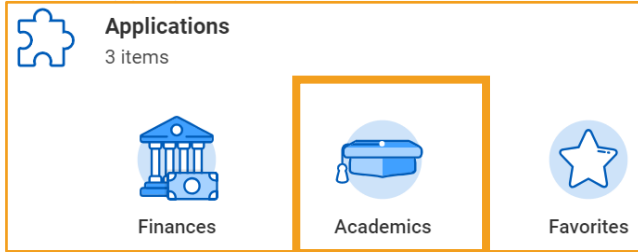


APPLYING FOR PROGRAM COMPLETION

Here's how to complete the Program Application Process:

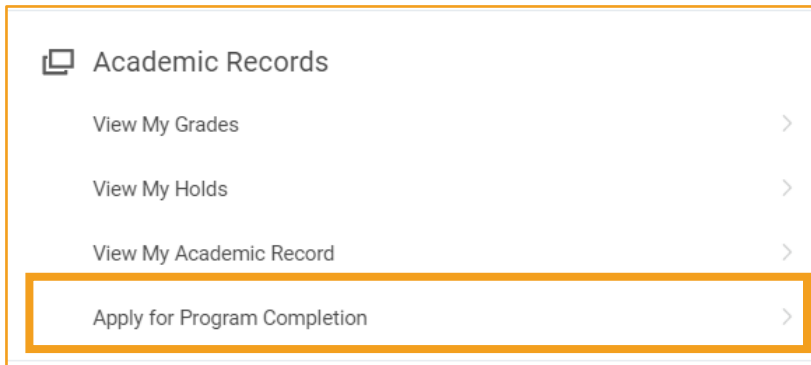
STEP 1

After logging in to Workday, Select **Academics**.



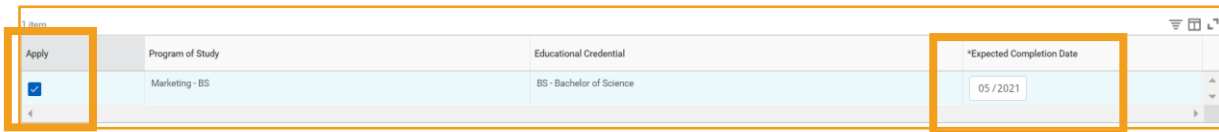
STEP 2

From there, select **Academic Records** and then, **Apply for Program Completion**.



STEP 3

This will bring up your **Program Completion Application**. Select **Apply** and then update your expected completion date to the date on which you expect to graduate.



STEP 4

Under the table, check the **confirm** box.



STEP 5

At the bottom of the page, click **OK**.



STEP 6

Review the landing page and then click **Done** at the bottom of the page.

