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:

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

Screen 3:
5. You will be asked to choose your term in which you have completed your degree requirements.

Screen 4:

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:
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 6:

Screen 7:

Screen 8:

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’.

- 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’.