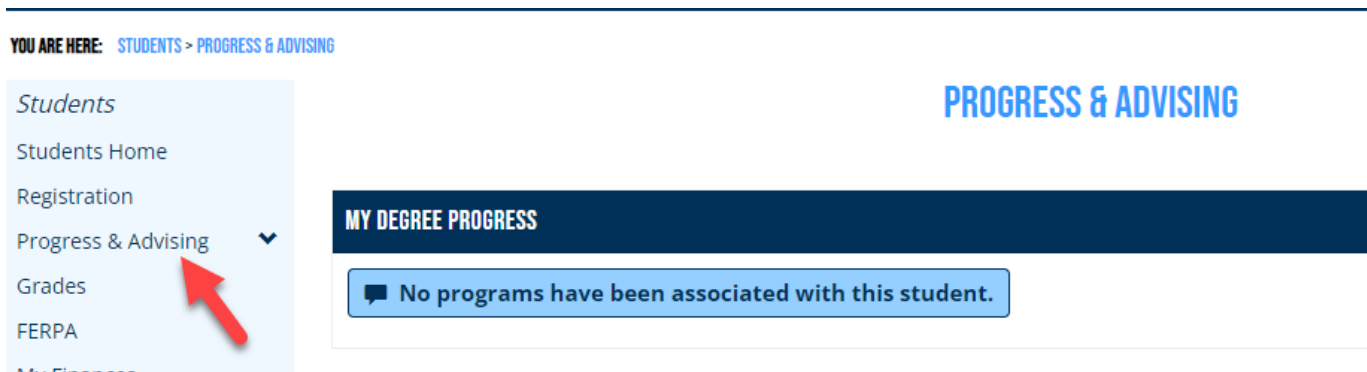


PETITION FOR GRADUATION INSTRUCTIONS

1. Meet with your program advisor to review your advising worksheet and verify that you are eligible to graduate in the specified term
2. Log into **My ZSC** (<https://my.zanestate.edu/ICS/>)
3. Select **STUDENTS** on the top row



4. Choose **Progress & Advising** on the sidebar



5. Scroll down to **Petition for Graduation** and click on **ZSC Petition for Graduation**; read through each item and make the appropriate selections



(continued on next page)

IMPORTANT INFORMATION:

- The Petition will have some information pre-filled from your academic record; check for accuracy. You will be able review your selections before submitting.
- Please see instructions in the Petition for name changes.
- You must complete a separate Petition for each program you will be completing. If a program does not appear in the drop-down box, you must complete a **Change of Program/Catalog Year** to add it to your record first.
- You must select the year and term *in which you will complete the program requirements you are petitioning for.*
- If you intend to have transfer credit applied to your advising worksheet, you must request those to be sent to the ZSC Registrar's Office well in advance of graduation. You are also responsible to ensure that any credit by examination, proficiency credit, and any substitutions are applied before the end of the graduating term.
- You will receive a confirmation email to your ZSC email account after you submit your petition. Be sure to save this email.