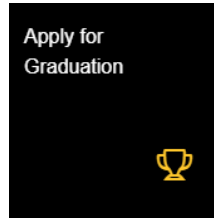


Applying for Graduation

You can now use myNKU on a computer, phone, or tablet to apply for graduation.

Log in to [myNKU](#), and select "Apply for Graduation".



The top of the page will display the address the diploma will be mailed to. This can be changed by clicking "Update".

Diploma will be mailed to	Update
123 Any Street Florence KY 41042 US	

Enter a new address, and click "Diploma Address" to change where the diploma will be mailed. This can be different from your Current or Permanent Address.

Known Mail Addresses			
Usage	Address Details	Phone	Mobile Phone
Current	2615 Bryan Station Ln, Crestview Hills, KY, 41017-2285, US	859-380-7583	
Permanent	2615 Bryan Station Ln, Crestview Hills, KY, 41017-2285, US	859-380-7583	
Diploma	123 Any Street, Florence, KY, 41042, US		

<p>Address Information</p> <p>Country: <input type="text" value="USA"/></p> <p>Address Line 1: <input type="text" value="123 New Street"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text" value="Newport"/></p> <p>State: <input type="text" value="Kentucky"/></p> <p>Zip / Postal Code: <input type="text" value="41071"/></p> <p>County: <input type="text" value="Campbell"/></p> <p>Phone: <input type="text"/></p> <p>Mobile Phone: <input type="text"/></p> <p><input type="button" value="Cancel Changes"/> <input type="button" value="Save Changes"/></p>	<p>Use Address for</p> <p><input type="checkbox"/> Current Address Where a student resides when classes are in session.</p> <p><input type="checkbox"/> Permanent Address Where a student resides when classes are not in session.</p> <p><input checked="" type="checkbox"/> Diploma Address Your diploma will be mailed to this address.</p>
---	---

You will see the list of degrees you are ready to apply for. For Undergraduate degrees, you must meet the credit hour minimum; for Graduate degrees, you must meet the GPA requirement. Eligible degrees will be marked as "Ready to Apply".

Select below to apply, change, withdraw.	
BA-INF BA in College of Informatics	Ready to Apply
CER-AS Certificate in College of Arts and Sci	Ready to Apply
CRG-AS Grad Cert in College of Arts and Sci	Ready to Apply
MS-INF-MBI MS in Business Informatics	Not Ready to Apply

Click a degree to apply for graduation. There are several key pieces of information here:

- **Diploma Name:** the name that will appear on your diploma. Click and type to change.
- **Graduation Term:** the term you will graduate. You will see the fee associated with each term. This amount will be added to your account in myNKU.
- **Do you intend to Complete Coursework before End of Semester?:** This will typically be "No, I will finish at end of term". However, if you will finish before the end of the semester, such as with accelerated coursework, you can select it here.

BA in College of Informatics

Graduate Application Information

Diploma Name:

Graduation Term:

Do you intend to Complete Coursework before End of Semester?:

Agree to Fee \$ 80.00?

Specializations

- Media Informatics Major
- Business Administration Minor

You will also see your Minor(s) and/or Specializations at the bottom of the screen. Check the box to agree to the graduation fee, then click "Submit".

Questions?

Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.

This will return you to the main screen, where you will see "Graduate Candidate" by the appropriate degree.

BA-INF BA in College of Informatics 2021-2022 Fall 08/16/2021	Graduation Candidate >
--	------------------------

A few things to note:

- If you apply for more than one degree in a term, you will only be charged once.
- After you apply for a degree, you can still change the "Diploma Name". Simply click the degree and follow the earlier steps. If you have applied for multiple degrees, you will have to change the name for each degree.

Withdrawing a Graduation Application

If you need to withdraw your graduation application, simply click the degree and find the "Withdraw" button. Click "OK" on the next window to confirm.

BA in College of Arts & Sciences	
Graduate Application Information	
Diploma Name:	<input type="text" value="Darius Harding"/>
Graduation Term:	2021-2022 Spring
Complete before End of Term:	2021-2022/Spring 02/21 - 03/25
<input type="button" value="Save Diploma Name"/>	<input type="button" value="Withdraw"/>

? Confirmation
Confirm Withdrawal?
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

You will then receive an email confirmation from registrar3@nku.edu, and your account will be credited the application fee if you will not be graduating that semester.

After withdrawing, the application will then show a status of "Graduation Withdrawn".

Questions?

Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.

BA-AS BA in College of Arts & Sciences	> Ready to Apply
BA-AS BA in College of Arts & Sciences Missing Program Certifications 2021-2022 Spring 02/02/2022	> Graduation Withdrawn

Additional Withdraw Information

- If a student that applies for more than one program of study, then withdraws a portion of the applications, their fee will not be refunded.

Example: I applied in Summer 2021 for a BA and a CER and am charged \$50. If I decide to withdraw the BA but still plan to earn the CER, the \$50 will not be refunded, as there is still an active application for the summer 2021 term.

- Students can only apply and withdraw once per semester. If you withdraw, then want to re-apply for the same term, contact the Office of the Registrar for assistance.