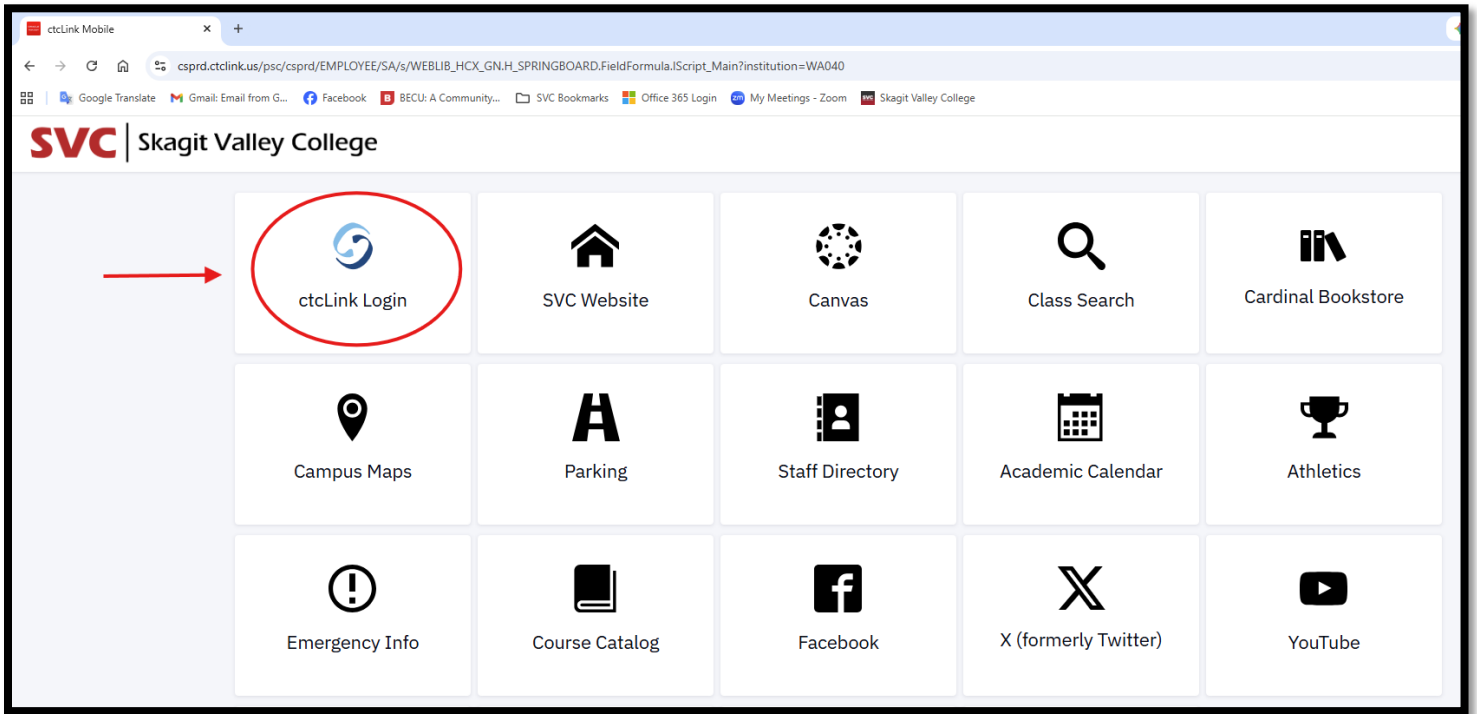
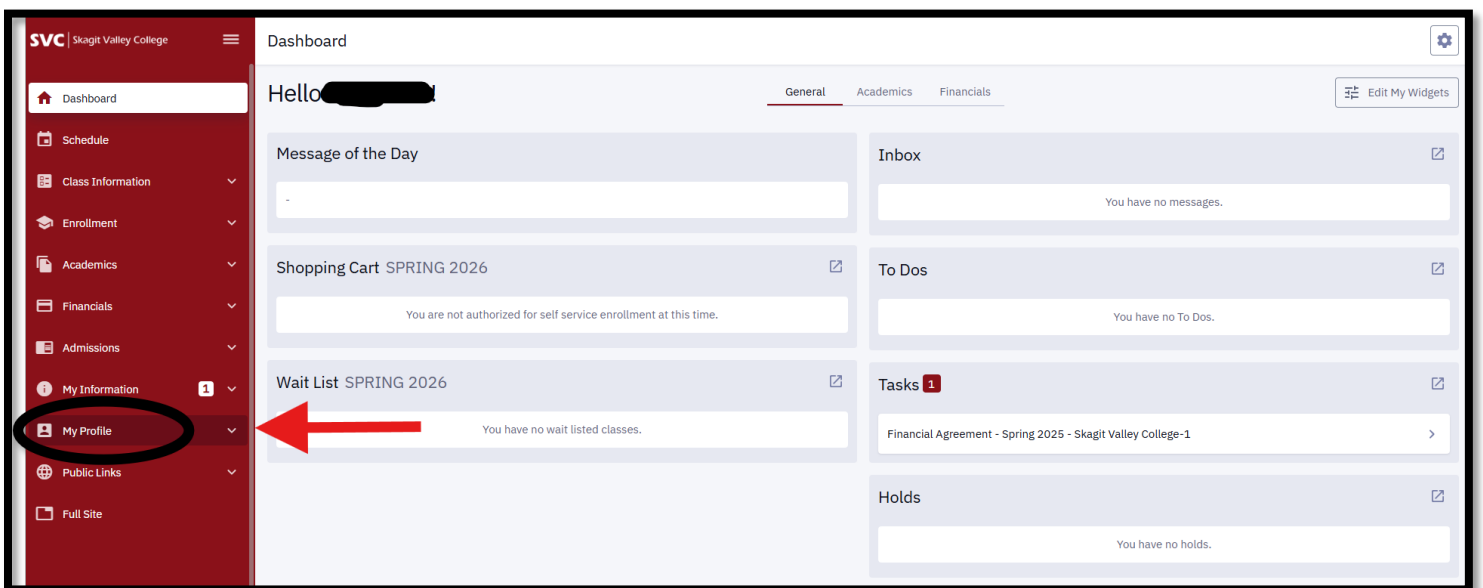


