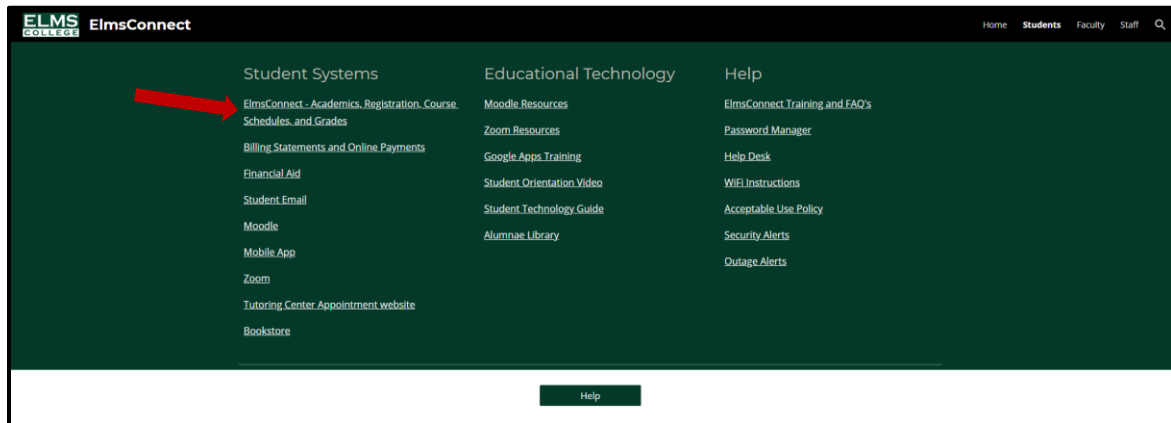
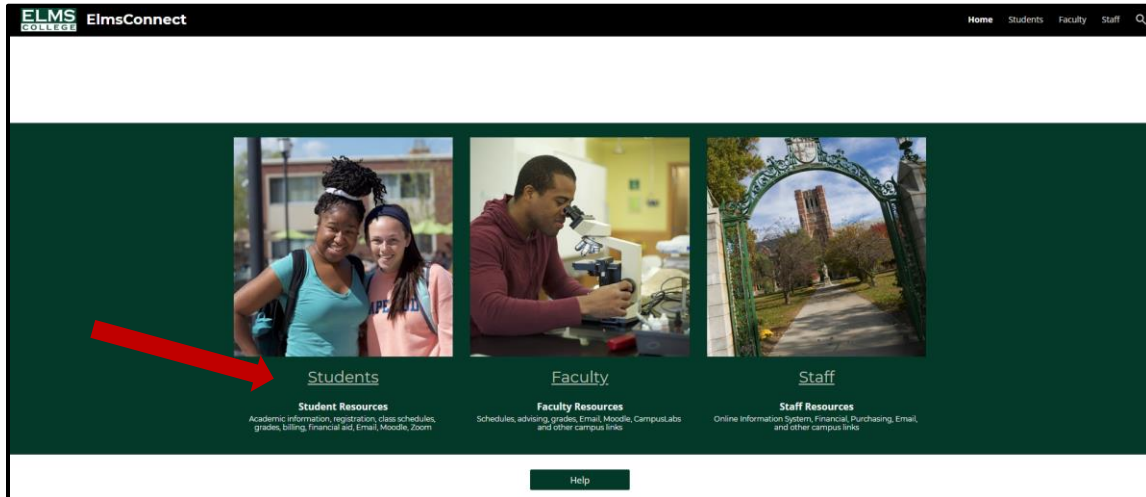
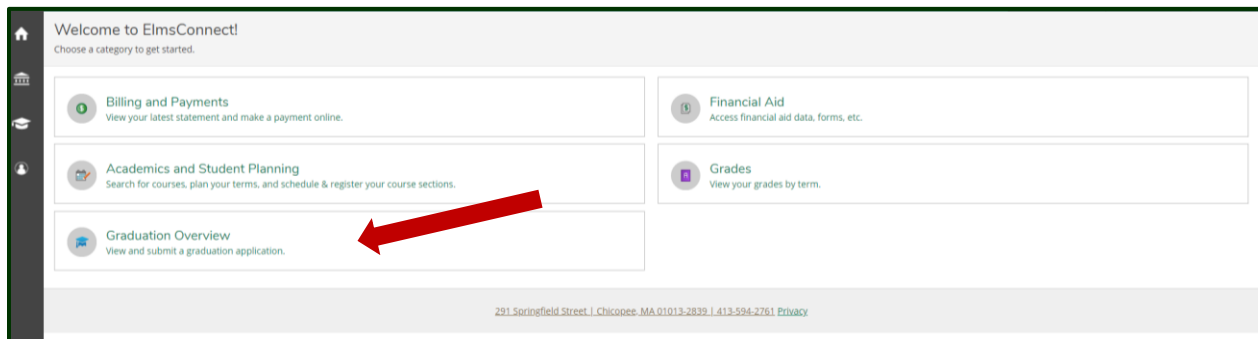


