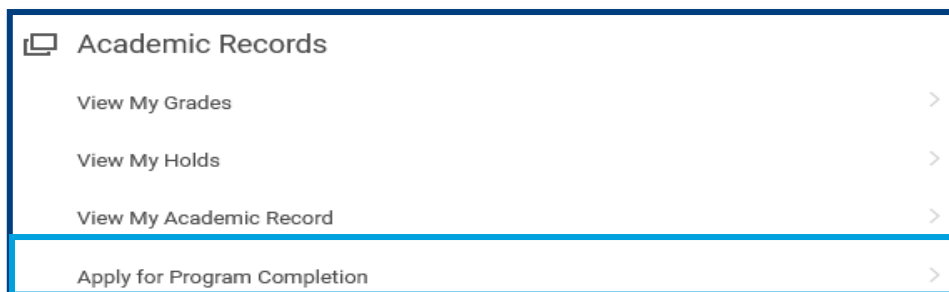


STUDENT

Program Completion

To apply for program completion and RSVP for commencement, please follow the below instructions in Workday.

1. Click *Academics* under Applications on your dashboard.



2. Under *Academic Records*, select *Apply for Program Completion*.
3. Confirm your correct *Academic Record, Name, and Address*.
4. Checkmark *RSVP for Commencement*.
5. Checkmark which *Program of Study* to complete and checkmark **Confirm**.

Notes: To select a program completion, it must be the primary program of study and programs within that primary program of study. If you have an active or future application, you cannot apply for completion.

6. Select **OK**.
7. Review the details are correct and click **Done**.

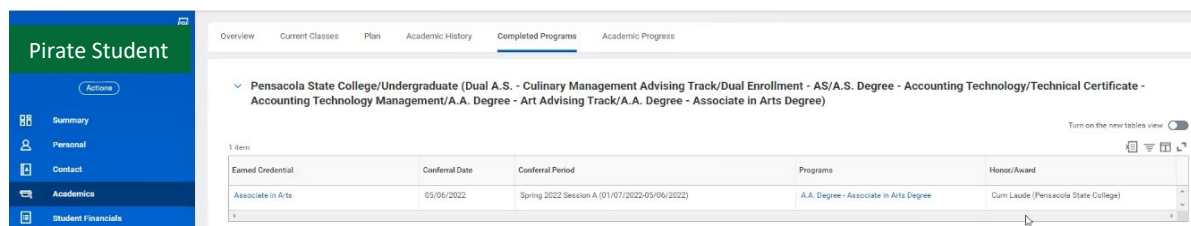
2 items

Program of Study	Educational Credential	Expected Completion Date	Student Program of Study Record Status	Program Completion Status
A.A. Degree - Associate in Arts Degree	AA - Associate in Arts	05/07/2022	Pending Completion	Applied for Completion
A.A. Degree - Art Advising Track		05/07/2022	Pending Completion	Applied for Completion

Conferral and Honors

Once your application has been processed and your degree conferred, you can verify your honors and awards.

1. Select *View Profile* after clicking on the cloud icon or your profile picture.
2. Select *Academics* from the blue navigation bar on the left.
3. Click the *Completed Programs* tab to view conferral and honors.



The image shows the 'Pirate Student' dashboard with the 'Completed Programs' tab selected. The dashboard displays a table of completed programs.

Earned Credential	Conferral Date	Conferral Period	Programs	Honor/Award
Associate in Arts	05/06/2022	Spring 2022 Session A (01/07/2022-05/06/2022)	A.A. Degree - Associate in Arts Degree	Cum Laude (Pensacola State College)

If something looks incorrect or correct honors are missing, email StudentRecords@pensacolastate.edu for additional assistance.