

Self Service: Student

Apply for Graduation

Student can use self-service to apply for graduation online. Students should apply for graduation in the term prior to the term from which you intend to graduate.

Note: Parts of images may be obscured for security reasons.						
Step	Action					
1.	 Enter <u>https://home.cunyfirst.cuny.edu</u> in your browser's address bar: Enter your Username and Password and click the O Go icon. From the Enterprise Menu, select the HR/Campus Solutions link. 					
2.	Navigate to: Self Service > Student Center.					
3.	Name ✓ Academics Search Plan Enroll My Academics Image: Search Plan Enroll My Academics Image: Other academic Image: Other academi					
	In the Academics section from the other Academic dropdown box, select Apply for Graduation and then click the O Go icon.					



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1							
4.	First Name Last Name						
	Search Plan Enroll My Academics						
	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.						
	Program: Undergraduate						
	Degree: Bachelor of Science Apply for Graduation Major: Graphic Design BS						
	Minor: Business & Liberal Arts Minor						
	For the academic program for which you wish to apply, select the Apply for Graduation link.						
	Note: Only those students who are eligible to graduate by the selected term will						
	be able to continue with their graduation application.						
5.	First Name Last Name						
	Search Plan Enroll My Academics						
	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: Undergraduate						
	Queens College Undergraduate						
	Major: Graphic Design BS Minor: Business & Liberal Arts Minor						
	Expected Graduation Term 2012 Fall Term						
	SELECT DIFFERENT PROGRAM CONTINUE						
	From the Expected Graduation Term dropdown box, select the term for which						
	you anticipate completing all of the requirements.						
6.	Click the CONTINUE button.						



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Quick Reference Guide

7.	First Name Last Nar	ne	lgo	to			
	Search	Plan	Enroll	My Academics			
Apply for Graduation Verify Graduation Data							
	Program: Undergraduate Queens College Undergraduate Degree: Bachelor of Science Major: Graphic Design BS Minor: Business & Liberal Arts Minor Expected Graduation Term 2012 Fall Term						
	SELECT DIFFERENT P	COGRAM SUBMIT A	PPLICATION				
	On the Verify Graduation Data page, click the Submit Application button.						
8.	Apply for Graduati	ion					
	Submit Confirmation						
	You have successfully applied for graduation.						
	End of Procedure.						