How to Apply to Graduate

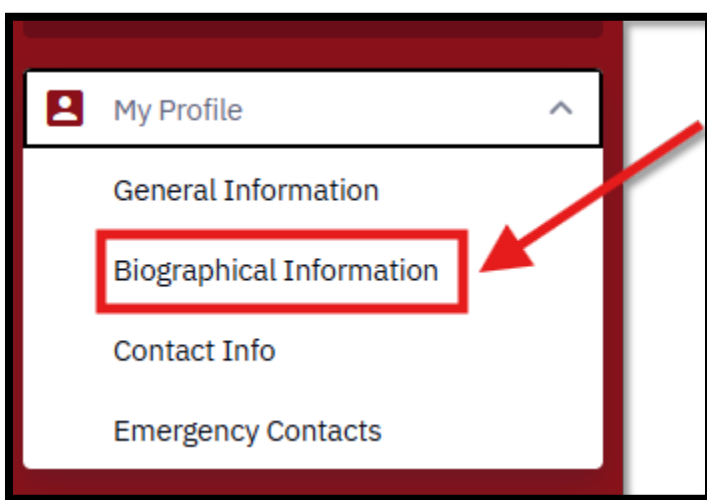
Step 1: Log in to [ctcLink](#) (mobile friendly) using your ctcLink student ID and password.



Step 2: Select **My Profile** on the red navbar to the left (mobile users must click the red box with the 3 horizontal lines first).

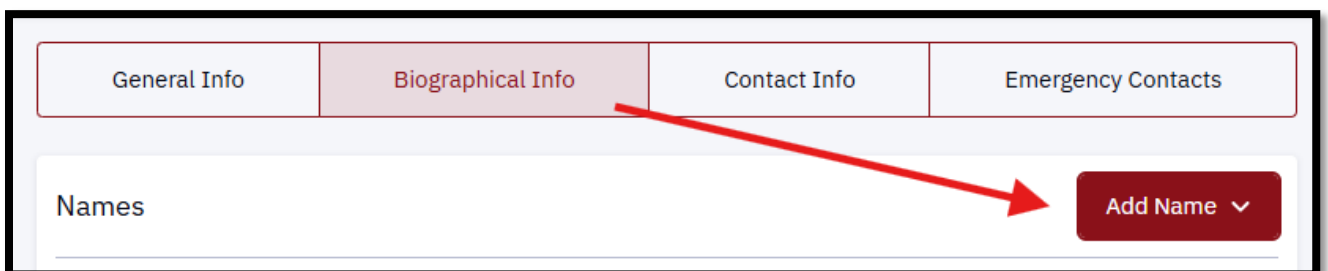


Step 3: Select **Biographical Information**.

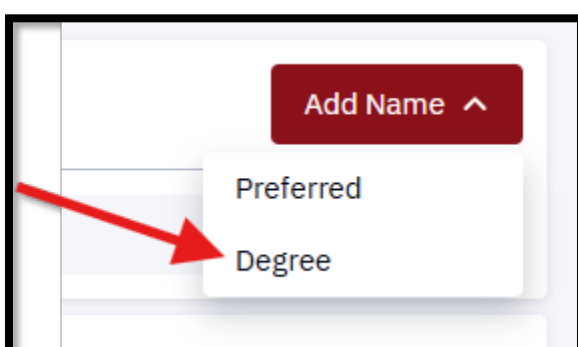


Step 4: Add a **Degree Name** if you do not want your primary (legal name) to appear on your diploma. If you are satisfied with your primary name, you may continue to step 5.

