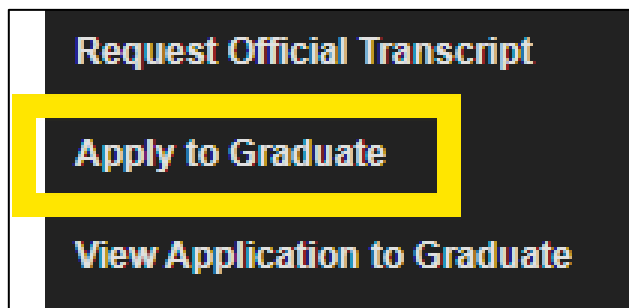


Ithaca College Office of the Registrar

Ithaca College: Office of the Registrar: How to Apply for Graduation

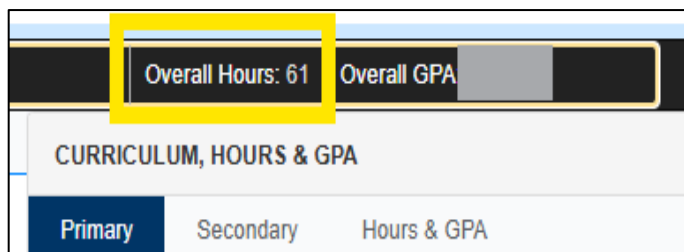
If you need to make any corrections during the application process, use the back button located next to the continue button at the bottom of the page.

1. Access HomerConnect via apps.ithaca.edu.
2. Select Apply to Graduate on from the menu on the left-hand side of the page.

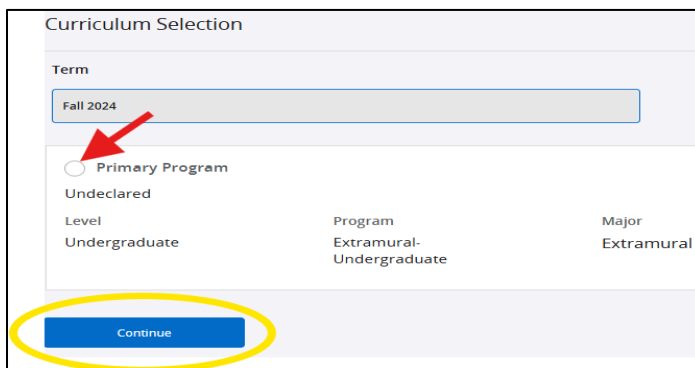


Getting an error message that **no terms are available**? Check Overall Hours at the top of your HomerConnect landing page.

If you do not have 85 earned credits as an Undergrad student or 15 earned credits as a Graduate student, you will need to wait until the end of the current term, after final grades are processed, before you can submit your application.

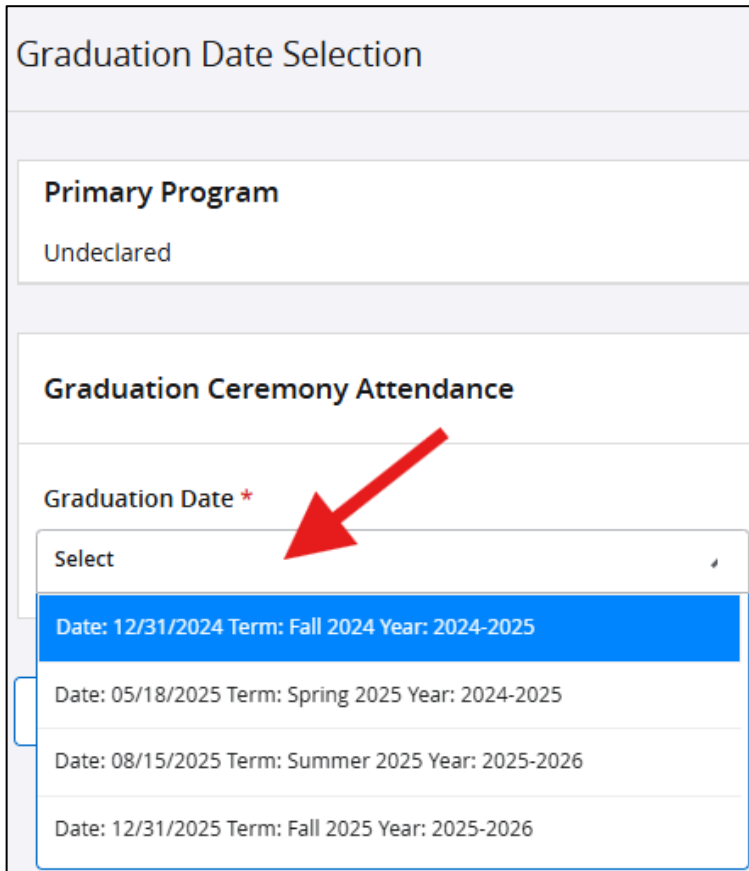


3. Select your primary program.
If you have more than one, simply select one, complete the application and then access it again to complete the next program

A screenshot of the 'Curriculum Selection' form. It includes a 'Term' dropdown menu set to 'Fall 2024'. Below this is a radio button labeled 'Primary Program' which is selected. Underneath, it says 'Undeclared'. There is a table with three columns: 'Level' (Undergraduate), 'Program' (Extramural-Undergraduate), and 'Major' (Extramural). At the bottom of the form, a blue 'Continue' button is highlighted with a yellow oval. A red arrow points to the 'Primary Program' radio button.

