Graduation Application
Apply or View Application Status

Last edit date: 11/19/2024

This document provides instructions for a student to apply for graduation or update a degree name via the "Graduation Application & Status" card on the RamPortal home page. Additional links for Commencement Information, Graduation Timeline and Graduation Requirements Policy can be found on this card as well.

CONTENTS

NAVIGATION

- Log in to RamPortal at ramportal.wcupa.edu.
- Locate the "Graduation Application & Status" card on your RamPortal homepage. Please note, the card title may be abbreviated, depending on the size of your screen.

- The following Useful Links are also available on the bottom of the card via the "Useful Links" dropdown.
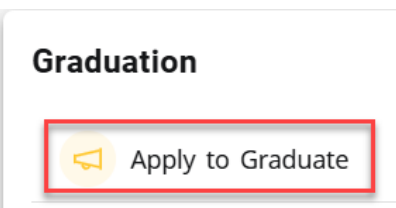
Graduation Application & Status

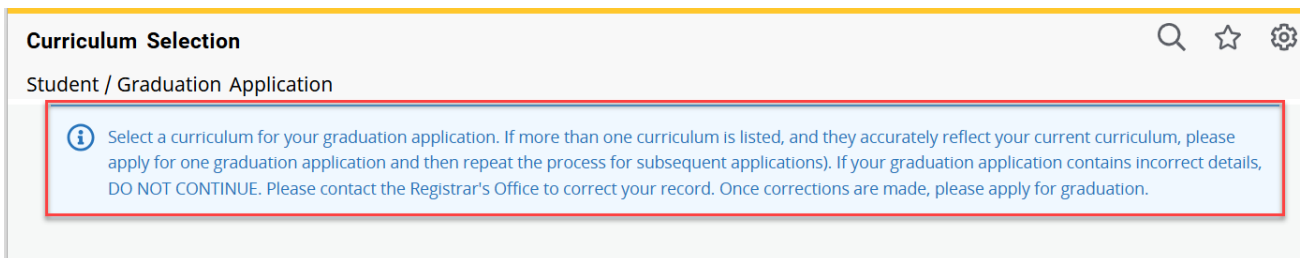⌃ Useful Links

Commencement Information
Graduation Timeline
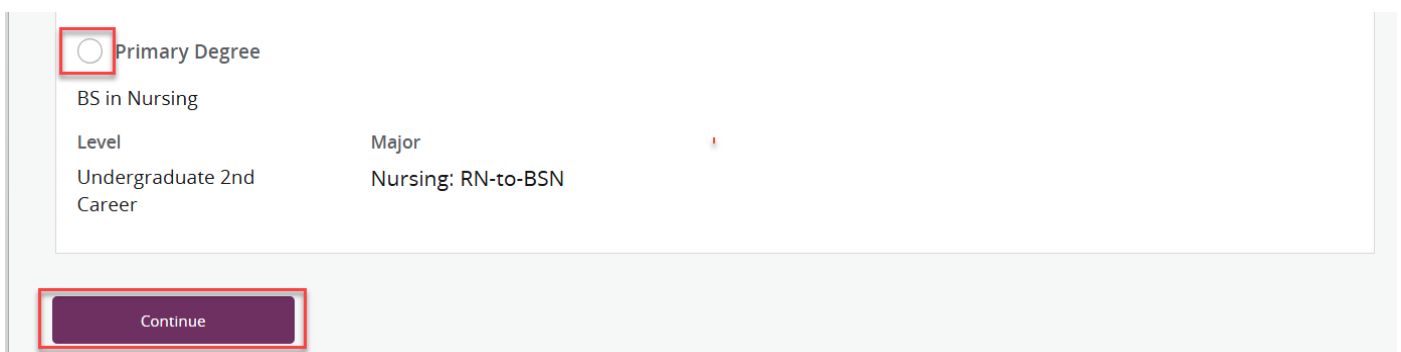Graduation Requirements Policy

APPLY TO GRADUATE

- Click the "Apply to Graduate" link.

