# **MyClarion Student Center Quick Reference – Applying for Graduation**

- 1. Go to <u>www.clarion.edu/myclarion</u> and select then "Login".
- 2. Next, click the **Student Center** link.
- 3. Click the My Academics link.

Student Name Student Center	Student Name	Student	Center
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Academics			
<u>Search</u> <u>Plan</u> Enroll			URL
My Academics	Th	is Week's Schedu	e
		Class	Schedule
other academic 🔻	» 🗄	BIOL 382-C01 LEC (1220)	TuTh 9:30AM - 10:45AM Science Tech Ctr 123
	0 -		weekly schedule 🕨
			enrollment shopping cart <b>b</b>

# 4. Click the **Apply for graduation** link.

My Academics

Before applying for graduation, please review your degree audit to ensure that you will meet all degree requirements for the term you are applying for graduation. You should **only** apply for graduation the semester before you expect to graduate. This should be done during the period of registration. You are responsible for making sure you have satisified all requirements for your degree and should meet with your advisor to confirm. If any course substitutions and waivers are needed, you should make sure those are discussed with your advisor and submitted in advance if possible.

Please note: applying for graduation does not mean you are cleared for graduation.

Academic Requirements	View my advisement report	My Program:
What-If Report	Create a what-if scenario	Career - Undergraduate
Advisors	<u>View my advisors</u>	I Program - UGRD Arts, Ed & Sciences I Major - Biology BS
Transfer Credit	Evaluate my transfer credits View my transfer credit report	
Course History	View my course history	
Transcript	View my unofficial transcript	
Enrollment Verification	Request enrollment verification	
Graduation	Apply for graduation View my graduation status	

5. Click the **Apply for graduation** link to the right of the degree information.

Please verify all majors and/or minors are correct. If not, please complete a change of status form (clarion.edu/registrar/forms). If you have a second program, you will need to go back and submit the application for the second program (ie. BSBA and BA degree).

### 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 say your Academic Advisor for more information.

Program: UGRD Arts, Ed & Sciences		
Clarion University of PA   Undergraduate		
Degree: Bachelor of Science Major: Environmental Biology BS Minor: Minor Environmental Geoscience Minor: Minor Environmental Sustain	Apply for Graduation	

*Please note: If you are graduating and the 'apply for graduation' link is not available, please contact the Registrar's Office at <u>registrar@clarion.edu</u>.* 

6. Select the term you expect to graduate and click continue. You must apply online before the deadline for the term.

If you need to change your graduation term after you have applied, please contact the Registrar's Office at <u>registrar@clarion.edu</u>.

#### 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: UGRD Arts, Ed & Sci	ences	
Clarion University of PA   Underg	raduate	
Degree: Bachelor of Science Major: Environmental Biology BS Minor: Minor Environmental Sustain Minor: Minor Environmental Geoscie Expected Graduation Term		
SELECT DIFFERENT PROGRAM	2017 SPRING 2017 SUMMER select term	

7. If you are graduating in Spring or Summer, you will need to select a graduation location.

Program: UGRD Arts	, Ed & Sciences	
Clarion University of P	A   Undergraduate	
Degree: Bachelor of Sci Major: Liberal Studi Expected Graduation 1	ies BS	
Graduation Location	select location	
	I plan to attend the Clarion campus ceremony (typically on Saturday) I plan to attend the Venango campus ceremony (typically on Friday night) I will not attend a commencement ceremony (if unsure, choose a campus) select location	

8. Review the graduation instructions and select **continue** to proceed.

# **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: UGRD Arts,	Ed & Sciences			
Clarion University of PA	Undergraduate			
Degree: Bachelor of Science Major: Liberal Studies BS				
Expected Graduation Term 2018 SPRING				
Graduation Location I plan to attend the Clarion campus ceremony (typically on Saturd: ▼				
Graduation Instruction	15			
Before applying for graduation, please review your degree audit to ensure that you meet all degree requirements for the term you are applying. You are responsible for making sure you have satisfied all requirements for your degree and should meet with your advisor to confirm. If any course substitutions or waivers are needed, you should make sure those are discussed with your advisor and submitted in advance if at all possible.				
Please verify all majors and minors are correct. If not, please complete a change of status form (clarion.edu/registrar/forms). If you have a second program section, you will need to go back and submit the application for the second program also (ie. BSBA and BA degree).				
You must apply before the deadline (March 5). Only students who applied to graduate and are approved for graduation by their advisor will be eligible to participate in commencement. You must apply for graduation regardless of whether or not you plan to participate in the commencement ceremony.				
All prospective candidates who have applied for Spring 2018 graduation by the deadline will receive information regarding commencement in the mail.				
If you need to change your graduation term after you applied, please contact the Registrar's Office at registrar@clarion.edu.				
Please Note: If you are not completing your degree requirements until Summer, please change your expected graduation term to Summer 2018. All summer graduates must walk in the Spring commencement ceremony.				
Select Different Pr	OGRAM			

9. You will see the same graduation instructions along with your program information. At this time you can select a different program, a different term, or submit the application for the program.

