu on the left, a search bar, and a 'Personal Information' section with tabs for 'addresses', 'names', 'phone numbers', 'u m emergency alerts', and 'emergency contacts'. The 'Addresses' section contains a table with three rows: 'Current', 'Permanent', and 'Diploma'. The 'Diploma' address is highlighted, and an arrow points to the 'Sign out' link in the top right corner.

Address Type	Address	Effective Date	edit	delete
Current	333 Palm Miami, FL 55555	05/22/2005	edit	Main Content
Permanent	Your Permanent Address on File Any City Any Country	04/07/2008	edit	delete
Diploma	500 S. State St. Ann Arbor, MI 48109-1382	07/30/2008	edit	delete