MyClarion Student Center Quick Reference – Applying for Graduation

1. Go to www.clarion.edu/myclarion and select then “Login”.
2. Next, click the Student Center link.
3. Click the My Academics link.
4. Click the Apply for graduation link.

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 satisfied 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.
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](image1)

*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.

<table>
<thead>
<tr>
<th>Program: UGRD Arts, Ed &amp; Sciences</th>
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</thead>
<tbody>
<tr>
<td>Clarion University of PA</td>
</tr>
<tr>
<td>Degree: Bachelor of Science</td>
</tr>
<tr>
<td>Major: Environmental Biology BS</td>
</tr>
<tr>
<td>Minor: Minor Environmental Geoscience</td>
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<tr>
<td>Minor: Minor Environmental Sustain</td>
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</tbody>
</table>

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

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 registrar@clarion.edu.

![Select Graduation Term](image2)

*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*

<table>
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<th>Clarion University of PA</th>
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*Expected Graduation Term*

2017 SPRING
2017 SUMMER

**SELECT DIFFERENT PROGRAM**

**SELECT TERM**

**CONTINUE**

*Office of the Registrar, 3/2021*
7. If you are graduating in Spring or Summer, you will need to select a graduation 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.
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:

Apply for Graduation
Submit Confirmation

✓ You have successfully applied for graduation.

Review Diploma Name and Address

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).
13. Click on Diploma Address to review and update your diploma address. Click on the green ‘add a new address’ button.
14. Click **View my graduation status** to check on the status of your graduation application.

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.