Select Different Program	SUBMIT APPLICATION
SELECT DIFFERENT TERM	

10. After submitting your application, you will receive the following confirmation message:

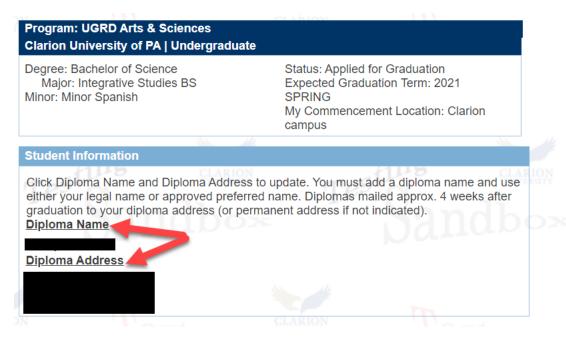
Ap	ply for Graduation	×oquinpo×
Sı	Ibmit Confirmation	
	You have successfully applied for graduation.	
	Review Diploma Name and Ado	dress CLARION

11. Click on the green 'Review Diploma Name and Address' button to review and update your diploma name.

Review Diploma Name and Address

12. Click on Diploma Name to enter the name that will appear on your diploma. You must add a diploma name and use either your legal name or approved preferred name. If you do not enter a diploma name, we will use your legal name. If your name has legally changed and is different than what is in MyClarion, please complete and submit the name change form available on the Registrar's web page under Academic Forms.

Diplomas will be mailed approximately 4 weeks after graduation to your diploma address (or permanent address if not indicated).



Office of the Registrar, 3/2021

Names Add a new name	onversame <b>dbox</b>	Tes		Tes
Enter your name information I	below. Each name mus	t have a type associated with	it to indicate how you us	e that name.
Add a new name				
Name Type Dipl Format Using Eng Prefix First Name Last Name Suffix	lish <u>Change F</u>		e Name	Tes
Date new name will take e Save	effect	2019 🛐 (example: 1:	2/31/2000)	

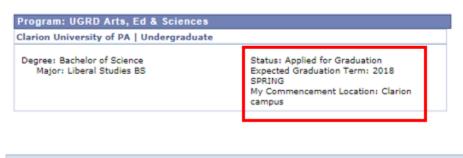
13. Click on Diploma Address to review and update your diploma address. Click on the green 'add a new address' button.

Addresses	Danuba	225
View, add, change or delete an address.		
Address Type Address		
Permanent	Ľ	CLARION
Local	Ľ	
Add a new address	ring 🔪	

- 14. Click View my graduation status to check on the status of your graduation application.
  - My Academics

Academic Requirements What-If Report Advisors		My Program: L. Institution - Clarion University of PA L. Career - Undergraduate L. Program - UGRD Arts, Ed & Sciences L. Major - Biology BS
Transfer Credit	Evaluate my transfer credits View my transfer credit report	
Course History	View my course history	
Transcript Enrollment Verification	<u>View my unofficial transcript</u> Request enrollment verification	
Graduation	Apply for graduation View my graduation status	

#### **Graduation Status**



Student Information
Update Diploma Name and Diploma Address by clicking those links. Diplomas will be mailed approx. 4 weeks after graduation to your diploma address. If you do not indicate a diploma address, the diploma will be mailed to your permanent address. Diploma Name Name
Diploma Address
address

Please check your graduation status three to six weeks after the deadline for graduation applications.

- If your graduation status says '**Requirements Incomplete**', please see your advisor to determine what you need to graduate.
- If your graduation status says **'Conditionally Approved'**, your advisor has approved your graduation application pending successful completion of coursework (ie. registered courses, transfer credits, incompletes, portfolios, etc).
- If your graduation status says **'Denied'**, you should contact your advisor to find out what is needed to finish your requirements.