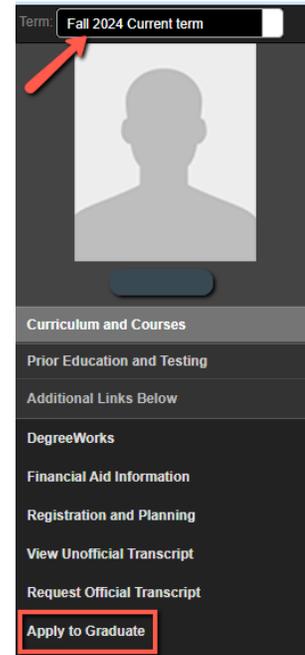


## Directions to Apply for Degree in HomerConnect

### Step 1:

- Click on **Apply to Graduate** in HomerConnect
- Term should be the current term, i.e. fall 2024, spring 2025, etc.



### Step 2:

- Click on Primary Program and make sure your major and minors are correct
  - If you have two majors apply for both majors, primary first then secondary
- Click **Continue**

Student • Graduation Application

### Curriculum Selection

Term

Fall 2024

This should be the current term you are registered in. Could be fall 2024, spring 2025, etc.

Primary Program

Click on the Primary button, if you have two majors apply for both.

Bachelor of Science

Level	Program	Major and Department
Undergraduate	Television & Digital Media Prd	Television Digital Media Prod, Media Arts, Sciences and Studi

Make sure your major(s) and minors are correct

Continue

Click Continue

### Step 3:

- Select your Graduation Date

Primary Program  
Bachelor of Science

Graduation Ceremony Attendance

Graduation Date \*

Date: 05/18/2025 Term: Spring 2025 Year: 2024-2025

Back Continue

Student • Graduation Application

Graduation Date Selection

Primary Program  
Bachelor of Science

Graduation Ceremony Attendance

Graduation Date \*

Date: 05/18/2025 Term: Spring 2025 Year: 2024-2025

Date: 08/15/2024 Term: Summer 2024 Year: 2024-2025

Date: 12/31/2024 Term: Fall 2024 Year: 2024-2025

Date: 05/18/2025 Term: Spring 2025 Year: 2024-2025

Date: 08/15/2025 Term: Summer 2025 Year: 2025-2026

Date: 12/31/2025 Term: Fall 2025 Year: 2025-2026

Choose the date your degree requirements will be done not when you will be attending Commencement.

Back Continue

- Click **Continue**

### Step 4:

- Enter your diploma name and click **Continue**
  - You can choose a name you have on file or enter a new name
  - Enter a period (.) after your middle initial if you are using one
- A Suffix is the ending of your name, such as II, III, IV, Jr., Sr., etc. It is **NOT** Miss, Mr., Ms.

Student • Graduation Application

Name  
Cindy Clark

Select a Name for your Diploma \*

New

First Name  
Cynthia

Middle Name  
M.

When entering your middle initial put a period (.) after the letter as shown.

Last Name \*  
Clark

Suffix  
A Suffix is only used for Jr., Sr., II, III, IV, etc. This is NOT used for Mr. or Miss or Mrs.

Back Continue Press continue

### Step 5:

- Enter your diploma mailing address
- Choose an address you have on file or enter a new one and click **Continue**
- Do NOT select an address you will not be at when diplomas are mailed, do NOT enter your Ithaca Campus address.
  - December graduates – diplomas are mailed in late January to early February
  - May graduates - diplomas are mailed in late June to early July
  - August graduates – diplomas are mailed in late September to early October

Diploma Mailing Address Selection

Primary Program  
Bachelor of Arts

Mailing Address For Diploma

Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses \*

Select

New

Local 132 Peggy Ryan Williams Center

Back Continue Press Continue

Select one of your addresses provided or enter a new address to have your diploma mailed. Do NOT select your Ithaca address if you will not be there at the end of June or early July when diplomas will be mailed.

One of your Addresses \*

New

If you choose New enter your street, city, state & zipcode

Street Line 1 \*  
100 Main Street

Street Line 2

Street Line 3

City \*  
Orlando

State or Province  
Florida

Zip or Postal Code  
12345

Nation

Only use Nation if your address is outside the USA

Back Continue Press Continue

### Step 6:

- Review your entries and click **Submit Request**

Student • Graduation Application

Date	Term	Year
05/19/2024	Spring 2024	2023-2024

Diploma Name

First Name	Middle Name	Last Name
Cynthia	M.	Clark

Diploma Mailing Address

Street	City	State or Province	Zip or Postal Code
100 Main Street	Orlando	Florida	12345

Curriculum

Primary Program	Program	Major and Department
Bachelor of Arts	English	English, Literatures in English

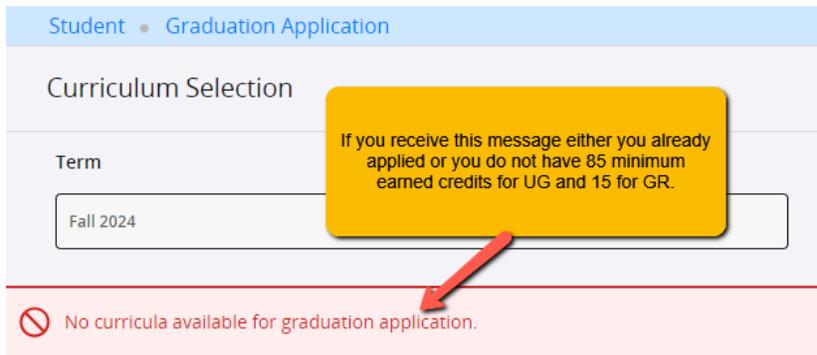
Level

Undergraduate	Program	Major and Department
	English	English, Literatures in English

Back Submit Request

Review all of your entries and click Submit Request at the bottom.

**If you click on Apply to Graduate and receive the error message below it means either you have already applied, or you do not have 85 earned credit hours as an UG or 15 earned credit hours for GR.**



The screenshot shows a web interface for a graduation application. At the top, there is a blue header with the text "Student • Graduation Application". Below this is a section titled "Curriculum Selection". Under "Curriculum Selection", there is a "Term" label and a text input field containing "Fall 2024". A yellow callout box with a black border is overlaid on the input field, containing the text: "If you receive this message either you already applied or you do not have 85 minimum earned credits for UG and 15 for GR." A red arrow points from the bottom of this callout box to a red error message at the bottom of the page. The error message is on a light red background and reads: "No curricula available for graduation application." The error message is preceded by a red circle with a diagonal slash icon.

At this time, when you click on View Application to Graduate nothing will appear. This feature is currently not working. If you need to change anything, email registrar@ithaca.edu.