## **Apply for Program Completion**

This quick reference quide (QRG) provides instructions on how to apply for program completion in Workday. This process is sometimes referred to as applying for graduation.

To apply for program completion, complete the following steps.

## APPLY FOR PROGRAM COMPLETION

From the Workday Home page:

1. Type and select 'Apply for Program Completion' in the search bar.

The Apply for Program Completion screen displays.

2. Optional – If you plan to attend commencement, also known as the graduation ceremony, check the **RSVP for** Commencement.



3. Check **Apply** beside your Program of Study.

Apply	Program of Study
<b>✓</b>	Business Associate of Science

4. Check Confirm.



Click Submit.



6. Click Done.



Note: Your institution may require you to complete a questionnaire in addition to submitting this application. If required, the questionnaire will be sent to your **My Tasks** inbox in Workday