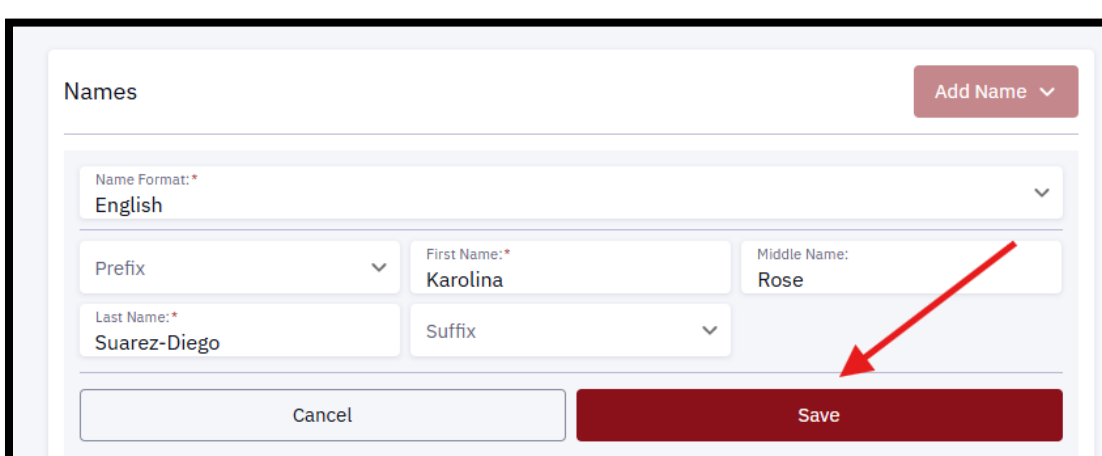
- Click **Add Name**.



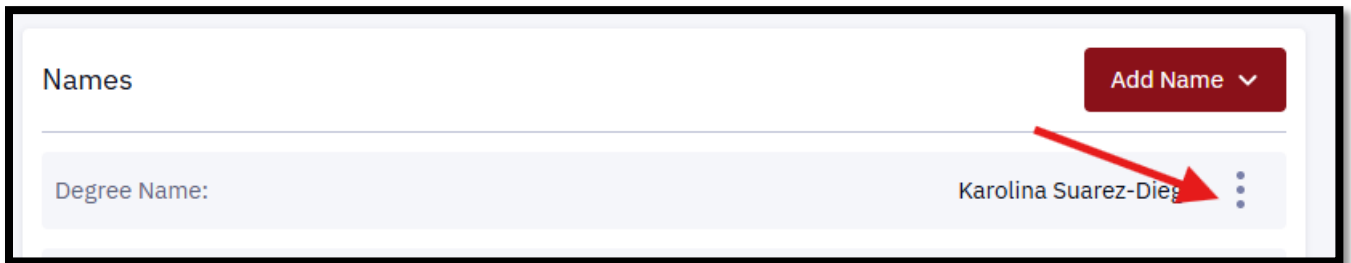
- Select the **Degree** option in the dropdown menu.



- Enter your name **exactly** as you want it printed on your diploma and click save. Only the first name and last name are required fields. All other fields are optional.



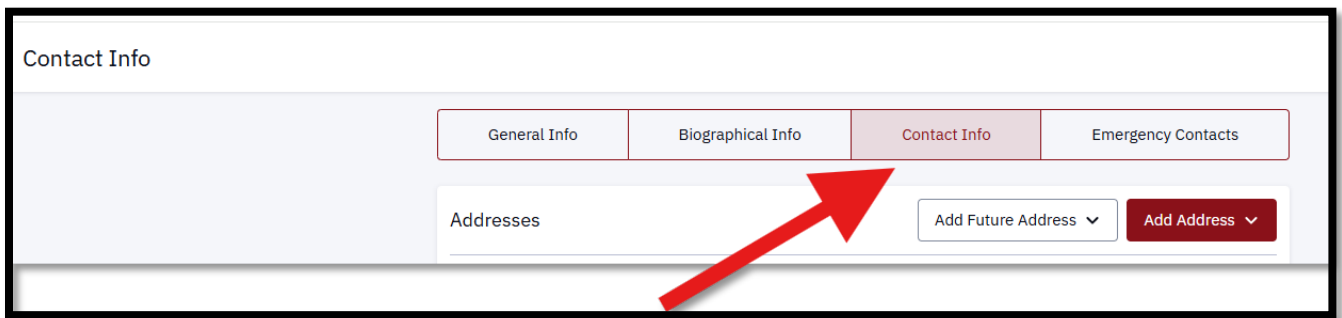
- You can edit your Degree Name by clicking the 3 vertical dots next to it.



