

# 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 shows the SageAdvisor Students Menu with three main sections: User Account, Financial Information, and Financial Aid on the left; and Registration and Academic Profile on the right. The 'Academic Profile' section is expanded, showing a list of links. The 'Apply for Graduation' link is circled in red.

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](mailto:DegreeClearance@sage.edu) to determine if you are ready to graduate for the current cycle.

The screenshot shows the 'Graduation Application' page. It contains a table with columns for Program of Study, Major, and Application Status. The 'Apply' button in the Application Status column is circled in red.

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](mailto:DegreeClearance@sage.edu) with exactly how your name should appear.

The screenshot shows the 'Name and Hometown' and 'Program of Study' sections of the graduation application form. Annotations provide instructions for the 'Graduation Term' and 'Preferred Name on Diploma' fields.

**Name and Hometown**

- Full Name: Jane Doe
- Graduation Term \*: Please Select Graduation Term (dropdown menu)
- Preferred Name on Diploma \*: Jane Marie Doe
- Phonetic Spelling: (optional field)

**Program of Study**

- Psychology
- Diploma: Bachelor of Science
- Major: Psychology

**Annotations:**

- Chose the current Graduation Term from drop down box** (points to the Graduation Term dropdown)
- 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 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 field)

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

We are now offering the option for students to pick up their diploma once they have arrived. A time frame and location will be organized and announced Our office will confirm your delivery type before diplomas are sent.

**Commencement Details**

Will you attend commencement?

Do you plan to pick up the diploma?

**Cap and Gown**

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

**Diploma**

Ship

9 Mi  
Alba

Ship to a new address

**Commencement Details**

Will you attend commencement?

Do you plan to pick up the diploma?

**Diploma Mailing Address**

Ship to preferred mailing address

7 Maplewood Avenue  
Albany, NY 12205-5421

123 Happy Place  
Troy, NY 12180

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

Number of Guests (Maximum 100)

0

**Callout Boxes:**

- Slide the bar to the right if you wish to participate in the May Ceremony, the blue background shows.
- Slide the bar to the right if you wish to pick up your diploma. Slide to the left if you wish to have your diploma mailed. The following box will appear:
- 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
- If you would like this new address to replace the current one in the system, check this box and your address will be update.
- When you have entered everything in, hit the SUBMIT button

# 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.

The screenshot displays the SageAdvisor Students Menu with three main columns of links. The first column, under 'User Account', includes 'Bank Info for Expenses', 'User Profile', and 'Emergency Information'. The second column, under 'Financial Information', includes 'Student Accounts Payment Center' (circled in red) and 'My Sage Aid'. The third column, under 'Financial Aid', includes 'Email Financial Aid' and 'My Sage Aid'. To the right, the 'Registration' section includes 'Course Catalog' and 'Student Planning', and the 'Academic Profile' section includes 'Grade Point Average by Term', 'Apply for Graduation', 'Transcript', 'Grades', 'Transfer Credit Report', 'Program Evaluation', 'My class schedule', and 'Transfer Equivalencies'.

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

The screenshot shows a payment interface with a yellow banner at the top: "Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page." Below this is a "View Account:" section with a dropdown menu showing "Graduation App Fee: \$95.00" and a "View" button. The main account summary table is as follows:

Student Account	ID: .....
<b>Balance</b>	<b>\$95.00</b>
<a href="#">View Activity</a> <a href="#">Enroll in Payment Plan</a> <a href="#">Make Payment</a>	

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](mailto:DegreeClearance@sage.edu)