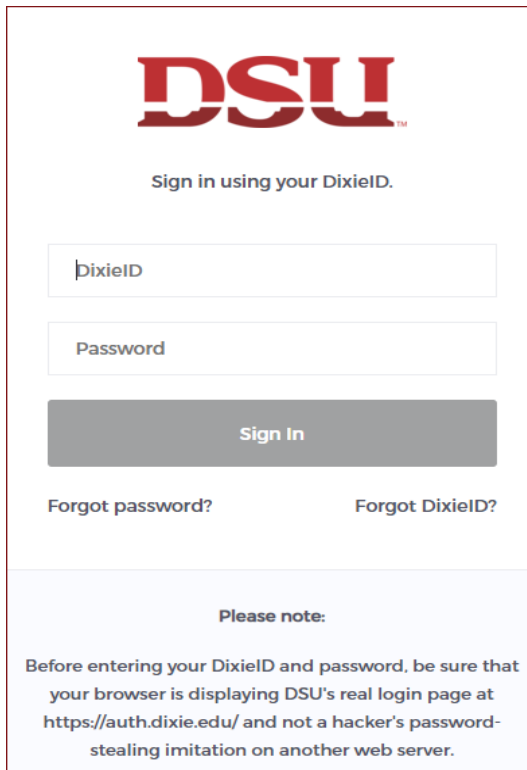
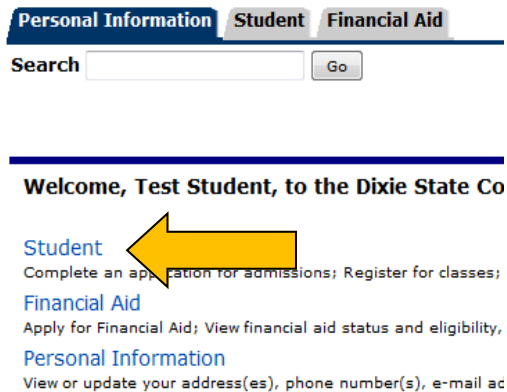


1. Log in



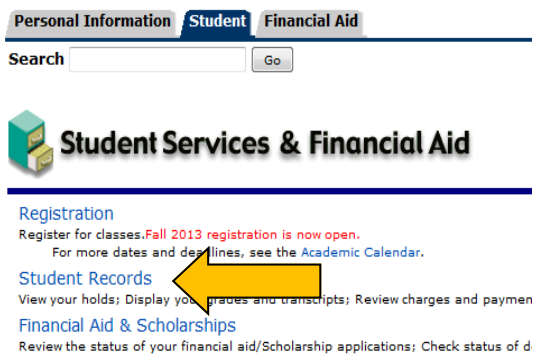
The DSU login page features the Dixie State University logo at the top. Below it, a message says "Sign in using your DixieID." There are two input fields: "DixieID" and "Password". A "Sign In" button is positioned below these fields. Links for "Forgot password?" and "Forgot DixieID?" are located below the button. A "Please note:" section at the bottom provides a warning about the login page URL, stating it should be https://auth.dixie.edu/ and not a hacker's imitation.

2. Select "Student"



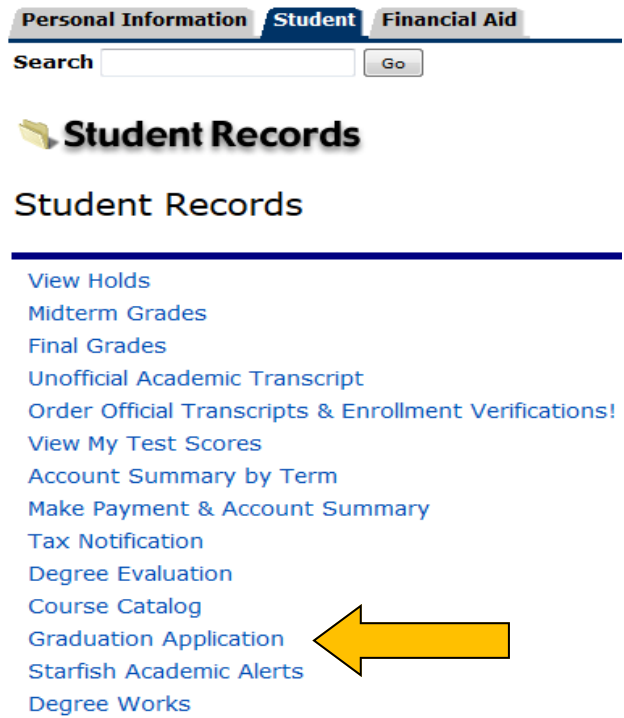
This page shows the navigation tabs: "Personal Information", "Student", and "Financial Aid". The "Student" tab is selected. Below the tabs is a search bar with a "Go" button. The main content area is titled "Welcome, Test Student, to the Dixie State Co" and lists several links: "Student", "Financial Aid", and "Personal Information". A yellow arrow points to the "Student" link.