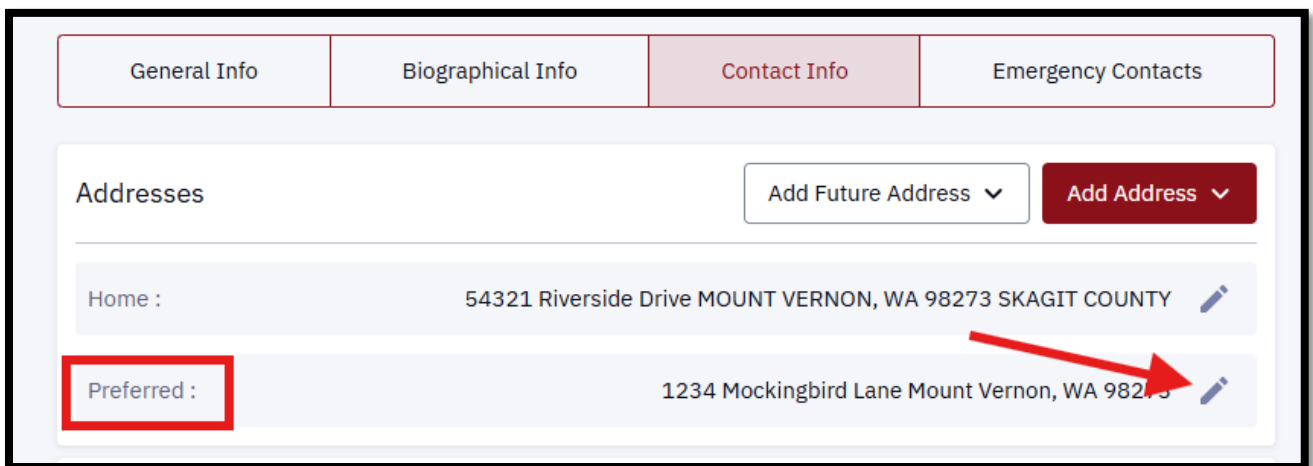
Note: If you added a middle name/suffix/prefix, it looks like it disappears after you click save. However, it is still there and will still appear on your degree.

Step 5: Add a **Preferred Address** if you would like your diploma mailed to a different address. If you are satisfied with your address, you may continue to step 6.

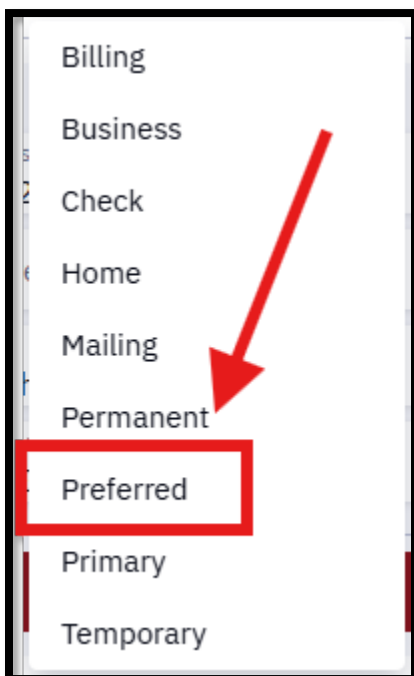
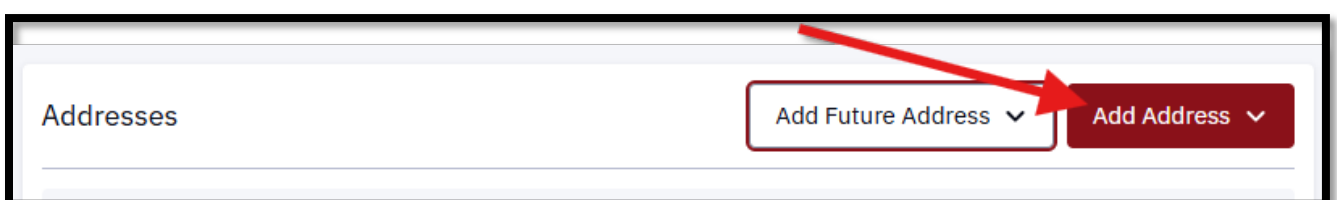
- Select the **Contact Info** tab at the top of the screen