Graduation

📣 Apply to Graduate

- On the Graduation Application page, be sure to read the blue text thoroughly:
    - **Confirm the curriculum listed accurately reflects your current curriculum; if not and contact the Registrar's Office before proceeding with the application.**

Curriculum Selection   🔍 ☆ ⚙

Student / Graduation Application

ⓘ Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

    - **If you have multiple programs for which you are applying, please apply for one and then repeat the process for subsequent applications.**
- If the curriculum is correct, click the circle next to the degree, then click "Continue".

◯ **Primary Degree**

BS in Nursing

Level	Major	
Undergraduate 2nd Career	Nursing: RN-to-BSN	

Continue

- Click the upside-down carrot (^) in the Primary Degree box to view level and major information.

Graduation Date Selection

Primary Degree

BS in Nursing

Level	Major
Undergraduate 2nd Career	Nursing: RN-to-BSN

- Select a Graduation Date from the dropdown in the Graduation Ceremony Attendance box, then click "Continue".

Graduation Ceremony Attendance

Graduation Date *

Select

Term: Spring 2025

Term: Summer 2025

- Click a choice for the ceremony attendance question, then click "Continue".

Will you attend the ceremony?
- Yes
- No
- ● Undecided

Back   Continue

- Choose a payment method, then click "Continue".

Payment Method *

Select

Graduation Fee (Undergrad) $99.00 Undergrad Grad App Fee

Back   Continue

- Review the Graduation Application Summary page. If the information is accurate, click "Submit Request". If it is inaccurate, click "Back" to make any changes.

Graduation Application Summary

Graduation Date

Term

Spring 2025

Ceremony

Attend Ceremony

Undecided

Curriculum
Select Program You Are Completing:

Bachelor of Science

Level	Program	Major	Minor
Undergraduate	BS Biology	Biology	Applied Statistics

Graduation Charges

Fee	Payment Method
$99.00	Undergrad Grad App Fee

Back   Submit Request

- Finally, review the Acknowledgement. To return to the RamPortal Home page, click "Home | RamPortal" on the top left of the page.

Graduation Application

Student / Graduation Application

Acknowledgement

Thank you for submitting your intent to graduate form. This submission will include you in our communications about commencement and tickets for your chosen graduation term.

Degree Name: Student's preferred name will be printed on the diploma, in the commencement program, and displayed on the screen at commencement if one is on file. If student's do not have a preferred name, primary name will be used. If you choose to have a different name used for your degree, update you "Degree Name" in RamPortal.

Credit Requirement: As a reminder, all students are required to have a minimum of **120** adjusted credits to graduate from West Chester University. Some degree programs require additional credits.
At this time you have 120 credits earned. Please check with your major advisor for the total number of credits required for your degree.

Changing Graduation Term: Once you have submitted this application, you cannot change your graduation term in RamPortal. Please reach out to the Registrar's Office for assistance.

Commencement Information: Details about commencement are in the semester the ceremony will occur. Please check the Commencement website for details.

UPDATE DEGREE NAME

- To update the name on your degree, click the "Update Degree Name" link on the Graduation Application and Status card.

Graduation Application & ?

Degree Name: ▮▮▮▮▮▮▮▮
Graduation Status

BS   Public Health

🎓 Apply to Graduate
✏️ Update Degree Name

If you need to select another grad term

- You will then be able to change your First Name, Middle name or suffix. Then, click "Save".

Update Degree Name

First Name *

0 / 60

Middle Name

0 / 60

Last Name
▮▮▮▮▮

Suffix ⌄

CANCEL   **SAVE**

- Once the changes are saved, you will return to the RamPortal Home screen where the changes will be reflected on the Graduation Application & Status card.

Graduation Application & Stat... ⋮ 🔖

Degree Name: ██████████

Graduation Status

No applications on file