

GRADUATION APPLICATION

You can submit your application for graduation in Self Service. On the Self Service home page:

1. Go to “**Graduation Application**” under *Additional Links*

- a. If the page footer is covering some of the additional links, refresh your page.

2. Select a curriculum term (this may not be the same as your graduation term)

The screenshot shows the 'Student • Graduation Application' breadcrumb at the top. Below it is the 'Curriculum Selection' section. A 'Term *' dropdown menu is visible, currently set to '2022 Fall'. A yellow arrow points to the dropdown arrow.

3. Choose a program and, if all the information is correct, select “**Continue**”


The screenshot shows two radio button options for 'Current Program'. The first option is selected and has a yellow arrow pointing to it. It lists 'Bachelor of Science' with details: Level: Undergraduate, Program: Bachelor of Science, College: Business, and Major and Department: Accounting, Accounting and Law, Business, Administration, Economics and Finance. The second option is 'Bachelor of Arts' with details: Level: Undergraduate, Program: Bachelor of Arts, College: Business, and Major and Department: Economics, Economics and Finance. A blue 'Continue' button is at the bottom with a yellow arrow pointing to it.

- a. If you have two majors in the same degree, both majors will be listed under the same program
- b. If you have two degrees the programs will be listed separately; you need to file twice, once for each
- c. If you are not eligible OR have already applied for graduation, there will not be a program available

A red error message box with a red circle and slash icon: "No curricula available for graduation application."

- d. If your curriculum information is incorrect, or missing information (e.g. major, concentration, minor, etc.) contact your academic advisor to correct the information before continuing.

4. Select the date you intend to graduate from the drop-down box



Student • Graduation Application

Graduation Date Selection

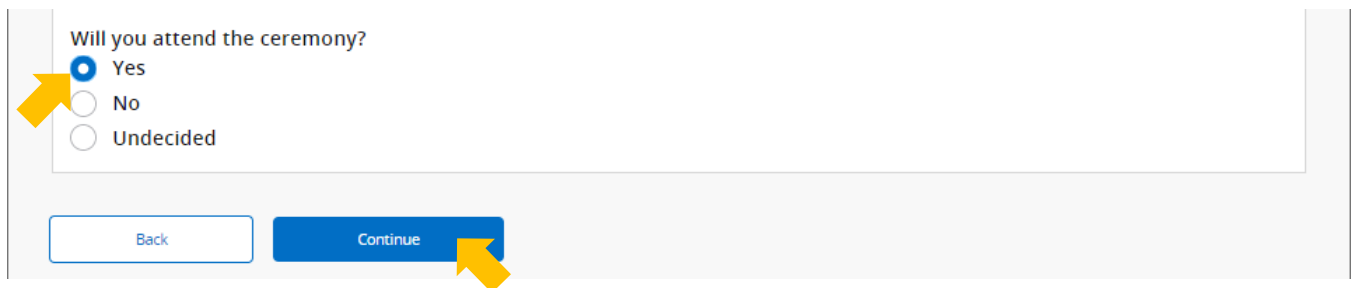
Current Program
Bachelor of Science

Graduation Ceremony Attendance

Graduation Date *

Date: 06/29/2023 Term: 2023 Summer Year: 2022-2023

5. Indicate if you plan to attend the graduation ceremony and select “Continue”



Will you attend the ceremony?

Yes

No

Undecided


Back Continue

- This is asking if you plan to attend A-State Commencement on the *Jonesboro* campus
- If you do NOT plan on attending Commencement on the *Jonesboro* campus, please select “No”
- If you’re graduating from a degree center (e.g. Beebe, Mountain Home, etc.) you may walk at Commencement on the *Jonesboro* campus if you choose to do so
- Your answer to this question is used to plan seating for Commencement
- To view the times that your college will graduate during the upcoming Commencement, please visit the graduation webpage: <https://www.astate.edu/a/registrar/students/graduation>

6. Select a name for your diploma from the drop-down box

Student • Graduation Application
Diploma Name Selection


Current Program
Bachelor of Science

 Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name
Howl Red Wolf

Select a Name for your Diploma *

Current Name (Howl R. Wolf)



7. Enter the name exactly as you want it on your diploma and select “Continue”


First Name
Howl

Middle Name
R.

Last Name *
Wolf

Suffix
Jr.

