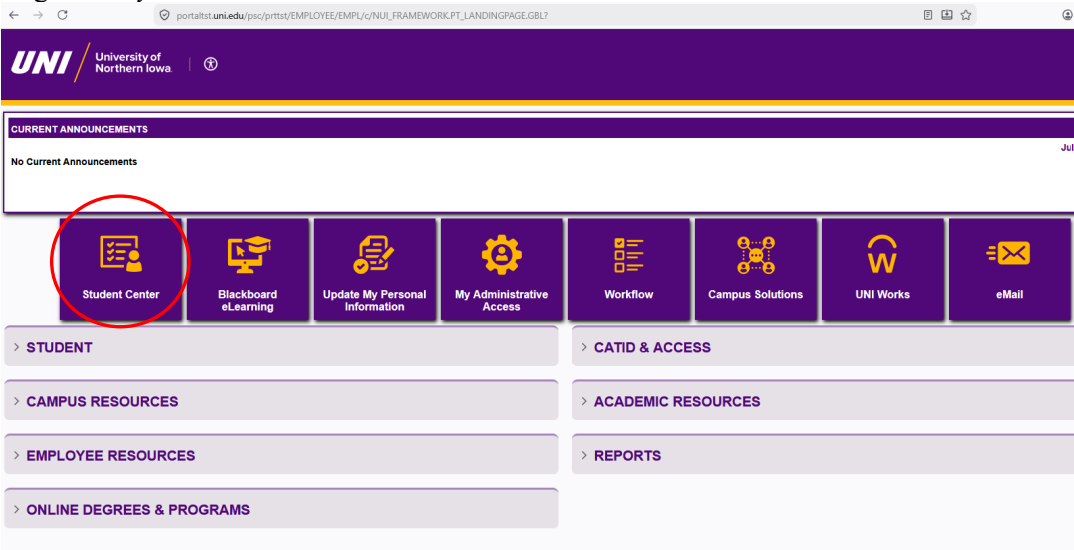
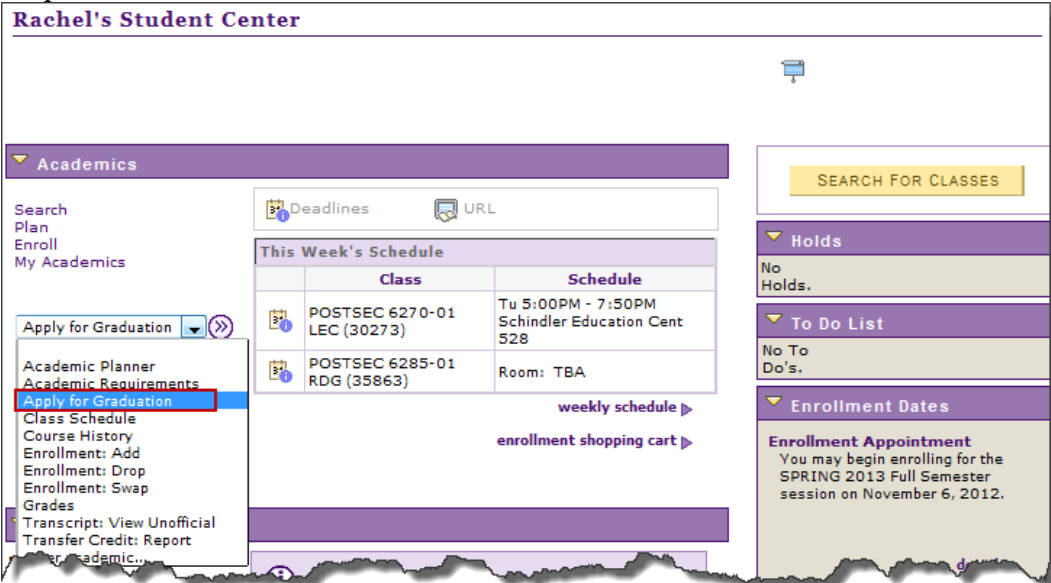


Completing the Graduation Application

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>. Click Student Center tile. 
2.	In the <i>Academics</i> section, select Apply for Graduation in the <i>Other Academics</i> dropdown list and click the Go icon . 

Step	Action
3.	The Submit an Application for Graduation page displays your programs. Click the Apply for Graduation link next to the active academic program you intend to graduate under. 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: Education-Graduate University of Northern Iowa Graduate Degree: Master of Arts in Education Major: Post-Sec Ed: Student Affairs Apply for Graduation Notes: • A student may have multiple programs active at one time. (In this example, the student only has one.) • The Apply for Graduation link may not be present for a given student; this would be the case for students who have no currently active programs tied to a degree.

