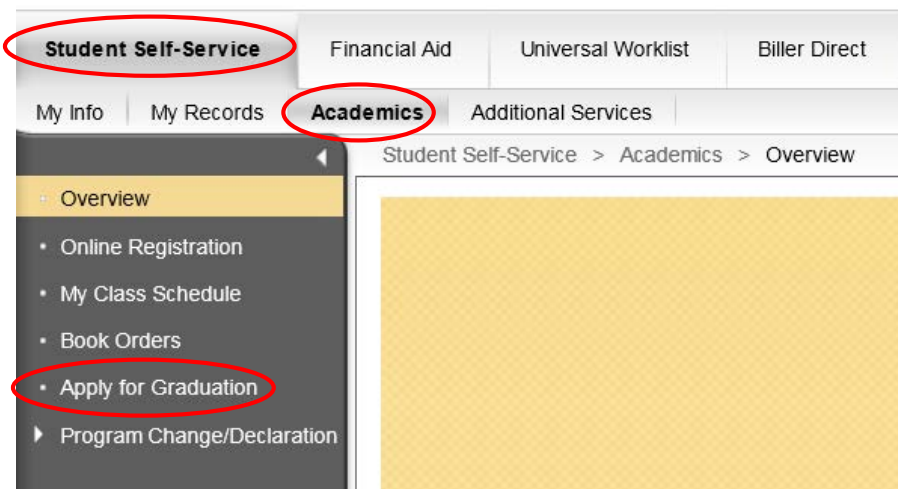


Apply for Graduation


Location(s): myNKU → Student Self-Service

Purpose: Perform this procedure when you need to apply for graduation.

1. Log into myNKU.
2. Select the Student Self-Service tab.
3. Select the Academics sub-tab.
4. Click Apply for Graduation.

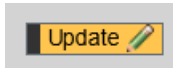


5. If there is no diploma address, the following error message will display.

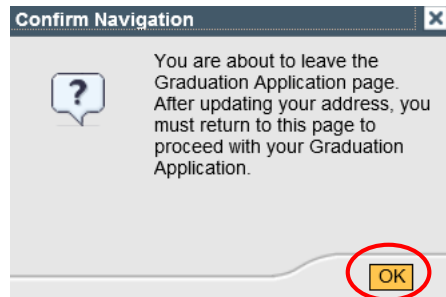
 Diploma address missing! Please update your diploma address.

- If no error message is displayed, please continue to [step 11](#).

6. Click Update to enter a diploma address.



- A pop-up message will appear, indicating you will be directed to the Change Address area of myNKU.
- Click OK to continue.



7. Complete the Address Information data fields.

Note: The Phone and Mobile Phone fields are not required fields. If you choose to enter contact information, the format must follow XXX-XXX-XXXX to avoid errors.

Address Information

Country: USA

Address Line 1: _____

Address Line 2: _____

City: _____

State: Alaska

Zip / Postal Code: _____

Phone: _____

Mobile Phone: _____

8. Check that the address information is for a Diploma Address.

Use Address for

Current Address
Where a student resides when classes are in session.

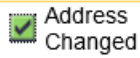
Permanent Address
Where a student resides when classes are not in session.

Diploma Address
Your diploma will be mailed to this address.

9. Click Save Changes.

[Save Changes](#)

- A confirmation message will display that the address was changed.



- Now that a diploma address is on file, you may continue applying for graduation.

10. Click the Academics sub-tab again.

[Academics](#)

- Apply for Graduation will already be selected.

11. With the diploma address being displayed, select the box to the left of the row that displays the Program for which you are applying for graduation.