Back Continue



- Middle initials and suffixes (ex. Jr.) should include periods
- DO NOT USE ALL CAPS

8. Select a payment method and select “Continue”

Student • Graduation Application

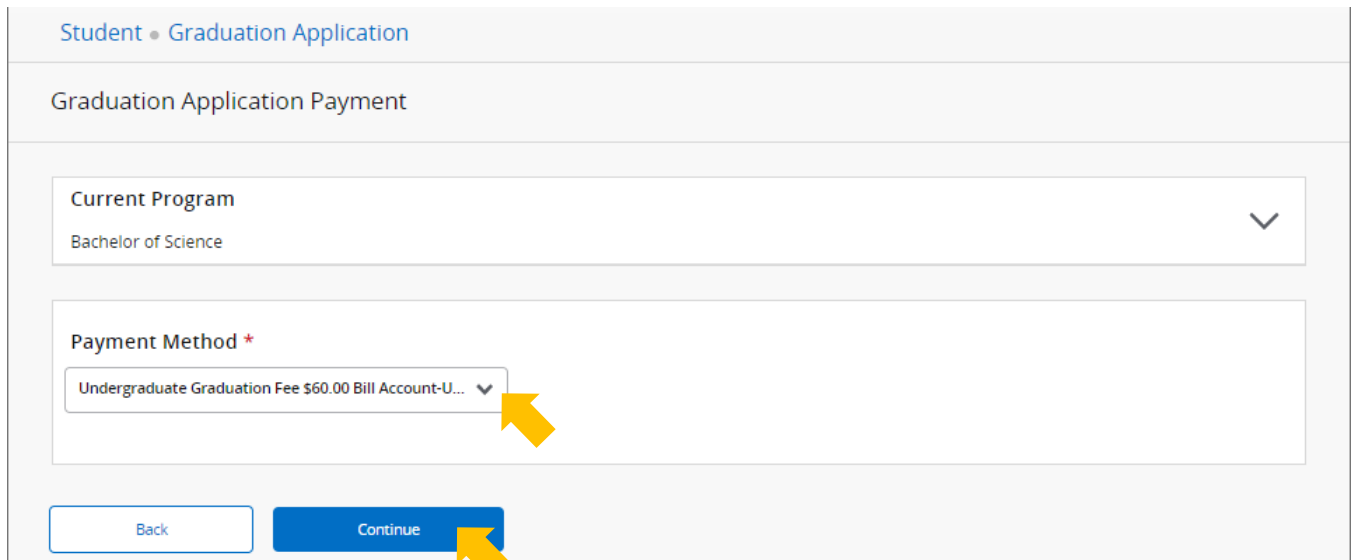
Graduation Application Payment

Current Program
Bachelor of Science

Payment Method *

Undergraduate Graduation Fee \$60.00 Bill Account-U... ▼

Back Continue



- a. The fee will be charged to your account and can be paid via Self Service or at the Cashier’s Window

9. Make sure the summary information is correct and select “Submit Request”

Student • Graduation Application

Graduation Application Summary

Graduation Date			
Date	Term	Year	
06/29/2023	2023 Summer	2022-2023	

Ceremony


Attend Ceremony
Yes

Diploma Name			
First Name	Middle Name	Last Name	
Howl	R.	Wolf	

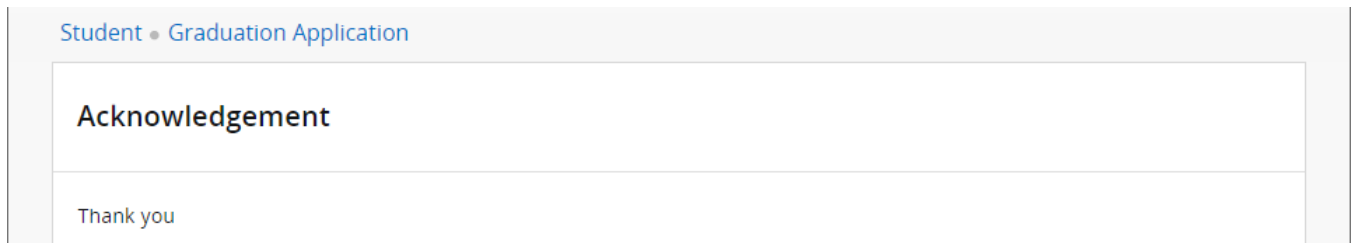
Curriculum			
Current Program			
Bachelor of Science			
Level	Program	College	Major and Department
Undergraduate	Bachelor of Science	Business	Accounting, Accounting and Law

Graduation Charges	
Fee	Payment Method
\$60.00	Bill Account-UG Graduation Fee

[Back](#) [Submit Request](#)



10. A successful submission will direct you to the *Acknowledgement* page



- a. When the graduation application is completed an automatic email is sent to your A-State email address notifying you of the receipt and directing you to the Graduation Tracker.
- b. Check the Graduation Tracker for your latest graduation status:
<https://webapps.astate.edu/gradtracker/> Your login is your A-State email address and password.
- c. Continue to check your official A-State email account so you don't miss important correspondence about graduation. Graduation information is sent by official university email. Be sure you have not unsubscribed from university announcements or correspondence.

If you have any questions regarding graduation, please contact the Registrar's Office at graduation@AState.edu or 870-972-2031, or visit the graduation webpage: <https://www.astate.edu/a/registrar/students/graduation>