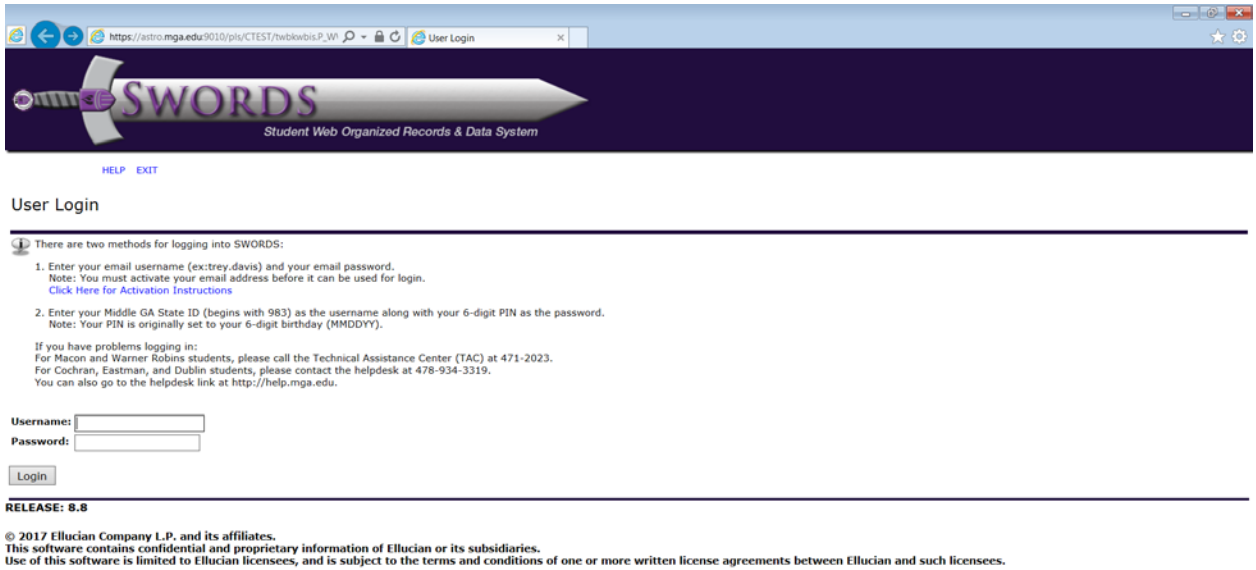




Instructions for online graduation application

1. Log into SWORDS



The screenshot shows a web browser window with the URL https://astro.mga.edu/9010/pls/CTEST/hwbkwbis_P_Wi. The page features a header with a sword icon and the text "SWORDS Student Web Organized Records & Data System". Below the header, there is a "User Login" section with the following instructions:

There are two methods for logging into SWORDS:

1. Enter your email username (ex:trey.davis) and your email password.
Note: You must activate your email address before it can be used for login.
[Click Here for Activation Instructions](#)
2. Enter your Middle GA State ID (begins with 983) as the username along with your 6-digit PIN as the password.
Note: Your PIN is originally set to your 6-digit birthday (MMDDYY).

If you have problems logging in:
For Macon and Warner Robins students, please call the Technical Assistance Center (TAC) at 471-2023.
For Cochran, Eastman, and Dublin students, please contact the helpdesk at 478-934-3319.
You can also go to the helpdesk link at <http://help.mga.edu>.

Below the instructions, there are input fields for "Username:" and "Password:", followed by a "Login" button.

At the bottom of the page, it says "RELEASE: 8.8" and "© 2017 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees."

2. Select Student



The screenshot shows a web browser window with the URL https://astro.mga.edu/9010/pls/CTEST/hwbkwbis_P_Ge. The page features a header with a sword icon and the text "SWORDS Student Web Organized Records & Data System". Below the header, there is a navigation menu with the following items: "Personal Information", "Student", "Financial Aid", and "Faculty Services".

Below the navigation menu, there is a "Search" field with a "Go" button. To the right of the search field, there are links for "SITE MAP", "HELP", and "EXIT".

