
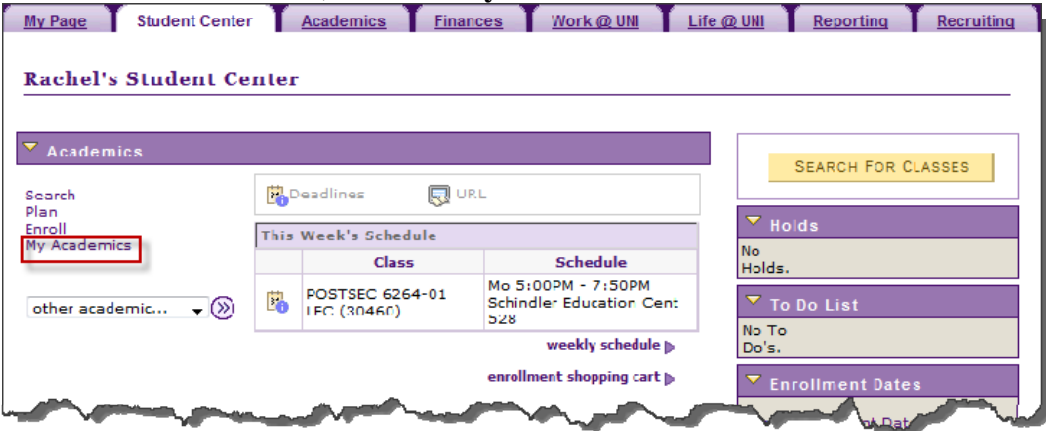
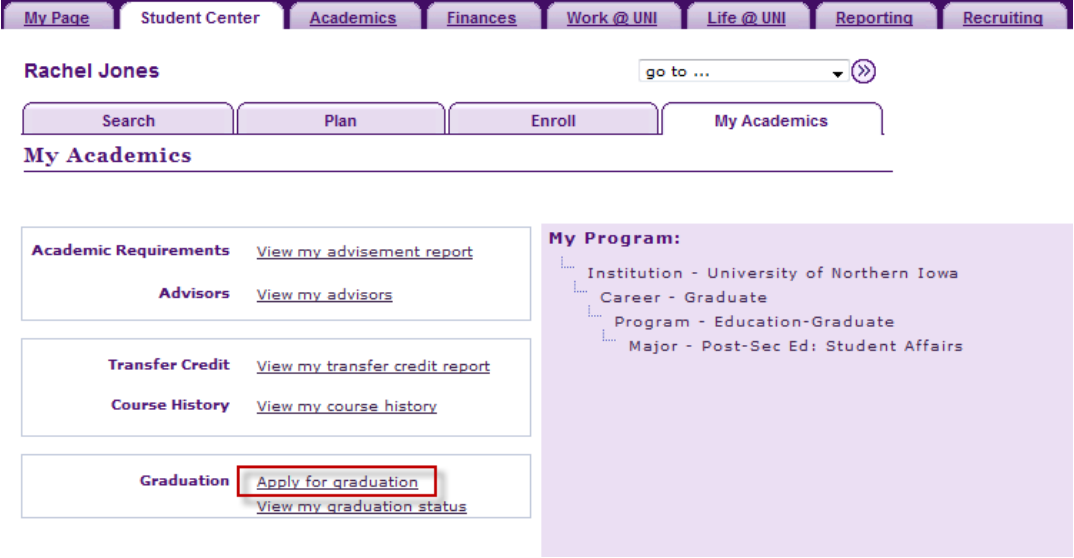



Completing the Graduation Application

Purpose: The following instructions describe how a student can access, complete, and submit the application for graduation.

Step	Action
1.	Log onto <i>My Universe</i> . Select the Student Center tab. 
2.	Select <i>Go to my Student Center</i> in the Student Center pagelet.
3.	In the Academics section, click the My Academics link. 
4.	In the Graduation section, click the Apply for graduation link. 

Step	Action
5.	<p>The Submit an Application for Graduation page displays the student’s programs. Click the Select This Program link.</p> <p>Apply for Graduation</p> <hr/> <p>Submit an Application for Graduation</p> <p>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.</p> <div data-bbox="370 625 1341 810" style="border: 1px solid black; padding: 5px;"> <p>Program: Education-Graduate</p> <p>University of Northern Iowa Graduate</p> <p>Degree: Master of Arts in Education Major: Post-Sec Ed: Student Affairs</p> <p style="text-align: right;">Select This Program</p> </div>
6.	<p>Select the Expected Graduation Term from the drop-down field. Click the Continue button.</p> <p><i>Note:</i> The Select a Different Program button returns you to the initial page.</p> <p>Apply for Graduation</p> <hr/> <p>Select Graduation Term</p> <p>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.</p> <p>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.</p> <div data-bbox="360 1243 1243 1751" style="border: 1px solid black; padding: 5px;"> <p>Program: Education-Graduate</p> <p>University of Northern Iowa Graduate</p> <p>Degree: Master of Arts in Education Major: Post-Sec Ed: Student Affairs</p> <p>Expected Graduation Term <input type="text" value="FALL 2011"/></p> <p>Graduation Instructions</p> <p>You will be assessed a non-refundable graduation fee each semester you file a graduation application.</p> <p>This information is requested for the purpose of initiating your graduation process. Please review and verify the information you have provided. If you have additional questions or changes, please contact your Record Analyst (see http://www.uni.edu/registrar/students/current-students/record-analysts) located in the Office of the Registrar, Gilchrist 115.</p> <p>** Note: If you choose to update your address and/or e-mail information, the system will take you out of the graduation application and into the pages for making these updates. You will then need to return to the Apply for graduation option in your Student Center to resume completion of the graduation application.</p> </div> <div data-bbox="360 1822 961 1875" style="margin-top: 10px;"> <p>SELECT DIFFERENT PROGRAM CONTINUE</p> </div>