3. Select "Student Records"



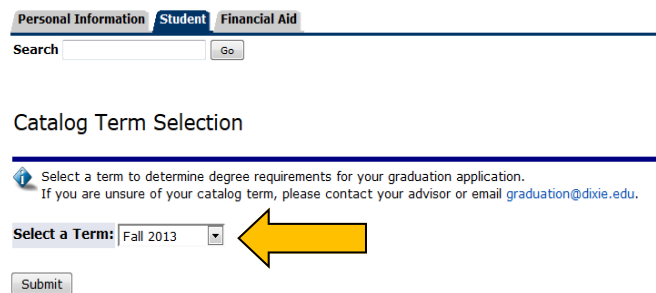
The page displays the "Student Services & Financial Aid" section. It includes a "Registration" link with a note about Fall 2013 registration. Below this, there are three links: "Student Records", "Financial Aid & Scholarships", and another "Registration" link. A yellow arrow points to the "Student Records" link.

4. Select "Graduation Application"



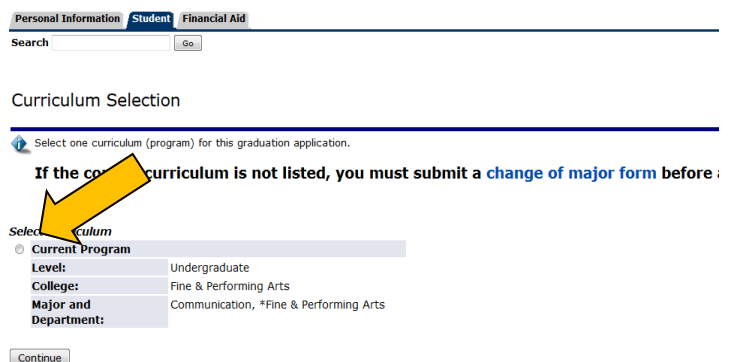
The "Student Records" page lists various options: "View Holds", "Midterm Grades", "Final Grades", "Unofficial Academic Transcript", "Order Official Transcripts & Enrollment Verifications!", "View My Test Scores", "Account Summary by Term", "Make Payment & Account Summary", "Tax Notification", "Degree Evaluation", "Course Catalog", "Graduation Application", "Starfish Academic Alerts", and "Degree Works". A yellow arrow points to the "Graduation Application" link.

5. Select your catalog year or the current term, click



The "Catalog Term Selection" page instructs users to select a term for their graduation application. It provides a "Select a Term:" dropdown menu with "Fall 2013" selected. A yellow arrow points to the dropdown menu. A "Submit" button is at the bottom.

6. Select Curriculum, click "Continue"



The "Curriculum Selection" page asks users to select a curriculum for their graduation application. It includes a "Select Curriculum" section with a radio button for "Current Program". Below this, there is a table with fields for "Level:", "College:", "Major and Department:", and "Undergraduate". A yellow arrow points to the "Continue" button at the bottom.

* If your Associates is not listed please email graduation@dixie.edu

with your name, D#, graduation date, and curriculum needed.

** If your Bachelor's or Master's is not listed please contact your advisor.

10. Confirm/enter diploma name, click "Continue"

New last names require an information change form

Diploma Name Selection

Enter the name to be printed on your diploma.

