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)

Student • Graduation Application

Curriculum Selection

Term *

2022 Fall

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

○ Current Program
Bachelor of Science

Level	Program	College	Major and Department
Undergraduate	Bachelor of Science	Business	Accounting, Accounting and Law Business Administration, Economics and Finance

○ Current Program
Bachelor of Arts

Level	Program	College	Major and Department
Undergraduate	Bachelor of Arts	Business	Economics, Economics and Finance

Continue

   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

🚫 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

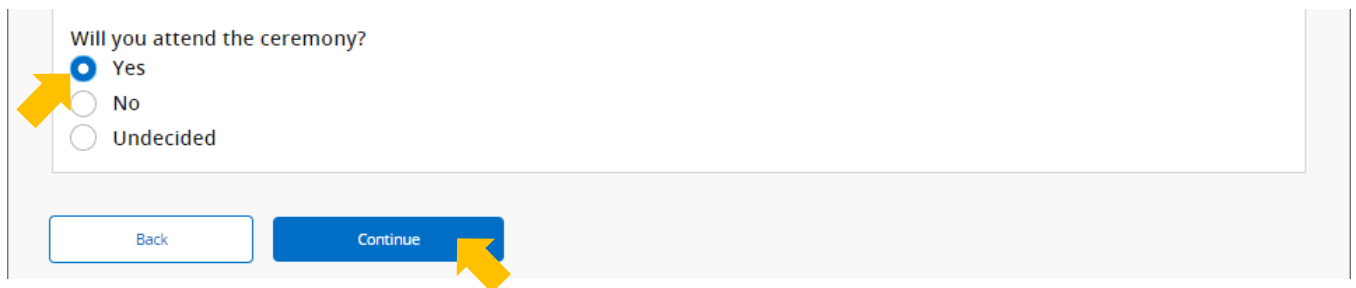**Student ● Graduation Application**

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**]

a. This is asking if you plan to attend A-State Commencement on the *Jonesboro* campus

b. If you do <u>NOT</u> plan on attending Commencement on the *Jonesboro* campus, please select "**No**"

c. 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

d. Your answer to this question is used to plan seating for Commencement

e. 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 <u>exactly</u> as you want it on your diploma and select "**Continue**"

First Name

Howl

Middle Name

R.

Last Name *

Wolf

Suffix

Jr.

Back   Continue

a.   Middle initials and suffixes (ex. Jr.) should include periods

b.   DO NOT USE ALL CAPS

8. Select a payment method and select "**Continue**"
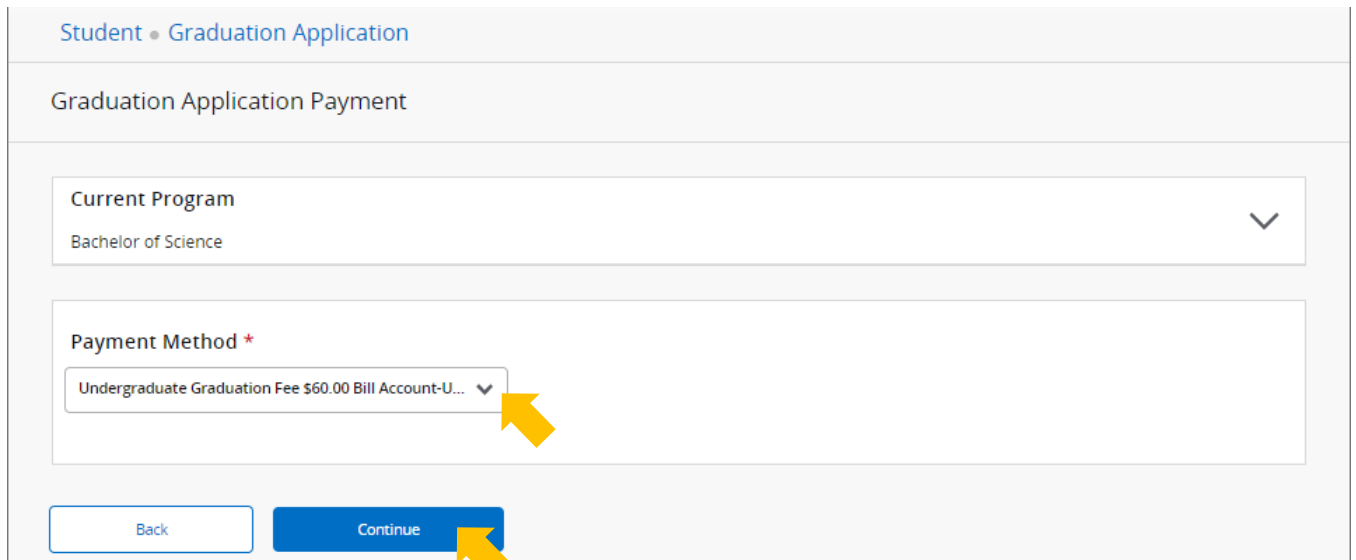
Student ● Graduation Application

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

Student • Graduation Application

Acknowledgement

Thank you
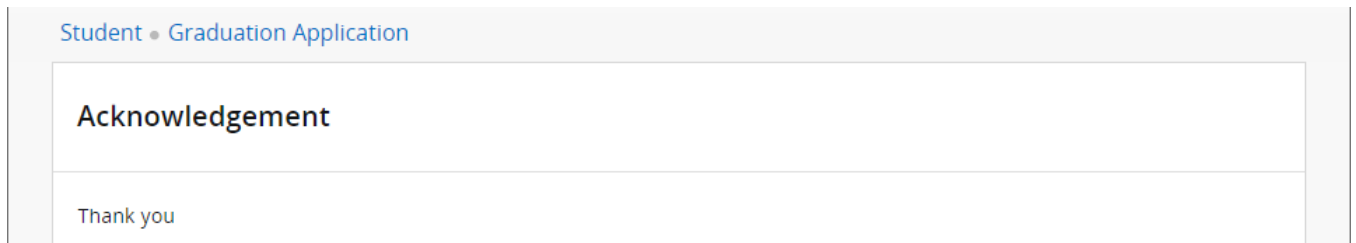
a. When the graduation application is completed an automatic email is sent to your A-State email address notifying you of the receipt and directing you to the Graduation Tracker.

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