

How to apply for graduation:

1. Log into SageAdvisor. You will come to the Welcome page as shown below.
2. Under **Academic Profile**, select “Apply for Graduation.”

Current Students - Students Menu

The following links may display confidential information.

The screenshot displays the SageAdvisor Students Menu with four main categories: User Account, Financial Information, Financial Aid, and Academic Profile. The Academic Profile category is expanded, showing a list of links. The 'Apply for Graduation' link is circled in red.

- User Account**
 - Bank Info for Expenses
 - User Profile
 - Emergency Information
- Financial Information**
 - Student Accounts Payment Center
 - My 1098Ts
- Financial Aid**
 - Email Financial Aid
 - My Sage Aid
- Registration**
 - Course Catalog
 - Student Planning
- Academic Profile**
 - Grade Point Average by Term
 - Apply for Graduation**
 - Transcript
 - Grades
 - Transfer Credit Report
 - Program Evaluation
 - My class schedule
 - Transfer Equivalencies

3. You will be directed to the Graduation Application page.
4. You should only see your Program of Study. If you meet the eligibility criteria, the “Apply” button is available for you. *If the “Apply” button is not available, please email: DegreeClearance@sage.edu to determine if you are ready to graduate for the current cycle.

The screenshot shows the 'Graduation Application' page. It includes a header, a paragraph of instructions, a link to 'Review My Academic Progress', and a table with columns for Program of Study, Major, and Application Status. The 'Apply' button in the Application Status column is circled in red.

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

[Review My Academic Progress](#)

Program of Study	Major	Application Status
Psychology	Psychology	Apply

5. You will now enter the Graduation Application. ACCURATELY enter your information. PLEASE NOTE: the way you enter your “Preferred Name on Diploma” is exactly how it will appear on your diploma; include upper- and lower-case letters, all hyphens, and spacing. If you have any special characters or accent marks, please email DegreeClearance@sage.edu with exactly how your name should appear.

The screenshot shows the 'Name and Hometown' and 'Program of Study' sections of the application form. Three callout boxes provide additional instructions:

- Chose the current Graduation Term from drop down box**: Points to the 'Graduation Term *' dropdown menu.
- Enter you name EXACTLY as you would like your name to appear on your diploma. How you spell it here is how it will be PRINTED ON YOUR DIPLOMA**: Points to the 'Preferred Name on Diploma *' text input field.
- The phonetic spelling of your name is optional, but helpful you plan to attend the graduation ceremony for how your name is pronounced.**: Points to the 'Phonetic Spelling' text input field.

Name and Hometown

Full Name
Jane Doe

Graduation Term *
Please Select Graduation Term

Preferred Name on Diploma *
Jane Marie Doe

Phonetic Spelling [More Info](#)

Program of Study

Psychology

Diploma
Bachelor of Science

Major
Psychology

PLEASE NOTE: THERE IS ONLY ONE GRADUATION CEREMONY THAT IS HELD IN MAY. All August and December graduates are encourage to join in the celebration in May. These students will receive an email invitation from Student Life to participate in February.

Slide the bar to the right if you wish to participate in the May Ceremony, the blue background shows.
Slide to the left if you do not wish to participate

Commencement Details

Will you attend commencement?

Diploma Mailing Address
 Ship to preferred mailing address

123 Happy Place
Troy, NY 12180

Ship to a new address

This is the address on file for you. If you wish to have your diploma mailed to this address 4-6 weeks after the graduation date, keep this address highlighted

If you wish to have it shipped to a different address, click this button. A new set of fields open to enter the new address

When you have entered everything in, hit the SUBMIT button

Cap and Gown

To order your cap and gown go to: [Cap And Gown Orders](#)

[Sizing Chart](#)

Ship to a new address

Outside US/Canada

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

City *

City

State/Province *

Please choose a state/province

ZIP/Postal Code *

ZIP/Postal Code

Request this be my new address going forward

If you would like this new address to replace the current one in the system, check this box and your address will be update.

Payment of Application Fee

Your next step to complete the application process is to make your payment of the \$95.00 filing fee. This fee is required of all graduates regardless of whether or not you plan to participate in the May Commencement Ceremony.

1. Log into SageAdvisor, under Financial Information, select "Student Accounts Payment Center."

Current Students - Students Menu

The following links may display confidential information.

<p>User Account</p> <ul style="list-style-type: none">Bank Info for ExpensesUser ProfileEmergency Information	<p>Registration</p> <ul style="list-style-type: none">Course CatalogStudent Planning
<p>Financial Information</p> <ul style="list-style-type: none">Student Accounts Payment CenterMy 1098Ts	<p>Academic Profile</p> <ul style="list-style-type: none">Grade Point Average by TermApply for GraduationTranscriptGradesTransfer Credit ReportProgram EvaluationMy class scheduleTransfer Equivalencies
<p>Financial Aid</p> <ul style="list-style-type: none">Email Financial AidMy Sage Aid	

2. From the drop down box, select "Graduation Application Fee" and proceed with your payment.

 Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

View Account:

Student Account	ID:
Balance	\$95.00
<input type="button" value="View Activity"/> <input type="button" value="Enroll in Payment Plan"/> <input type="button" value="Make Payment"/>	

Please note, if you have not made your payment by the payment due date, your application will be REMOVED and you will have to wait until the next graduation cycle to have your degree conferred.

All questions may be directed to DegreeClearance@sage.edu