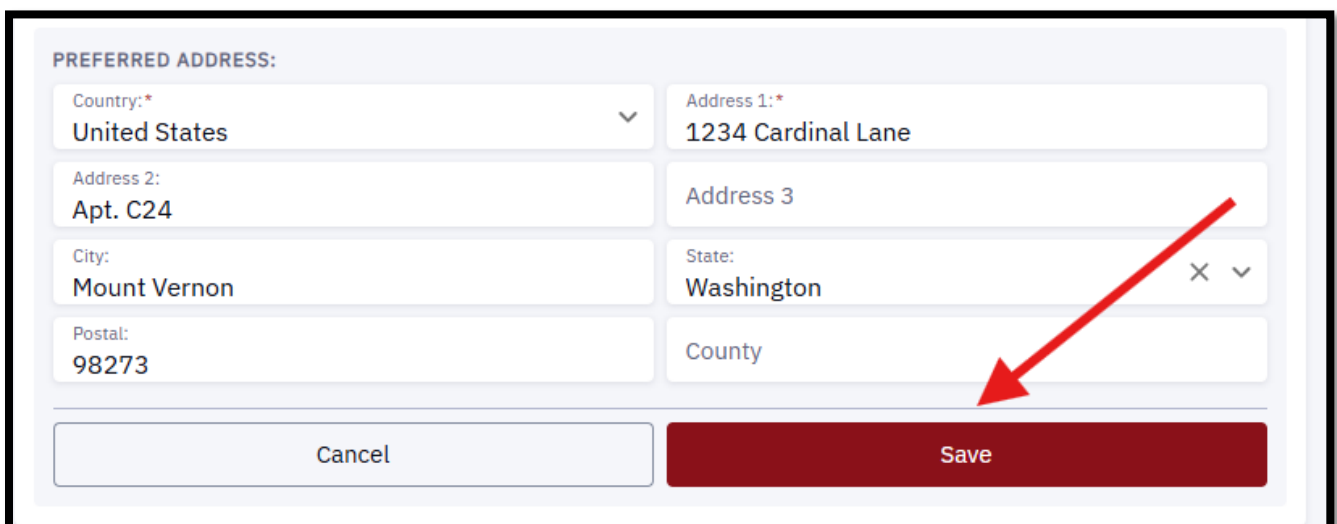
- If you already have a **Preferred address**, click the **Pencil Icon** next to it



- If you do not have a Preferred address, click **Add Address** and choose **Preferred**



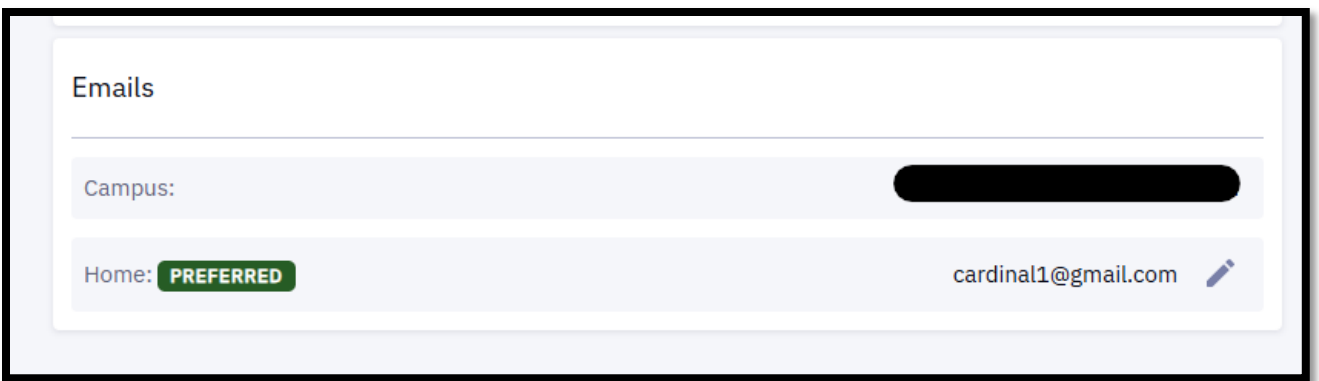
- Enter or edit your Preferred address. In addition to the fields already marked required by a red asterisk, City, State, and Postal (Zip Code) are also required. Address 2, Address 3 and County are the *only* optional boxes. **All other boxes must be filled out.** If applicable, apartment/trailer numbers should be entered in Address 2 (example below).



- Click Save

Step 6: Add a **Preferred Email** if you would like Parchment to send notification that your digital diploma is available to a different email address. If you are satisfied with your email address, you may continue to step 7.

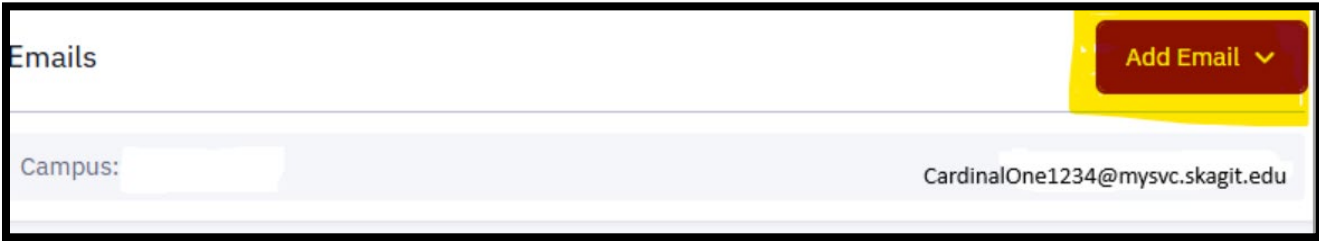
- Scroll to the Emails section.