The main content area is titled "Main Menu" and contains the following text:

Welcome, to the WWW Information System! Last web access on Jan 04, 2017 at 03:49 P.M.

Personal Information
Update contact information for Knight Alert and Enrollment.Alert; change address; Change PIN; Request Parking Permit.

Student
Apply for Admission, Register, View your academic records.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Surveys and Elections

Transfer Articulation

At the bottom of the page, it says "RELEASE: 8.8" and "© 2017 Ellucian Company L.P. and its affiliates."

3. Select Student Records

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

Student Account
View Student Information

Pay Now
Make a payment online.

StarRez Housing Portal
Housing/Meal Applications

MyDegree

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4. Select Apply to Graduate

View Holds

Midterm Grades

Final Grades

Academic Transcript

Account Summary by Term

Account Summary

Select Tax Year

Tax Notification

Enrollment Verification/Official Transcript Ordering

Apply to Graduate

View Application to Graduate

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View Holds

Midterm Grades

Final Grades

Academic Transcript

Account Summary by Term

Account Summary

Select Tax Year

Tax Notification

Enrollment Verification/Official Transcript Ordering

Apply to Graduate

View Application to Graduate

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5. Select your catalog term

6. Select the degree you are applying for graduation. If your degree is not listed, then you will need to contact your academic advisor and make sure you have your major listed correctly in our information system.

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7. Select the term you are planning to graduate.

Personal Information **Student** Financial Aid Faculty Services

Search [] Go [] RETURN TO MENU SITE MAP HELP EXIT

Graduation Date Selection

Jan 05, 2017 10:10 A.M.

Select a date for your expected graduation.

* indicates required field

Curriculum
Primary Degree
Associate of Science
Level: Undergraduate Semester
Major: Busi Admin and Avia Mgmt(AS)

Select Graduation Date
Graduation Date: *

Continue []

None
Date: May 05, 2016 Term: Spring 2017 Year: Academic Year 2016-2017
Date: Dec 10, 2017 Term: Fall 2017 Year: Academic Year 2017-2018
Date: May 06, 2016 Term: Spring 2018 Year: Academic Year 2017-2018

[View Transcript | View Graduation Applications]

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8. Indicate whether you will be attending the ceremony.

Personal Information **Student** Financial Aid Faculty Services

Search [] Go [] RETURN TO MENU SITE MAP HELP EXIT

Graduation Ceremony Selection

Jan 05, 2017 10:10 A.M.

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance
Attend Ceremony: Yes No Undecided

Continue []

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9. Select your name for your diploma. (If you need to make corrections you can do that on the next step.)

Personal Information **Student** Financial Aid Faculty Services

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Diploma Name Selection

Jan 05, 2017 10:11 A.M.

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

• indicates required field

Name
Name: John Doe

Current Diploma Name:

Select a Name for your Diploma
One of your Names:

Continue

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10. Corrections to how you want your name displayed on your diploma can be made here.

Personal Information **Student** Financial Aid Faculty Services

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Diploma Name Selection

Jan 05, 2017 10:12 A.M.

Enter the name to be printed on your diploma.

• indicates required field

Name For Diploma

First Name:

Middle Name:

Last Name:

Suffix:

Continue

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11. Diplomas will be mailed to the address in our system. (If you need to make corrections to the mailing address you will need to update it [here](#) or through SWORDS.)

12. Review your application information and submit.

Graduation Application Summary Jan 05, 2017 10:20 A.M.

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

Graduation Date
Date: May 06, 2016
Term: Spring 2018
Year: Academic Year 2017-2018

Ceremony
Attend Ceremony: No

Diploma Name
First Name: Barry
Middle Name: Allen
Last Name: Allen

Diploma Mailing Address
Street Line 1: 321 Star Labs Ave
City: Central City
State or Province: Georgia
ZIP or Postal Code: 54321

Curriculum
Primary Degree: Associate of Science
Level: Undergraduate Semester
Major: Busi Admin and Avia Mgmt(AS)

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13. A \$35 graduation application fee is required. Payment instructions can be found here: <http://www.mga.edu/bursar/payment-options.aspx>.

14. Cap & gown must be ordered and paid for through the Campus Bookstore.