

Dear Full Legal Name,

Your academic record shows you are almost done with your degree. Congratulations!

- If you intend to graduate from FHSU in the Spring of 2024 or Summer of 2024, keep reading.
- If you are not graduating in the Spring of 2024 or Summer of 2024, you can disregard this message.
- If you are uncertain, contact your academic advisor for further guidance.
- Your academic advisor's email is CF - Academic Record - Academic Advisor - Work Email - LRV
- If you received this message and have applied to graduate before 12/26/2023, contact your degree analyst and reapply to graduate.

The **priority** deadline to apply to graduate for the Spring 2024 and Summer 2024 semesters is **January 28, 2024**.

The **final** deadline to apply to graduate for the Spring 2024 and Summer 2024 semesters to be included in the Spring 2024 Commencement ceremony is **March 17, 2024**.

Please apply as soon as possible! Before degree analysts can confer your degree, they must ensure you meet all of your program requirements. Analysts prioritize those who apply first.

Directions to Apply to Graduate

- Use your FHSU username and password and log on to:
<https://www.myworkday.com/fhsu/>
- Click in the search box at the top of the page.
- Type “Apply for Program Completion” and hit Enter.
- Select the “Apply for Program Completion” task that appears.

Six essential pieces of information appear for you to verify or answer:

1) Academic Record

- This is the primary degree program from which you are graduating.

2) Name

- This is the legal name that FHSU currently has on file for you.

3) Address

- This is the address to which FHSU will mail your diploma.

4) Apply Checkbox

- You must check the box next to the program of study from which you plan to graduate.

5) Expected Completion Date

- If you believe you will complete all the requirements of your degree at the end of the Spring 2024 semester, either confirm or update the Expected Completion Date to 05/10/2024.
- If you believe you will complete all the requirements of your degree at the end of the Summer 2024 semester, either confirm or update the Expected Completion Date to 07/26/2024.
- If you are uncertain about which semester you will graduate, contact your academic advisor.
- If you complete the form with the incorrect semester dates, or you do not meet the requirements for your selected semester your form will be denied and you will be requested to fill out a new one.

6) Confirm Checkbox

- Check this box once you verify the information on the screen.

Once you click the **Submit** button at the bottom of the page, the information on the page will reappear with permanent information in all the fields. Click the **Done** button.

If your application is approved, you will receive a confirmation email that contains instructions on how to update your personal information and your privacy status settings.

Again, congratulations on making it so far! FHSU will be proud to call you one of its graduates.

Questions:

Graduate-level students should contact the Graduate School at gradschool@fhsu.edu
Undergraduate students should contact the Registrar's Office at registrar@fhsu.edu