

Apply for Graduation

STEP ONE: Students will be notified that the Application for Graduation is ready to be submitted. Students log into Campus Connection and go to Academic Records on the Student Homepage. **IMPORTANT NOTE:** This application is independent of Commencement Participation. Students will be notified separately for the commencement ceremony.

The screenshot shows the Student Homepage dashboard with several tiles. The 'Academic Records' tile is highlighted with a red border. The tiles include: Academic Progress (100% Complete), Tasks (8 Holds), Manage Classes, Financial Account, Financial Aid, Academic Records, Profile, Information Center, and Student Self Service.

STEP TWO: Select GRADUATION from the menu and click “Apply for Graduation”.

The screenshot shows the 'Submit an Application for Graduation' page. The 'Graduation' menu item is highlighted with a red border. The page displays the following information:

- Program: Human Development & Family Sci
- North Dakota State University | Undergraduate
- Degree: Bachelor of Science
- Major: BS-Human Dev & Family Science
- Track: ChildDev-EIED
- Apply for Graduation button (highlighted with a red border)

Below this, there is another program listed:

- Program: Non-Degree
- Valley City State University | Undergraduate
- Degree: Bachelor of Science in Ed
- Major: Elementary Education - OC

STEP THREE: Verify and select the graduation term.

- Verify that the degree, major, and any secondary majors and/or minors are correct under the **North Dakota State University/Undergraduate** section.
- Use the drop down to select the term you expect to graduate.
- **IMPORTANT:** Contact Registration and Records at the number indicated on the screen if any of the following apply within this section:
 - If a major/minor/certificate program is missing
 - If you are no longer pursuing a major/minor/certificate that is listed
 - If your expected term of graduation is not available in the drop-down
- Click **CONTINUE** only if the program information is correct.

Student Homepage **Select Graduation Term**

View Transfer Credit Report
Enrollment Verification
Official Transcript Request
Graduation
View Graduation Status
Course History
View Grades
View Unofficial Transcript

go to ...

Search Plan Enroll **My Academics**

Graduation

Select Graduation Term

The academic program listed here 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: Human Development & Family Sci
North Dakota State University | Undergraduate

Degree: Bachelor of Science
Major: BS-Human Dev & Family Science
Track: ChildDev-EIEd
Expected Graduation Term: 2020 Fall

Graduation Instructions

Please select your graduation term. If your graduation term is not available, please reach out to the Office of Registration & Records at 701-231-7981.



Select Different Program **Continue**

STEP FOUR: Verify Graduation Data

- If the information in the NDSU/Undergraduate section is correct, proceed and **Submit Application**
- **IMPORTANT:** From the previous step, if you need to contact Registration and Records because information is not accurate, do so BEFORE clicking the **Submit Application** button.

ation	Graduation
t Request	Verify Graduation Data
	Program: Human Development & Family Sci
	North Dakota State University Undergraduate
Status	Degree: Bachelor of Science Major: BS-Human Dev & Family Science Track: ChildDev-EIEd Expected Graduation Term 2020 Fall
	Graduation Instructions
	Please select your graduation term. If your graduation term is not available, please reach out to the Office of Registration & Records at 701-231-7981.
ranscript	Select Different Program Submit Application
	Select Different Term

STEP FIVE: Submit Confirmation & Select View Graduation Status

View Transfer Credit Report	 go to ...
Enrollment Verification	Search Plan Enroll My Academics
Official Transcript Request	Graduation
Graduation	Submit Confirmation
View Graduation Status	 You have successfully applied for graduation. Go to the View Graduation Status link to update your graduation name and mailing address.
Course History	Go to top
View Grades	
View Unofficial Transcript	

STEP SIX: Review Student Information and Complete Questions

- Click to update **Name** or **Diploma Mailing Address** to update information
- Respond to questions
- Select **Save** when completed.

view transfer credit report	
Enrollment Verification	
Official Transcript Request	
Graduation	
View Graduation Status	<p>Program: Human Development & Family Sci</p> <p>North Dakota State University Undergraduate</p> <p>Degree: Bachelor of Science Status: Applied for graduate Major: BS-Human Dev & Family Science Expected Graduation Term: 2020 Fall Track: ChildDev-EIEd</p>
Course History	<p>Student Information</p> <p>If the information entered above is no longer accurate, please reach out to the Office of Registration & Records at 231-7981. Please update your diploma name and address below. Diplomas will arrive about 8 weeks after the term of graduation.</p> <p><u>Name on Diploma/Certificate</u> [REDACTED]</p> <p><u>Diploma Mailing Address</u> [REDACTED] Burleigh</p>
View Grades	<p>Student Information</p> <p>Name on Diploma/Certificate [REDACTED]</p> <p>Diploma mailing address [REDACTED] Burleigh</p>
View Unofficial Transcript	<p>I give permission to publish my graduation information in the commencement booklet. <input type="radio"/> Yes <input type="radio"/> No</p> <p>I give permission to publish my graduation information in my hometown newspaper? <input type="radio"/> Yes <input type="radio"/> No</p>