Step	Action
7.	<p>Complete the following:</p> <ul style="list-style-type: none"> • Term Attending Ceremony – Select the <i>appropriate term</i> or <i>Not Attending</i> if you do not plan on attending the ceremony. • Phonetic Name Pronunciation – Enter if name is difficult to pronounce. • Email Address – Select or use the Add/Update to enter an email address. • Diploma mailing address – Select or use the Add/Update to enter an address. • Hometown Country – Select as appropriate • Hometown State – Select as appropriate • City – Select as appropriate • Thesis/Dissertation title - Optional, if applicable • Department Seated with at Commencement (if Multi-Major) – Select as appropriate • Parent(s) graduate of UNI? – Check if appropriate • Grandparent(s) graduate of UNI? – Check if appropriate • Requested Teaching Endorsements – If applicable, click the Add Teaching Endorsement Request button to request. A student should select all endorsements he/she is eligible for. A Record Analyst will review eligibility of each endorsement selected and will approve or deny as appropriate. <div data-bbox="358 995 1334 1707" style="border: 1px solid black; padding: 5px;"> <p>Term Attending Ceremony <input type="text" value="FALL 2011"/></p> <p>Official Name from UNI Student Record: Rachel M Jones <small>(Will be printed on Diploma and Commencement Program)</small></p> <p>Phonetic Name Pronunciation <input type="text"/></p> <p><small>(For Commencement Reader - only enter if name may be difficult to pronounce)</small></p> <p>Email Address <input type="text" value="rachel.jones@uni.edu"/> Add/Update Email Addresses</p> <p>Diploma mailing address <input type="text" value="HOME - 1930 Crabapple Ln, ,Waterloo,IA 50701-9322"/></p> <p>Hometown - Country <input type="text" value="United States"/> Add/Update Addresses</p> <p>Hometown - State <input type="text" value="Iowa"/> City <input type="text" value="Waterloo"/></p> <p>Thesis/Dissertation title (Listed on Commencement Program) <input type="text"/></p> <p>Department Seated with at Commencement (if Multi-Major) <input type="text" value="Ed Ldrshp, Cnslng & Postsec Ed"/></p> <p>Parent(s) graduate of UNI?: <input type="checkbox"/></p> <p>Grandparent(s) graduate of UNI?: <input type="checkbox"/></p> <hr/> <p>Requested Teaching Endorsements <input type="text" value="None Requested"/></p> <p>ADD TEACHING ENDORSEMENT REQUEST</p> </div> <div data-bbox="380 1724 956 1822" style="margin-top: 10px;"> <p><input type="button" value="SELECT DIFFERENT PROGRAM"/> <input type="button" value="CONTINUE"/></p> <p><input type="button" value="SELECT DIFFERENT TERM"/></p> </div> <p>NOTE: If you use the Add/Update links, the system cannot route you back to this page, you will have to access the application and navigate back to this page.</p>

Step	Action
<p>8.</p>	<p>Click the Continue button. <i>Note:</i> The Select Different Program/Term buttons allow the student to return and update those values.</p> <div data-bbox="358 457 1411 1224" style="border: 1px solid #ccc; padding: 10px;"> <p>Term Attending Ceremony <input type="text" value="FALL 2011"/></p> <p>Official Name from UNI Student Record: Rachel M Jones <small>(Will be printed on Diploma and Commencement Program)</small></p> <p>Phonetic Name Pronunciation <input type="text"/></p> <p><small>(For Commencement Reader - only enter if name may be difficult to pronounce)</small></p> <p>Email Address <input type="text" value="rachel.jones@uni.edu"/> Add/Update Email Addresses</p> <p>Diploma mailing address <input type="text" value="HOME - 1930 Crabapple Ln, ,Waterloo,IA 50701-9322"/></p> <p>Hometown - Country <input type="text" value="United States"/> Add/Update Addresses</p> <p>Hometown - State <input type="text" value="Iowa"/> City <input type="text" value="Waterloo"/></p> <p>Thesis/Dissertation title (Listed on Commencement Program) <input type="text"/></p> <p>Department Seated with at Commencement (if Multi-Major) <input type="text" value="Ed Ldrshp, Cnslng & Postsec Ed"/></p> <p>Parent(s) graduate of UNI?: <input type="checkbox"/></p> <p>Grandparent(s) graduate of UNI?: <input type="checkbox"/></p> <hr/> <p>Requested Teaching Endorsements None Requested</p> <p>ADD TEACHING ENDORSEMENT REQUEST</p> </div> <p style="text-align: center;"> <input type="button" value="SELECT DIFFERENT PROGRAM"/> <input type="button" value="CONTINUE"/> </p> <p style="text-align: center;"> <input type="button" value="SELECT DIFFERENT TERM"/> </p>
<p>9.</p>	<p>Check the data for accuracy on the Verify Graduation Data page. Use the Change Additional Info button to make any updates. Click the Submit Application button.</p> <p>A confirmation message displays.</p> <p><u>Apply for Graduation</u></p> <hr/> <p><u>Submit Confirmation</u></p> <p style="text-align: center;">  You have successfully applied for graduation. </p>