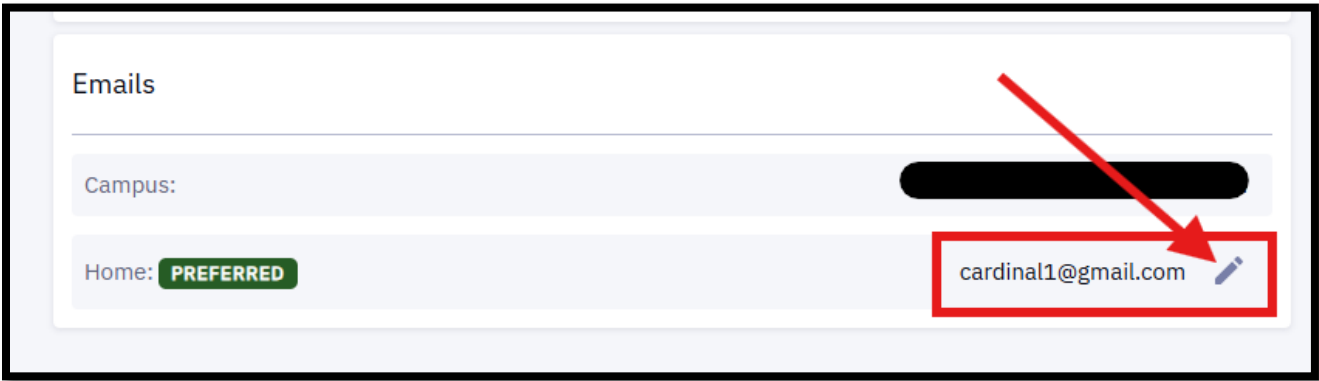
- If you have an email labeled **Preferred**, verify that it is correct.



- If your preferred email is not correct, click **Add Email**, and choose **any** of the drop-down options



- If you do not have an Add Email button, click the pencil icon next to **any** of your email addresses.

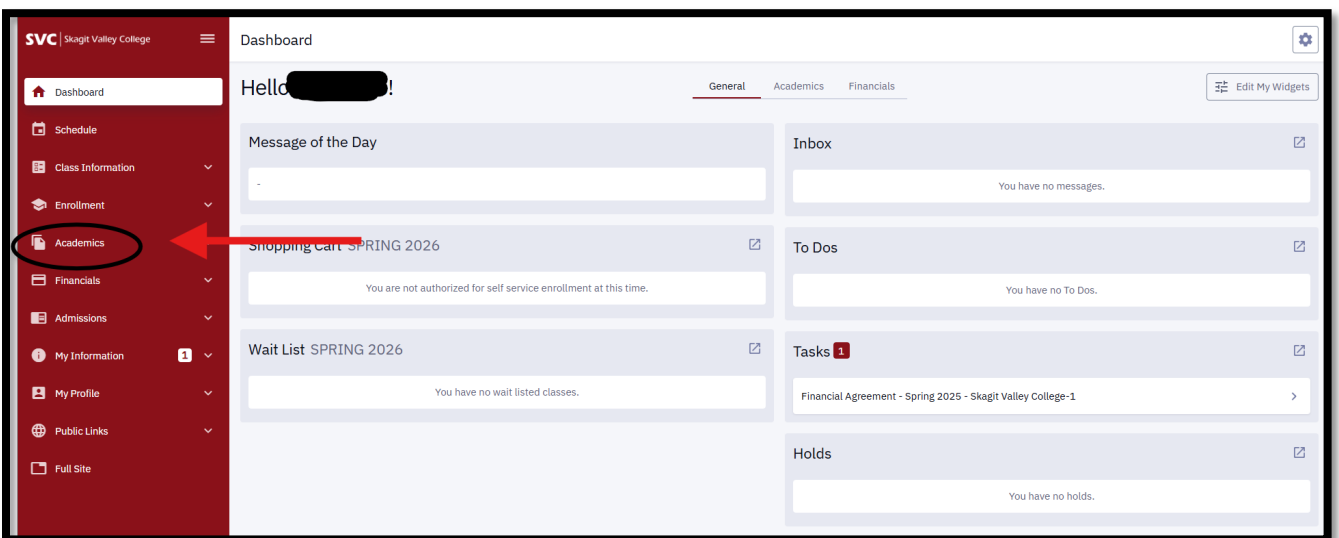


- Enter your preferred email address and verify that the **Make this email preferred** box is selected before clicking save.

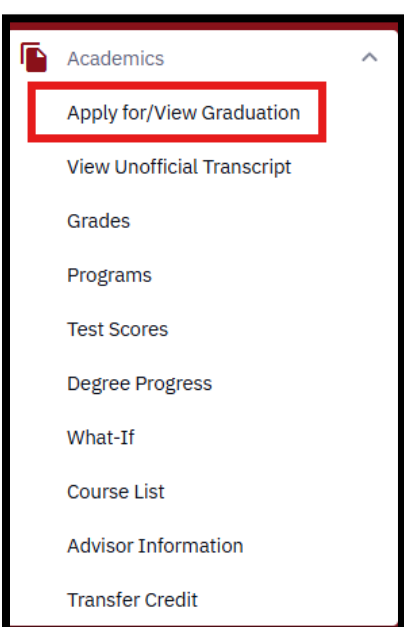


Step 7: Apply to graduate in ctcLink.

