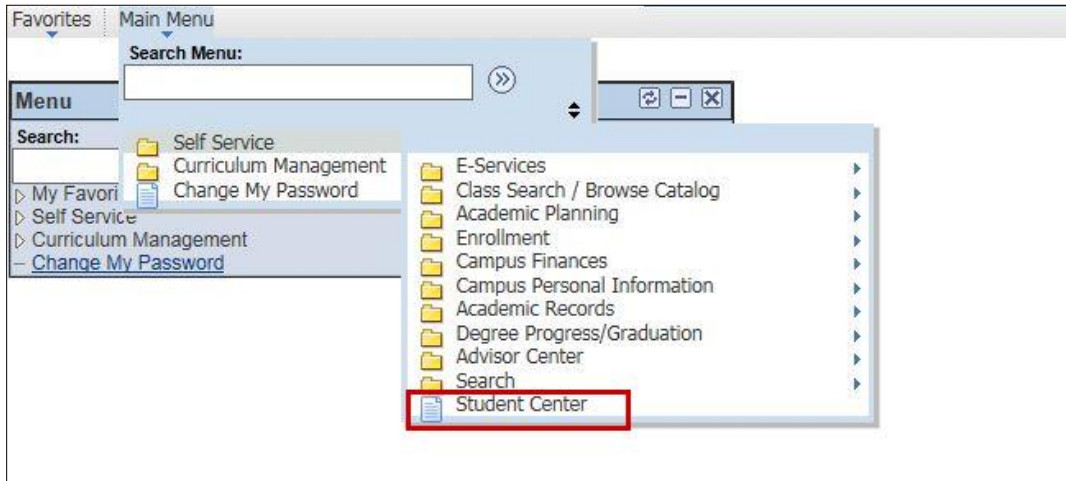


How to apply for graduation

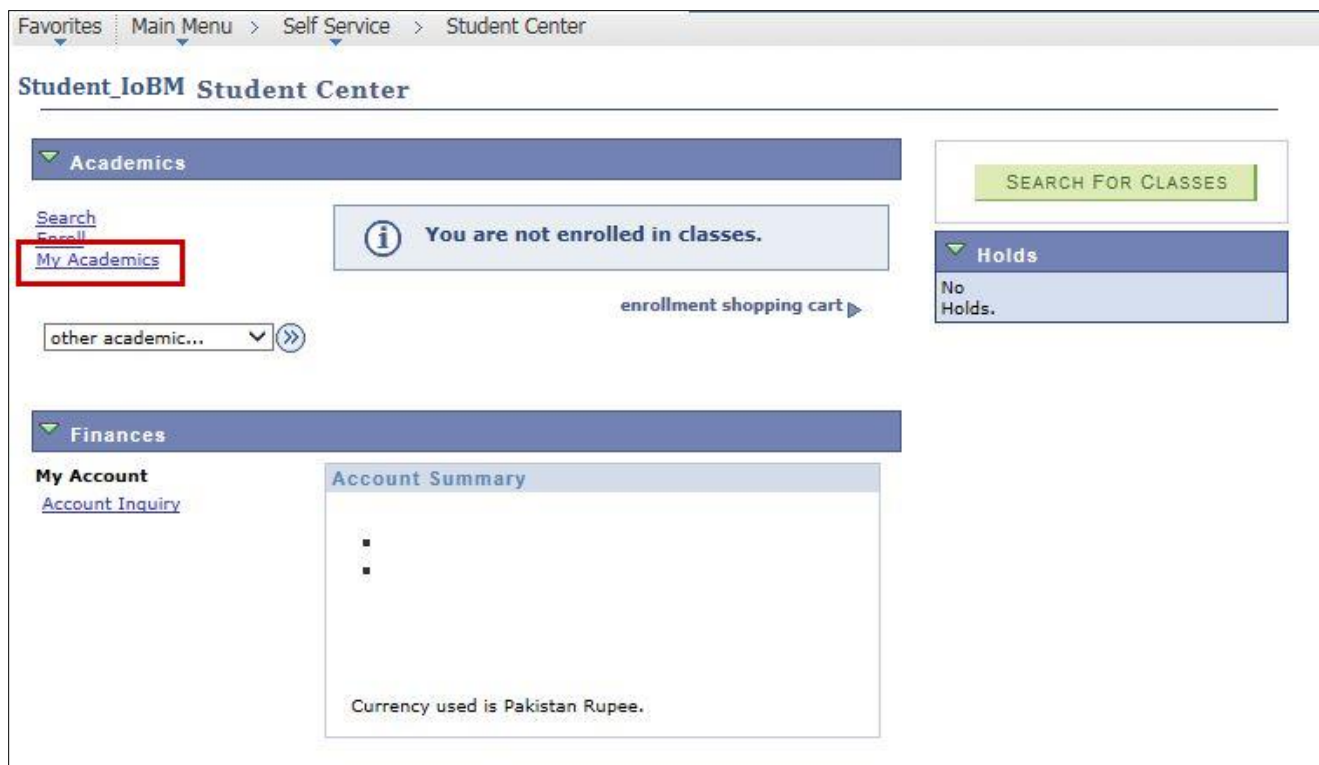


Steps:

1. On the home screen, follow the path and go to 'Student Center'.

2. The following student center screen will appear. Go to 'My Academics'.

Screen 1:



3. The following screen will appear. On the screen, click on 'Apply for graduation'

Screen 2:

STUDENT_IOBM

go to ...

Search Enroll My Academics

My Academics

Academic Requirements [View my advisement report](#)

What-If Report [Create a what-if scenario](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)

Graduation [Apply for graduation](#)

[View my graduation status](#)

My Program:

- Institution - Institute of Business Mgmt
- Career - Undergraduate
- Program - BBA Honors 4Y
- Major - BBA Honors

4. If you are eligible for graduation, the option of 'Apply for Graduation' will be visible on your screen. Click on it.

Screen 3:

STUDENT_IOBM

go to ...

Search Enroll My Academics

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: BBA Honors 4Y

Institute of Business Mgmt | Undergraduate

Degree: BBA HONS 4 YEARS

Major: BBA Honors

[Apply for Graduation](#)

Search Enroll My Academics

go to ...

5. You will be asked to choose your term in which you have completed your degree requirements.

Screen 4:

Favorites | Main Menu > Self Service > Student Center

STUDENT_IOBM go to ...

Search Enroll My Academics

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: BBA Honors 4Y

Institute of Business Mgmt | Undergraduate

Degree: BBA HONS 4 YEARS
Major: BBA Honors

Expected Graduation Term Fall - 2014
Fall - 2015
select term ...

SELECT DIFFERENT PROGRAM **CONTINUE**

6. For example, if you have completed your degree requirements in Fall 2014, select 'Fall – 2014' from the menu.

7. After selecting the term, click on 'CONTINUE'.

8. After reviewing the term and program details, click on 'SUBMIT APPLICATION'.

Screen 5:

Favorites | Main Menu > Self Service > Student Center

STUDENT_IOBM go to ...

Search Enroll My Academics

Apply for Graduation

Verify Graduation Data

Program: BBA Honors 4Y

Institute of Business Mgmt | Undergraduate

Degree: BBA HONS 4 YEARS
Major: BBA Honors

Expected Graduation Term Fall - 2014

SELECT DIFFERENT PROGRAM **SUBMIT APPLICATION**

SELECT DIFFERENT TERM

Screen 6:

Favorites Main Menu > Self Service > Student Center

STUDENT_IOBM go to ...

Search Enroll My Academics

Apply for Graduation
Submit Confirmation

You have successfully applied for graduation.

Search Enroll My Academics

go to ...

9. After submitting your application, you will be notified in the following manner that you have successfully applied for graduation.

10. To view your graduation status, follow the below procedure:

Screen 7:

Favorites Main Menu > Self Service > Student Center

STUDENT_IOBM go to ...

Search Enroll My Academics

My Academics

Academic Requirements [View my advisement report](#)
What-If Report [Create a what-if scenario](#)

Course History [View my course history](#)
Transcript [View my unofficial transcript](#)

Graduation [Apply for graduation](#)
[View my graduation status](#)

My Program:
Institution - Institute of Business Mgmt
Career - Undergraduate
Program - BBA Honors 4Y
Major - BBA Honors

11. From the 'My Academics' screen, go to 'View my graduation status'.

12. Your graduation status will be shown as in the next screen.

- When you have applied, the status will be shown as 'Applied for Graduation'.

Screen 8:

Graduation Status

Program: BBA Honors 4Y
Institute of Business Mgmt | Undergraduate

Degree: BBA HONS 4 YEARS
Major: BBA Honors

Status: Applied for Graduation
Expected Graduation Term: Fall - 2014

Student Information

[Name](#)

STUDENT_IOBM
[Edit Addresses](#)

- When your application is in review, the status will change to 'Process in Review'.

- When your application gets approved, the status will change to 'Approved'.