Name For Diploma

First Name:	Test
Middle Name:	
Last Name:	Student
Suffix:	

Continue

11. Select diploma mailing address, click "Continue"

Where will you be living 30 days after the last day of your

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

Diplomas are mailed within 30 days of the last day of the semester.
Please choose your diploma address accordingly!

* indicates required field

Current Diploma Mailing Address

None
New
Local (123 Memory Lanes)
Parents (225 S 700 E)

Select an Address for your Diploma

One of your Addresses:

Continue

7. Select Graduation Date, click "Continue"

Graduation Date Selection

Select a date for your expected graduation.

* indicates required field

Curriculum

Current Program

Level:	Undergraduate
College:	Fine & Performing Arts
Major and Department:	Communication, *Fine & Performing Arts

Select Graduation Date

Graduation Date:

Term:Spring 2014 Year:2013-2014
None
Term:Spring 2014 Year:2013-2014
Term:Summer 2014 Year:2014-2015
Term:Fall 2014 Year:2014-2015
Term:Spring 2015 Year:2014-2015

RELEASE: 8.5.4

8. Attending the ceremony in May? Click "Continue"

Personal Information Student Faculty Services Employee

Search Go

Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: Yes No

Continue

9. Choose your diploma name, click "Continue"

Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be

* indicates required field

Name

Name: Test Student

Current Diploma Name:

Select a Name for your Diploma

One of your Names:	Current Name (Test Student)
	None
	New
	Current Name (Test Student)

Continue

[View Tr

12. Confirm / amend diploma address, click "Continue"

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

Diplomas are mailed 12 weeks following the end of the semester.
Please choose your diploma address accordingly!

* indicates required field

Mailing Address For Diploma

Street Line 1:	123 E 100 S
Street Line 2:	
Street Line 3:	
City:	Saint George
State or Province:	Utah
ZIP or Postal Code:	84770-3428
Nation:	None

Continue

13. Confirm information is correct, click “Submit”

Graduation Application Summary

This is the information that will be submitted for your application to graduate.

Graduation Date

Term: Spring 2021

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name: Test

Middle Name:

Last Name: Student

Diploma Mailing Address

Street Line 1: 225 S 700 E

City: Saint George

State or Province: Utah

ZIP or Postal Code: 84770-3875

Curriculum

Current Program

Level: Undergraduate

College: College of the Arts

Major: Music

Submit Request

14. Click “Continue”

Graduation Application Submission

Your payment has been processed.

Please continue to the next page to complete your application.

Continue >>

• Deadlines for completing the graduation application process:

The graduation application process includes completing the online application and meeting with a program or general education advisor for a graduation audit.

Associate's degrees

Fall Semester: October 1st

Spring Semester: February 1st

Summer* Semester: May 1st

Bachelor's degrees

Fall Semester: April 1st

Spring Semester: November 1st

Summer* Semester: March 1st

* Summer graduates who wish to participate in commencement ceremonies need to apply by the Spring deadline.

• Change of Information forms: registration.dixie.edu > Forms

• Commencement information: <https://dixie.edu/commencement/>

15. Click “Submit Application”

Commencement Information

This information will be printed in our commencement booklet, regardless if you plan on attending.

Home Town:

Home State:

Plans after graduation:

☐ Dixie - Major:

☐ Other School: - Major:

☐ Job

☐ Other:

Submit Application

16. Make an appointment with your advisor for a

Graduation Application Submission

Your application has been successfully submitted. Thank you.

Now what?

- It is your responsibility to meet with your program advisor before the application deadline listed below.
 - At your scheduled appointment, you and your program advisor will complete a degree audit and discuss any remaining requirements. You will assemble and submit your graduation application file to the Graduation Office.
- Deadlines for completing the graduation application process:
 - Fall Semester: October 1st
 - Spring Semester: February 1st
 - Summer Semester: May 1st
 - (Summer graduates who plan to participate in commencement ceremonies need to apply by February 1st)
 - (Summer graduates who are not participating in commencement ceremonies need to apply by May 1st)

If you need assistance with the online graduation application contact the Graduation Office at graduation@dixie.edu.

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