# Applying for Graduation in ElmsConnect Self-Service

1. Log into ElmsConnect Self-Service – [elmsconnect.elms.edu](https://elmsconnect.elms.edu).



2. Click on the 'Graduation Overview' tab.



3. **Verify that your Program of Study/Major(s) are correctly listed and click 'Apply.'** (If you are requesting to graduate from a different program of study/major(s) and it is not correctly listed, please contact the Registrar's Office directly to fill out a change of major form.)

The screenshot shows the 'Graduation Application' overview page. At the top, there are links for 'Academics' and 'Graduation Overview'. Below the title, there is a note: '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](#)'. A link for 'Review My Academic Progress' is also present. The main content area is a table with three columns: 'Program of Study', 'Major', and 'Application Status'. The 'Program of Study' column contains 'Accounting - BA', the 'Major' column contains 'Accounting Nursing', and the 'Application Status' column contains an 'Apply' link. Three red callout boxes with white text and arrows point to these elements: '1. Verify Program of Study' points to 'Accounting - BA', '2. Verify Major(s)' points to 'Accounting Nursing', and '3. Click Apply' points to the 'Apply' link.

4. **Fill in the required fields below:** Graduation Term, Preferred Name on Diploma, Phonetic Spelling, and Commencement Details (*Hometown and State/Province – optional*).

The screenshot shows the 'Graduation Application' form. At the top, there are links for 'ELMS COLLEGE', 'Academics', and 'Graduation Overview'. Below the title, there is a link for 'Back to Programs of Study'. The form is divided into several sections. The 'Name and Hometown' section includes fields for 'Full Name' (Emily Butler), 'Graduation Term \*' (a dropdown menu with 'Please Select Graduation Term'), 'Preferred Name on Diploma \*' (Emily Butler), 'Phonetic Spelling \*' (with a 'More Info' link), and 'Hometown and State/Province'. The 'Program of Study' section includes 'Accounting - BA', 'Diploma' (Bachelor of Arts), and 'Majors' (Accounting, Nursing). The 'Commencement Details' section includes three toggle switches: 'Will you attend commencement?' (checked), 'Do you plan to pick up the diploma?' (checked), and 'Include name in commencement program?' (unchecked). There are 'Cancel' and 'Submit' buttons at the bottom. Two red callout boxes with white text and arrows point to specific fields: one points to the 'Phonetic Spelling \*' field with the text 'Phonetic Spelling URL: <http://www.pronouncesame.com/>', and another points to the 'Do you plan to pick up the diploma?' toggle with the text '\*Please note that the unchecking of this field does not prompt the mailing of your diploma. Diplomas must be picked up in the Registrar's Office.'

- Once your application has been filled out, click the 'Submit' button at the bottom of the screen.

ELMS COLLEGE

Academics > Graduation Overview

Graduation Application

[Back to Programs of Study](#)

Name and Hometown

Full Name  
Emily Butler

Graduation Term \*  
2020 Spring

Preferred Name on Diploma \*  
Emily Marie Butler

Phonetic Spelling \*  
EH - m ih - lee b UH t l er

Hometown and State/Province  
West Springfield, MA

Program of Study

Accounting - BA  
Diploma  
Bachelor of Arts

Majors  
Accounting  
Nursing

Commencement Details

Will you attend commencement?

Do you plan to pick up the diploma?

Include name in commencement program?

[More Info](#)

Cancel Submit

Click 'Submit'

- Once your graduation application has been successfully submitted, you will receive a confirmation email.

Academics Home > Graduation Overview

**!** Your graduation application has been successfully submitted.

[Back to Programs of Study](#)

**✓** Your graduation application has been successfully submitted. A confirmation email has been sent to.

291 Springfield Street | Chicopee, MA 01013-2839 | 413-594-2761 [Privacy](#)

Graduation Application

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
Accounting - BA	Accounting Nursing	<b>✓</b> Application submitted on 10/8/2019

Application Status will display the date that your application was successfully submitted.

***\*Please note that upon degree completion, the Registrar's Office will notify students that their diplomas are available for pick up for students graduating in August or December. All diplomas must be picked up in the Registrar's Office. If you are unable to pick up your diploma at that time, please contact the Registrar's Office directly at [Registrar@elms.edu](mailto:Registrar@elms.edu). For students who are graduating in May, diplomas will be available at the May Commencement Ceremony.***