Declaring Graduation Date Online Through WyoRecords

Log into WyoRecords from main WyoWeb page.
https://bnrssomgr.uwyo.edu/ssomanager/c/SSB

2 Click on "Student Records"



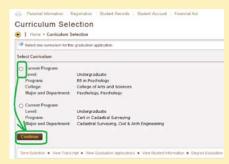
3 Click on "Apply to Graduate"



If necessary, select a term (probably not necessary), click on brown "Submit" button



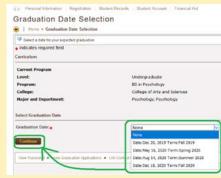
5 Click on appropriate radio button to select program, click on brown "Continue" button



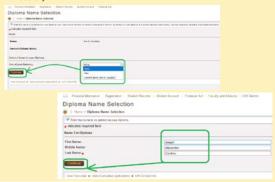
Office of the Registrar (307) 766-5272 | registrar@uwyo.edu



 Graduation Date - Select the desired term you expect to complete all degree requirements.



• Diploma Name - Select a name for how you wish your name to appear on your diploma. You will be allowed to make minor changes on the subsequent page, such as adding a full middle name. (The Office of the Registrar reserves the right to update/correct diploma name information as appropriate. The name printed on your diploma must be a version of your legal name as displayed in WyoRecords. Nicknames or names other than your legal name in UW systems are not permitted.)



 Diploma Address - Select an address to which you would like your diploma to be mailed. You will be allowed to make minor changes on the subsequent page.



Diploma Address (cont.)

Please enter or edit a new mulling address for your	dploma		
indicates required field			
Aailing Address For Diploma			
Street Line 1:	FO Box 1		
Street Line 7:	c/s W. Longmire		
Street Line 3:			
City:	Ourant		
State or Province:	Wyoming		
ZIP or Postal Code:	0.1966		
Nation:	None	v	
Control of the Contro			
Continue			

(Note: The vendor which mails the UW diplomas uses the USPS to mail diplomas and does not use tracking information, so international students may want to send diplomas to an address in the United States, then use another method to send the diploma to an international address.)

On the summary page, please check that everything is as you want it. If so, then click on the brown "Submit Request" button.

This is the entermation that will be cultivated for your application to graduate. Graduation Date:		
Term;	Spring 2020	
iploma Name		
First Name:	Joseph	
Hiddle Name:	Nexander	
Last Name:	Cowboy	
iploma Mailing Address		
Street Line 1:	PO Box 1	
Street Line 2:	c/o W. Longmire	
Ry:	Durant	
State or Province:	Wyoming	
ZIP or Pestal Code:	62866	
uniculum		
Current Program		
Level:	Undergraduate	
Program:	RS in Psychology	
College:	College of Arts and Sciences	
Major and Department:	Psychology, Psychology	

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A confirmation page will then be presented which will have some information regarding graduating.



Within a few days after submission of the graduation application, a charge will appear on your account for the graduation fee, which you will then be able to pay as you would any other charges.