Diploma Address

Address line 1:

Address Line 2:

City:

Region:

Postal Code:

Country:

[Update](#)

Law students will be notified when Law Diplomas are ready for pickup in the Chase Law School Registrar's

Select the program below for which you wish to apply. If the degree/degrees you are applying for is not shown here, etc In addition, undergraduate students applying for more than one major/degree/certificate should apply in person in the

[Apply for Graduation](#) [Change Graduation Data](#)

Graduation Data Overview

	Program	Specialization	Ready to Apply
<input type="checkbox"/>	BA in College of Arts & Sciences	Visual Communication Design Major (BA)	yes

12. With the appropriate Program row being highlighted, click Apply for Graduation.

In addition, undergraduate students applying for more than one major/degree/certificate should apply in per

Apply for Graduation | **Change Graduation Data**

Graduation Data Overview			
	Program	Specialization	Ready
	BA in College of Arts & Sciences	Visual Communication Design Major (BA)	yes

13. Use the Academic Session drop-down arrow to select the semester for which you are applying for graduation.

Graduation Data

Program: BA-AS

Academic Session: **Select Graduation Session** ▼

* Diploma Name: Select Graduation Session

2014-2015/Spring

14. Update the Diploma Name as desired.

Note: Updating the Diploma Name **does not** update the name on the academic record, it only changes the name that will be on the diploma.

15. Check that you agree to pay the graduation fee.

16. Click Apply.

Graduation Data

Program: BA-AS

Academic Session: 2014-2015/Spring ▼

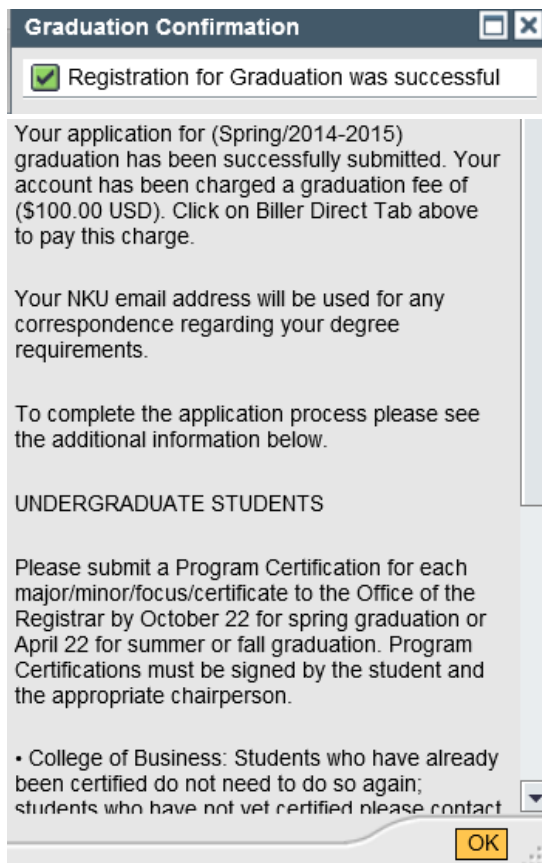
* Diploma Name: [blurred]

I agree that a graduation fee of 100.00 USD will be charged to my account and is due at the time I s

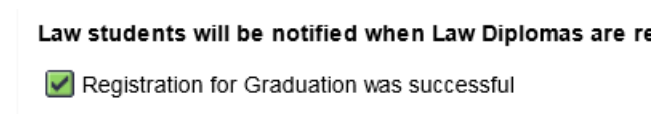
Apply | **Cancel**

- A Graduation Confirmation image will open.

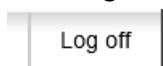
17. A confirmation message will display at the top of the image.
18. Click OK at the bottom of the image.



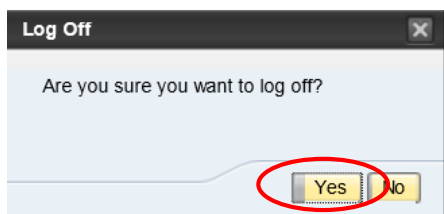
19. Another confirmation message will appear.



20. Click Log off when you are finished using myNKU, to securely end the myNKU session.



21. Click Yes to confirm that you wish to log off.



Congratulations – you have just submitted your application for graduation!