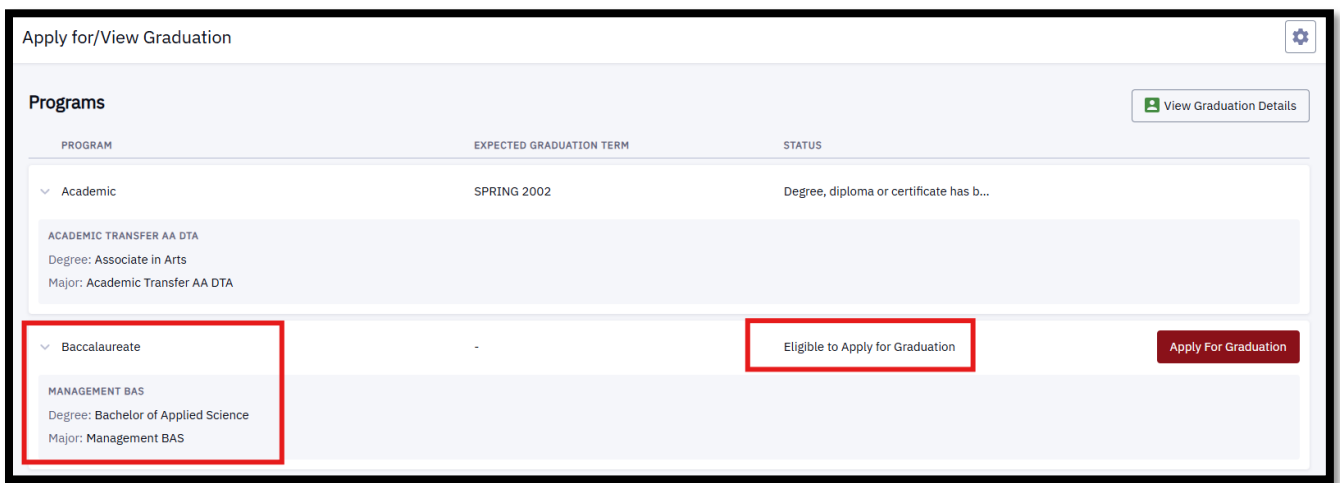
- Select **Academics** on the red navbar to the left (mobile users must click the red box with the 3 horizontal lines first).



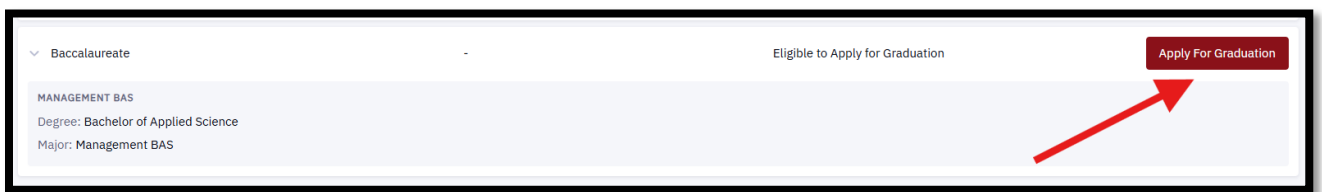
- Select **Apply for/View Graduation**



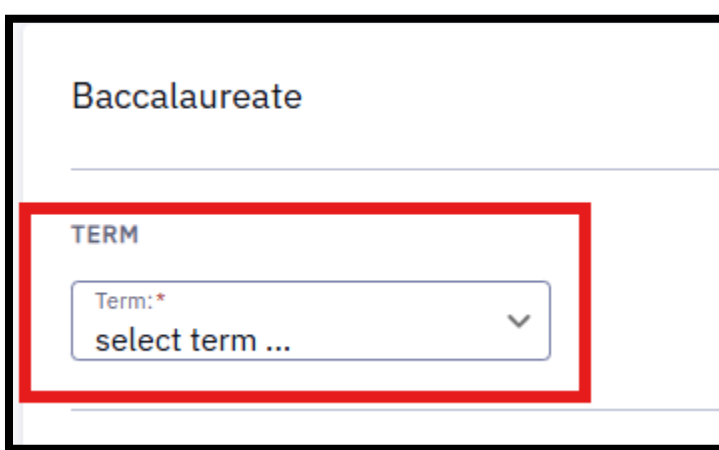
- Select the program that you would like to apply to graduate from. The status should state **Eligible to Apply for Graduation**. If you do not see your program listed here, meet with an advisor to request that your program be changed.



