This quick reference guide (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.
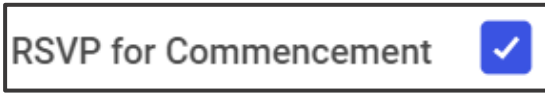
APPLY FOR PROGRAM COMPLETION

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**.
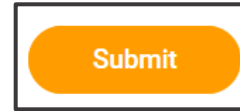

3. Check **Apply** beside your Program of Study.

Apply	Program of Study
☑	Business Associate of Science

4. Check **Confirm**.

5. 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

Complete Questionnaire

'[STU] UASYS Application for Program Completion' for Apply for Program Completion Event: Community College of the University of Arkansas - PCCUA | Division of Arts and Sciences/U

Application for Program Completion

Submission of this form does not guarantee conferral of the degree. It is the responsibility of you, as dential with a GPA that meets the minimum institution requirement for graduation. For any questions with your academic advisors.

Diploma name
(Required)