Instructions for online graduation application

1. Log into SWORDS

   ![Login Screen]

   User Login

   There are two methods for logging into SWORDS:
   1. Enter your mail-username (in lowercase) and your email password.
   2. Enter your Middle GA State I.D. as the username along with your 8-digit PIN as the password.
   Note: Your PIN is originally set to your 8-digit birthday (MMDDYY)

   If you have problems logging in:
   For Recruit and Transfer students, please call the Technical Assistance Center (TAC) at 770-278-2232.
   For Cochran, Zanneck, and Dublin students, please contact the Helpdesk at 478-504-3219.
   You can also go to the helpdesk link at http://help.mga.edu.

2. Select Student

   ![Menu Screen]

   Main Menu

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

   Personal Information
   - Online catalog and search
   - Change address
   - Change email
   - Change the college
   - Student Information
   - See your academic records
   Financial Aid
   - Check financial aid status and eligibility, view smart offers, and view loan applications
   Faculty and Advisors
   - See grades and registration, view Course List and student Information
   Surveys and Elections
   - Transfer Application

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3. Select Student Records

4. Select Apply to Graduate
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.
7. Select the term you are planning to graduate.

8. Indicate whether you will be attending the ceremony.
9. Select your name for your diploma. (If you need to make corrections you can do that on the next step.)

10. Corrections to how you want your name displayed on your diploma can be made here.
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](http://www.mga.edu/bursar/payment-options.aspx) or through SWORDS.)

12. Review your application information and submit.

13. A $35 graduation application fee is required. Payment instructions can be found here: [http://www.mga.edu/bursar/payment-options.aspx](http://www.mga.edu/bursar/payment-options.aspx).

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