University of Findlay

Overview:

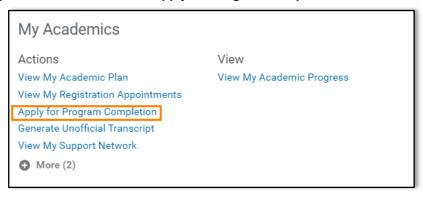This document explains how Students can apply for program completion.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email the Office of the Registrar at registrar@findlay.edu.
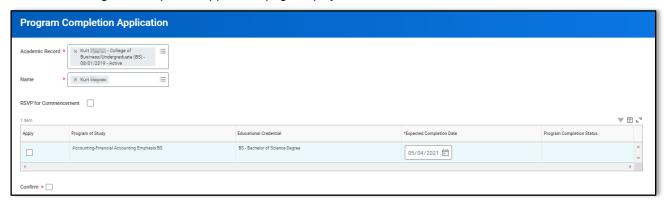
Icons referred to in this document

⊕ Add Row   ≣ Prompt   ••• Related Actions   ★ Required Field   ◯ Radio Button

Apply for Program Completion

1. Click the **Academics** application on the Workday homepage.
2. Under the *My Academics* section, click **Apply for Program Completion**.

3. The Program Completion Application page displays.

4. Click the **Prompt** to select the **Academic Record**.
   Note: If you only have one Academic Record it auto-populates into this field.
5. The **Name** auto-populates.

6. Click the **checkbox** to **RSVP for Commencement**, if you wish to attend the Commencement ceremony.
   Note: If you select this option, you will receive an inbox item to confirm your Commencement ceremony.

7. Click the **checkbox** under **Apply**.

8. Click the **checkbox** to **Confirm** the Program Completion Application is correct.

9. Click **OK**.
   Notes:
   - This process routes to your Academic Advisor for review and approval, if appropriate.
   - You will receive several Workday Inbox items to complete, including how to update your Diploma address and Diploma name, if needed.