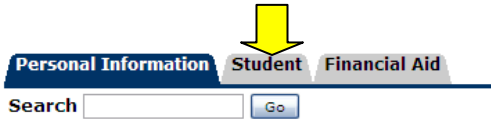


## COMPLETING YOUR DIPLOMA NAME INFORMATION

1. Log on to LConnect and enter Leopardweb
2. Click on the Student tab.

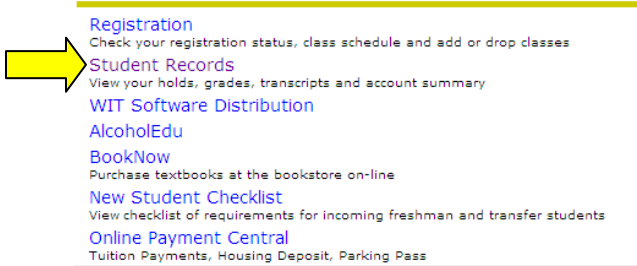


### Personal Information

- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [View/Update Marital Status](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Wentworth Emergency Notification sign up](#)

RELEASE: 8.4

3. Click on the Student Records link.



RELEASE: 8.4.1

4. Click on the Submit Diploma Name link.

### Student Records

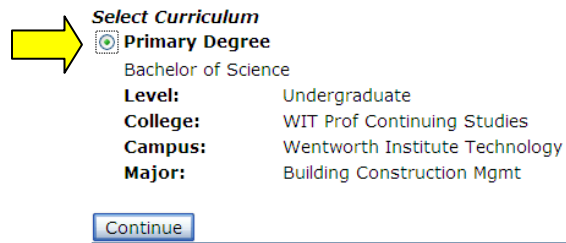
- [Academic Transcript](#)
- [Account Summary](#)
- [Account Summary by Term](#)
- [Course Section Search](#)
- [Degree Audit](#)
- [E-Bill](#)
- [Final Grades](#)
- [Midterm Grades](#)
- [View Holds](#)
- [View Student Information](#)
- [Submit Diploma Name](#)
- [View Diploma Name](#)

RELEASE: 8.4.1

5. Click on the radio button next to Primary Degree and click Continue.

### Curriculum Selection

Select one curriculum for this graduation application.

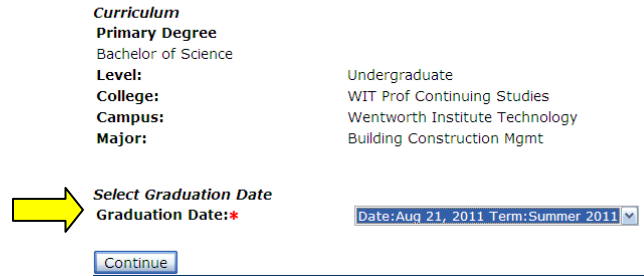


6. Select the graduation date and click Continue.

### Graduation Date Selection

Select a date for your expected graduation.

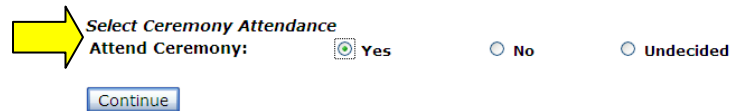
\* indicates required field



7. Click on the button telling us if you are going to the graduation ceremony or not and click Continue.

### Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.



8. Choose your diploma name and click on Continue. If you select Keep Diploma Name you will use the name as printed.

### Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change it keep it by selecting "Keep Diploma Name."

\* indicates required field

**Name**  
**Name:** Reggie Registrar  
**Current Diploma Name:** Reggie Registrar



Select a Name for your Diploma  
**One of your Names:**\*

Continue

- None
- None
- New
- Keep Diploma Name
- Current Name (Reggie Registrar)
- Legacy ID converted to Banner (Reggie Registrar)

[ View Transcript | View Graduation Application ]

9. Type in/edit how you want your name to appear on your diploma:

### Diploma Name Selection

Enter the name to be printed on your diploma.

\* indicates required field

#### Name For Diploma

**First Name:** Reggie  
**Middle Name:**  
**Last Name:** Registrar  
**Suffix:**

Continue

9. Choose a mailing address and click continue. Choosing Keep Diploma Mailing Address will keep the address as listed.

### Diploma Mailing Address Selection

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

\* indicates required field

#### Current Diploma Mailing Address

**Street Line 1:** 550 Huntington Ave  
**City:** Boston  
**State or Province:** Massachusetts  
**ZIP or Postal Code:** 02115-5901  
**Nation:** United States

#### Select an Address for your Diploma

**One of your Addresses:**\*

Continue

- None
- None
- New
- Keep Diploma Mailing Address
- Local Residence (550 Huntington Ave)
- Permanent (550 Huntington Ave)

[ View Transcript | View Graduation Applications ]

Choosing any other option allows you to edit your mailing address.

### Diploma Mailing Address Selection

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

\* indicates required field

#### Mailing Address For Diploma

**Street Line 1:** 550 Huntington Ave  
**Street Line 2:**  
**Street Line 3:**  
**City:** Boston  
**State or Province:** Massachusetts  
**ZIP or Postal Code:** 02115-5901  
**Nation:** United States

Continue

10. You will then get a summary page of your information. If you have no changes to make, click on the Submit Request button.

## Graduation Application Summary

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

#### Graduation Date

**Date:** Aug 21, 2011  
**Term:** Summer 2011

#### Ceremony

**Attend Ceremony:** Yes

#### Diploma Name

**First Name:** Reggie  
**Middle Name:** X.  
**Last Name:** Registrar

#### Diploma Mailing Address

**Street Line 1:** 550 Huntington Ave  
**City:** Boston  
**State or Province:** Massachusetts  
**ZIP or Postal Code:** 02115-5901  
**Nation:** United States

#### Curriculum

##### Primary Degree

Bachelor of Science  
**Level:** Undergraduate  
**College:** WIT Prof Continuing Studies  
**Campus:** Wentworth Institute Technology  
**Major:** Building Construction Mgmt

Submit Request

11. You will get this page once your application is submitted.

## Graduation Application Signature Page

Your graduation application has been submitted.