## **APPLY FOR GRADUATION**

Introducing "FLUID", a new look and feel to our Student Information System (SIS). You will navigate through the system slightly differently and will need to get used to Homepages and Tiles: view.

## Step 1: Log into myRCC and click My Student Information Tile



## Step 2: Click on Apply for Graduation

🚽 Student Center	
Select College	
Q Class Search	~
Enrollment	~
1 Tasks	~
4 Academic Planning	~
Second Secords	^
View My Grades	
My Course History	
Request Official Transcript	
View Unofficial Transcript	
My Academic Requirements	
View What-if Report	
Apply for Graduation	
🤹 Finances	~
lersonal Information	~

Or.....

Student Message Center		
Message Center		
Academics		
Search Plan Enroll My Academics Apply for Graduation		Enrollment Shopping Cart
other academic	✓ (>>)	

## Step 3: Click on Proceed With Making Application

App	lication For G	aduation			Application Date
					*
Per	Personal information Please verify your mailing address and telephone numbers please correct in self-service. Also, be prepared to		before beginning this pro print your confirmation page upon	ocess. If changes are needed, completion of the application.	
	VCCS Email @email.vccs.edu		All graduation communications wil Check this account often.	ill be sent via your VCCS email account.	
	Main Phone Business Phone	804/758-6741 804/758-6741			
	Mailing Address	11400 Brandy Ln Spotsylvania Vir <u>c</u> United States	inia	22553-3620	Proceed With Making Application

Step 4: Select Institution: RC278

Step 5: Select Term: Pick the term when you will plan to get your degree.

Step 6: Select each degree or certificate for which you want to apply for graduation. Check the box to the left of each plan selected.

Step 7: Type your name exactly as you want it to appear on your Diploma

Step 8: Complete the questionnaire for additional information

All graduation communication will be sent to your student email.