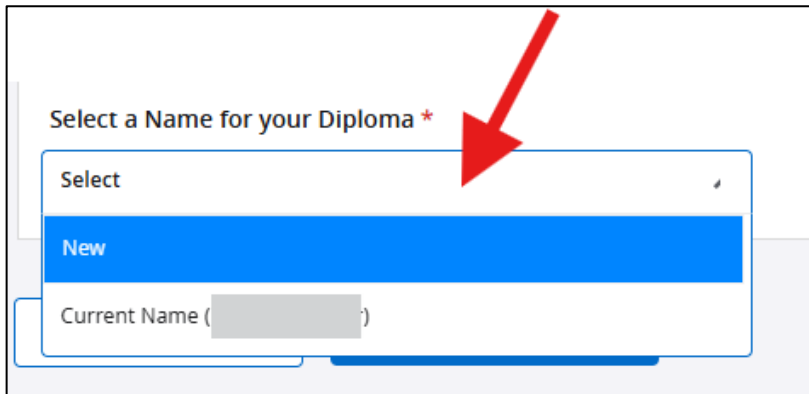
4. Select your Graduation Date from the dropdown menu and click continue.

This is the date your degree will be complete, not the commencement you want to attend. You will receive additional information regarding ceremony attendance.



5. Enter your diploma name. You can select your existing name or enter a new name.

Please note that if you would like to enter your middle initial you need to place a (.) immediately after it. ie: If your middle name is Alan and you just want to use the initial, please enter it as A. in the box.



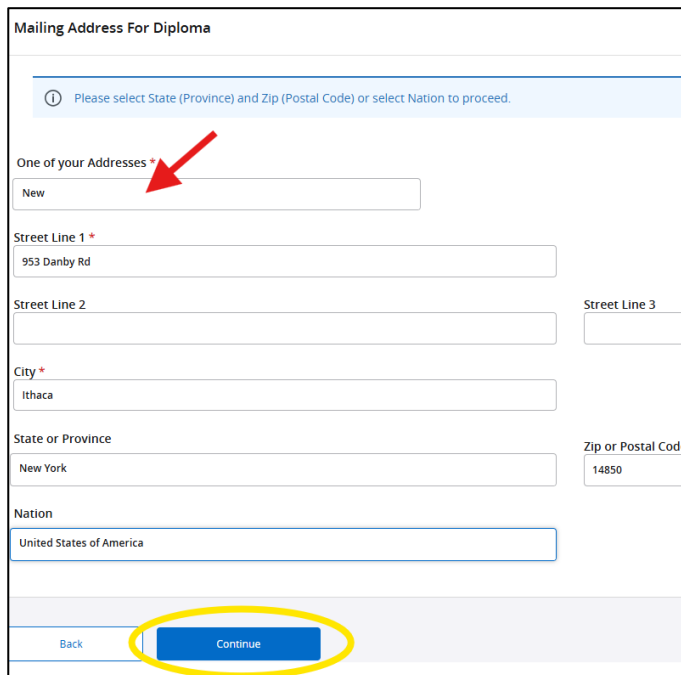
Also be aware that a suffix is not that same as a prefix. A suffix is after your name such as Jr or II, III etc. This should not be Mr. Ms. Miss. or Mrs. etc.

Ithaca College Office of the Registrar

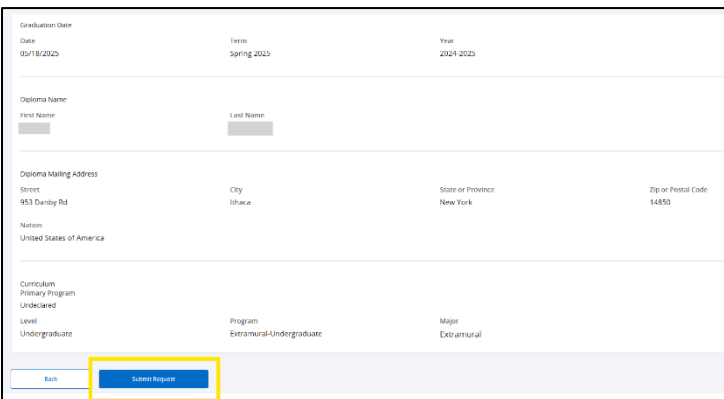
6. Enter the address where you would like your diploma mailed to. You can select an address on file from the dropdown menu or enter a new one.

Please note that you cannot mail to your campus address. If you are unsure what your address will be, consider using a friend or family member's address instead.

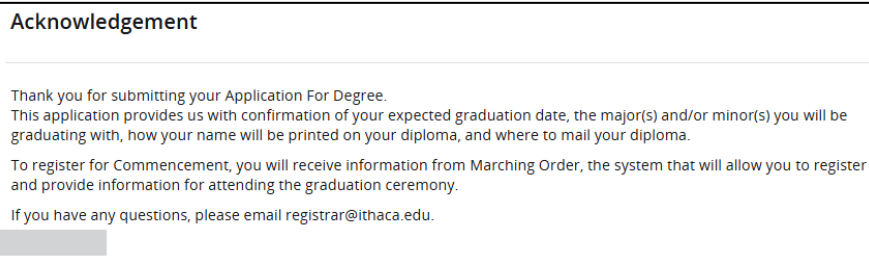
If you need to change your address for diploma mailing you can email our office at registrar@ithaca.edu



7. Lastly, review your application summary. Use the **back** button to make any necessary changes. Once complete click on the Submit Request button.



8. Once submitted you should see the acknowledgement message confirming that the application process has been completed.



If you have any questions, please contact registrar@ithaca.edu or call 607-274-3127