Peabody Conservatory Graduation Application Instructions

1. Log into your SIS account.
2. Select “Program of Study Info” from the Registration dropdown menu.
3. Click on the “Graduation Application” link on the far right.
4. Fill out the required information and click “Submit.”
5. Once the form has been submitted, please contact Jennifer Douglass in the Registrar’s Office if you need to change any information.

** Students in the Double Degree program –** to find your Peabody Graduation Application, select your Peabody instance from the Student dropdown box in the top right hand corner of the screen when you are logged into SIS. Then, follow the steps listed above.

**Students in the 5 Year BM/MM or BM/MA program –** If you are applying to graduate with both BM and MM or MA degree in May 2020, you will need to fill out an online petition for the BM degree, and a paper application for the MA or MM degree. Please email Jennifer Douglass for assistance with this.

**Filling out the Application to Graduate:**

1. **Is your name correct?** Your first and last name will be printed on your diploma as they appear in SIS, and they cannot be changed on the application. If you need to make any changes to your name, please come to the Conservatory Registrar’s Office with legal documentation. Middle names are optional, and you can edit that field in the application.

2. **Does your degree information appear correctly?** Please be sure that your Degree, Major(s), Options and Minors (if applicable) are all correct in SIS. They will be viewable at the top of your graduation application, as well. Students with multiple majors will receive one diploma printed with both majors, and the degree will be conferred in May of the year, after the requirements for both majors are completed. Multiple majors within the same degree program are not awarded separately. If you need to make any corrections to this information, please contact the Office of Academic Affairs as soon as possible. Please note that options and minors are not printed on your diploma. Minors are printed on your transcript only. If you are pursuing a minor and it does not appear on the form, please contact the Office of Academic Affairs so that it can be added to your record.

3. **Pronunciation** - Write your name phonetically as it should be announced at the commencement ceremony - e.g. E-lane (Elaine)

4. **Expected to Complete Term** – If you will complete your requirements in the fall term, please select “PY Fall 2019.” If you will be enrolled in the Spring term, please select “PY Spring 2020.” Please note that degrees are conferred once a year, in May only, even if degree requirements are completed earlier.

5. **Email Address** – The address you enter will be used to communicate important information to you about all things related to graduation. Please make sure it is an account that you will monitor.
6. **Cell number** – Please enter a current cell phone number.

7. **Commencement Information** – Please select the option that best fits your plans. If you need to make a change to this information after you submit the application, please contact Jennifer Douglass in the Registrar’s Office. Please note that this information is also used by the Box Office for ticketing expectations.

8. **Diploma Mailing Address** - Please provide an address where your diploma may be mailed if necessary. It should be valid through the summer of 2020. Diplomas mailed to international addresses will be mailed via third class mail and will not be tracked. They may take several months to arrive. Please contact the Registrar’s Office for other options.