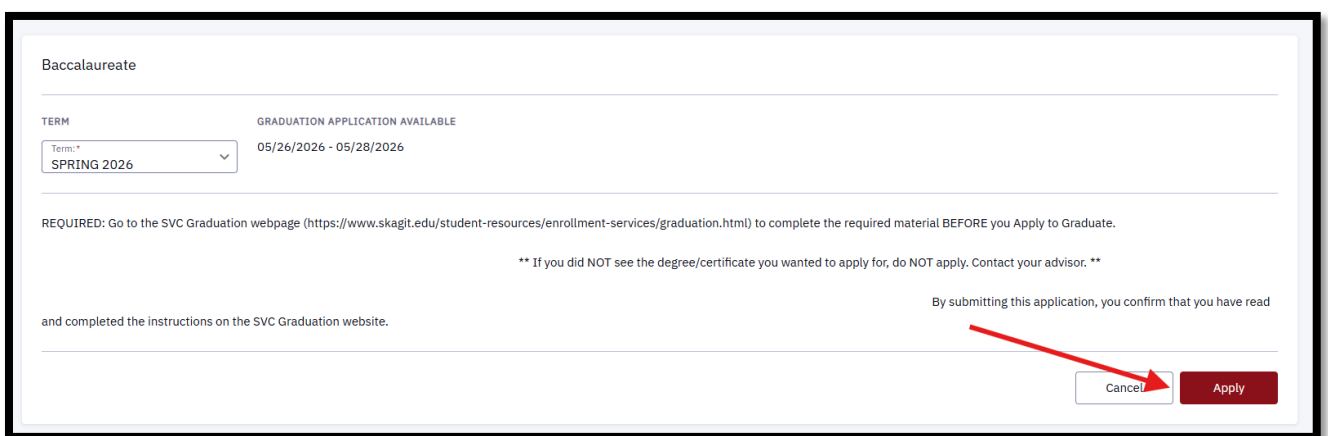
- Click **Apply for Graduation**.



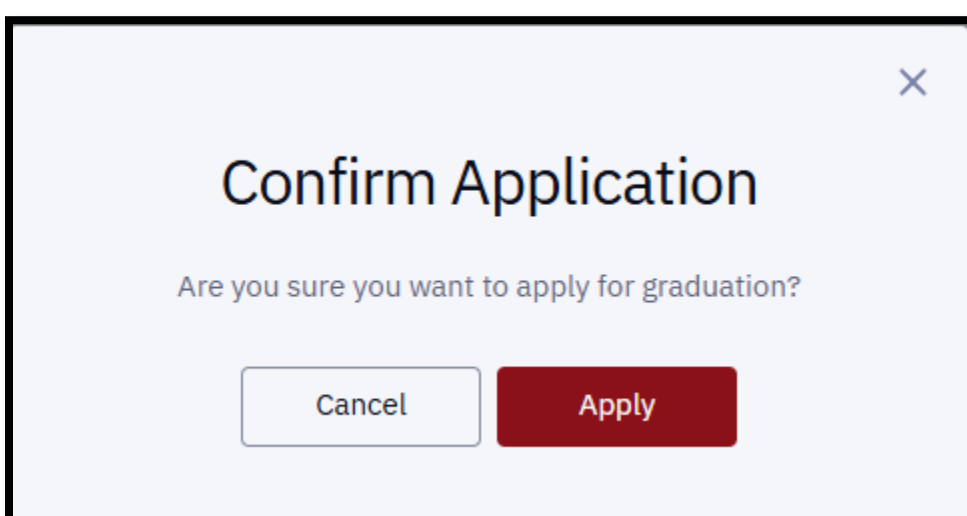
- Select the term you believe you are eligible to graduate. If the term you need is in the past, select the earliest term available and email graduation@skagit.edu and provide the correct term.



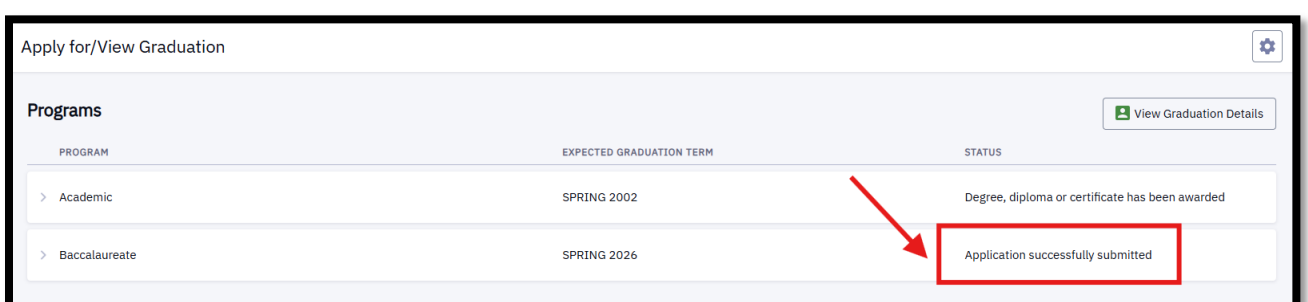
- Confirm that you have read and completed the instructions above before clicking on **Apply**.



- Confirm your application.



- Verify that your program shows a status of **Application Successfully Submitted**.



Congratulations! You have applied to graduate!