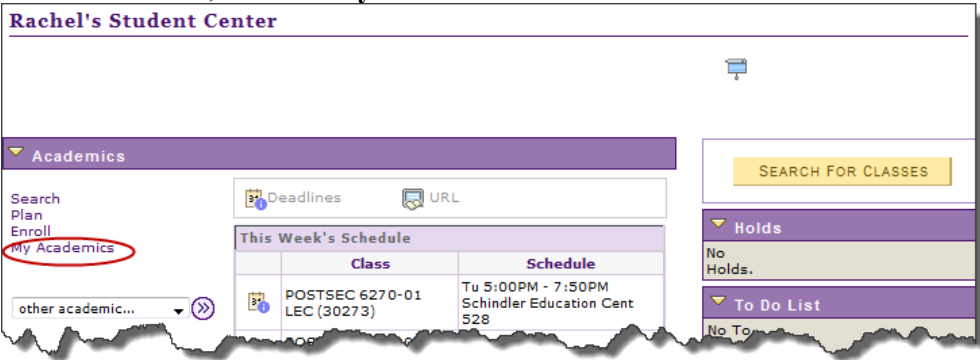
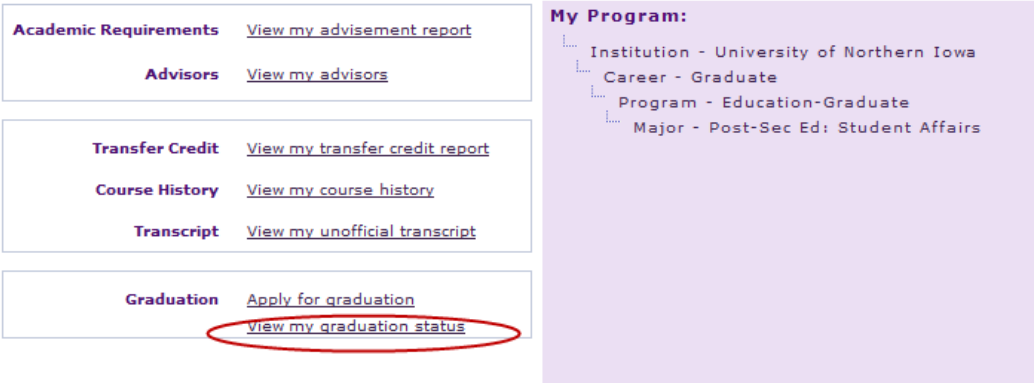
Step	Action
4.	Select the Expected Graduation Term from the drop-down field. Click the Continue button. <i>Note:</i> The Select a Different Program button returns you to the initial page. Apply for Graduation Select Graduation Term The academic program listed below was selected to apply for graduation. 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: Education-Graduate University of Northern Iowa Graduate Degree: Master of Arts in Education Major: Post-Sec Ed: Student Affairs Expected Graduation Term SPRING 2013 Graduation Instructions The application for graduation is your application to receive a degree. Select the term you intend to complete the requirements for your degree. You will be assessed a non-refundable graduation fee each semester you file a graduation application. If you have questions regarding your application for graduation/degree, 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. ** Please note: Your diploma will be mailed to your permanent home address after grades have been reported by the faculty and eligibility for graduation has been determined. You can check MyUNiverse for the accuracy of your permanent home address or make changes to your permanent home mailing address through your MyUNiverse account by clicking on the "Update My Personal Information" link and selecting the "Home Address" tab. If you wish your diploma to be mailed to a different address, please notify Irene Elbert via e-mail (Irene.Elbert@uni.edu) and include your student UID. SELECT DIFFERENT PROGRAM CONTINUE

Step	Action
5.	Review the Verify Graduation Data information page for accuracy and click the Submit Application button if everything is correct. <u>Apply for Graduation</u> Verify Graduation Data Program: Education-Graduate University of Northern Iowa Graduate Degree: Master of Arts in Education Major: Post-Sec Ed: Student Affairs Expected Graduation Term SPRING 2013 Graduation Instructions The application for graduation is your application to receive a degree. Select the term you intend to complete the requirements for your degree. You will be assessed a non-refundable graduation fee each semester you file a graduation application. If you have questions regarding your application for graduation/degree, 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. ** Please note: Your diploma will be mailed to your permanent home address after grades have been reported by the faculty and eligibility for graduation has been determined. You can check MyUNiverse for the accuracy of your permanent home address or make changes to your permanent home mailing address through your MyUNiverse account by clicking on the "Update My Personal Information" link and selecting the "Home Address" tab. If you wish your diploma to be mailed to a different address, please notify Irene Elbert via e-mail (Irene.Elbert@uni.edu) and include your student UID. SELECT DIFFERENT PROGRAM SUBMIT APPLICATION SELECT DIFFERENT TERM Note: You may use the Select Different Program and/or Select Different Term buttons to make changes to this information.

Step	Action
6.	A confirmation message displays indicating the application for graduation process is complete. <u>Apply for Graduation</u> Submit Confirmation  You have successfully applied for graduation.

Viewing graduation status

To view graduation status once you have submitted the application, follow these steps:

Step	Action
1.	In Student Center, click the My Academics link on the left side.  The screenshot shows the 'Rachel's Student Center' interface. On the left, under the 'Academics' section, the 'My Academics' link is circled in red. Other links visible include Search, Plan, Enroll, and a dropdown menu with 'other academic...'. In the center, there's a 'This Week's Schedule' table showing a class 'POSTSEC 6270-01 LEC (30273)' with a schedule of 'Tu 5:00PM - 7:50PM' at 'Schindler Education Cent 528'. On the right, there's a 'SEARCH FOR CLASSES' button and sections for 'Holds' (No Holds) and 'To Do List' (No To Do).
2.	Click the View my Graduation Status link.  The screenshot shows the 'My Academics' page. On the left, under the 'Academic Requirements' section, the 'View my graduation status' link is circled in red. Other links include 'View my advisement report', 'View my advisors', 'View my transfer credit report', 'View my course history', and 'View my unofficial transcript'. On the right, the 'My Program' section shows a hierarchy: Institution - University of Northern Iowa, Career - Graduate, Program - Education-Graduate, and Major - Post-Sec Ed: Student Affairs. Note: If the student attempts to apply for graduation but has already submitted an application, only the View Graduation Status link is available. The Apply for Graduation link will not be available.
3.	Your graduation status displays:  The screenshot shows the 'Graduation Status' page. It displays the program 'Soc & Behav Sci-Teaching' at the 'University of Northern Iowa Undergraduate'. The degree is 'Bachelor of Arts' and the major is 'Soc Sci Tch-Plan B All Soc Sci'. The status is 'Applied for Graduation' and the expected graduation term is 'SPRING 2013'.