How to Submit an Application for Degree (AFD)
W. Frank Barton School of Business

WICHITA STATE UNIVERSITY

Step #1

SAMPLE

Student's Name

Application for Degree
Confirm Undergraduate Major

Please confirm that the information listed below is correct.

Degree 1:

Majors:

Your declared major(s) will be listed here.

Your declared minor(s) will be listed here (if applicable).

| I acknowledge that the information listed above is correct. | ◁ If information is correct, click to continue

If the major(s) and/or minors(s) listed above is not correct or if any information is missing, you will need to click the exit button below and contact Barton School of Business Records Manager at 316-978-6554 to update your information **prior to filing your application for degree.**

Exit

WICHITA STATE UNIVERSITY

Step #2

SAMPLE

Student's Name

Application for Degree
Undergraduate Degree Type Selection

Select the type of degree(s) for which you are filing and the term in which you plan to graduate. **Note:** Only terms available for filing will display. If you wish to file for a later term, you will need to wait until a later term to file your application for degree.

☑ Bachelors
- ◉ Spring 2020
- ○ Summer 2020
- ○ Fall 2020
- ○ Spring 2021

Select the degree you wish to receive and the term you plan to complete ALL degree requirements.

☐ Associates
- ○ Spring 2020
- ○ Summer 2020
- ○ Fall 2020
- ○ Spring 2021

Please select the certificate(s) below for which you have received departmental approval. You will only be awarded a certificate if all required coursework has been completed.

☐ Certificate
- ○ Spring 2020
- ○ Summer 2020
- ○ Fall 2020
- ○ Spring 2021

If you are NOT receiving an associates degree or a certificate, please do not select these options.

Select a certificate.
Use the **CTRL** button and click to select multiple certificates.

```
A10Q - Asian Studies Certificate
A14D - Graphic Narrative Code/Access
A14F - Film Studies Certificate
A14P - Great Plains Studies Certif
A18C - Medieval & Renaissance Studies
A23D - Community Psy Certificate
```

Continue   ◁ If all information above is correct, click to continue

WICHITA STATE UNIVERSITY

Please read directions carefully and follow all instructions.

Step #3

Student's Name

Application for Degree

IT IS YOUR RESPONSIBILITY TO FULFILL ALL PROGRAM REQUIREMENTS. Submitting an Application for Degree does not guarantee graduation. This application begins the review of your academic work.

Your name can only be printed once in the Commencement Program for the same degree. If your name was printed in a prior commencement program, it will not be printed a second time.

YOUR NAME as it will appear on your diploma:

Legal name is defaulted here but you can make changes in the above box to reflect the name you want on your diploma. This can be a Chosen or previous name but must be one already listed on your WSU record.

If your name requires special characters (accent marks, etc.) which you are unable to enter here, please contact Jama Challans in the Registrar's Office, 102 Jardine Hall, at 316-978-3672.

Married or divorced recently? *Have you filed an official Change of Name with the Registrar's Office?*

Commencement Program:

Do you give permission for your name to be printed in the commencement program? A 'Yes' response will allow printing even if you have a no-release order on file with the Registrar's Office.

◉ Yes
○ No

Email Address:

Enter only one email address. You may use your shockers.wichita.edu email address.

Mobile Phone Number:
Phone Number:

Your phone number that is currently listed on your student profile will appear here.

Mailing Address:

Your mailing address that is currently listed on your student profile will appear here.

* This is the current mailing address and phone number on file with the Registrar's Office. To change your address, go to myWSU > Student Resources Tab > myTools > Student Address Change.

Degree Selected:

Application for Degree to be filed for Spring 2020:
Bachelor Degree:
Majors:
Your declared major(s) and minor(s), if applicable, will appear here.

Certificates Selected:

[Add a Certificate]

Only add a certificate if you know you are earning a Business Analytics Certificate. Otherwise, please skip this step.

*If you also plan to earn a certificate(s) this semester and it is not listed above, click the **Add a Certificate** button to add the certificate to your Application for Degree.*

[Submit Application for Degree] **If all information above is correct, click to submit**

WICHITA STATE UNIVERSITY

Step #4

Student's Name

Application for Degree

Your application for degree has been successfully submitted for the following:

Application for Degree to be filed for Spring 2020:
Bachelor Degree:
Majors:
Your declared major(s) and minor(s), if applicable, will appear here.

An email confirmation of the above submitted degree information was successfully sent to the following email addresses: The email address you provided for Step #3 will appear here.

Click the button below to exit.

[Exit]

Step #5: Please check the email account listed above to ensure the Application for Degree confirmation email was successfully received.