

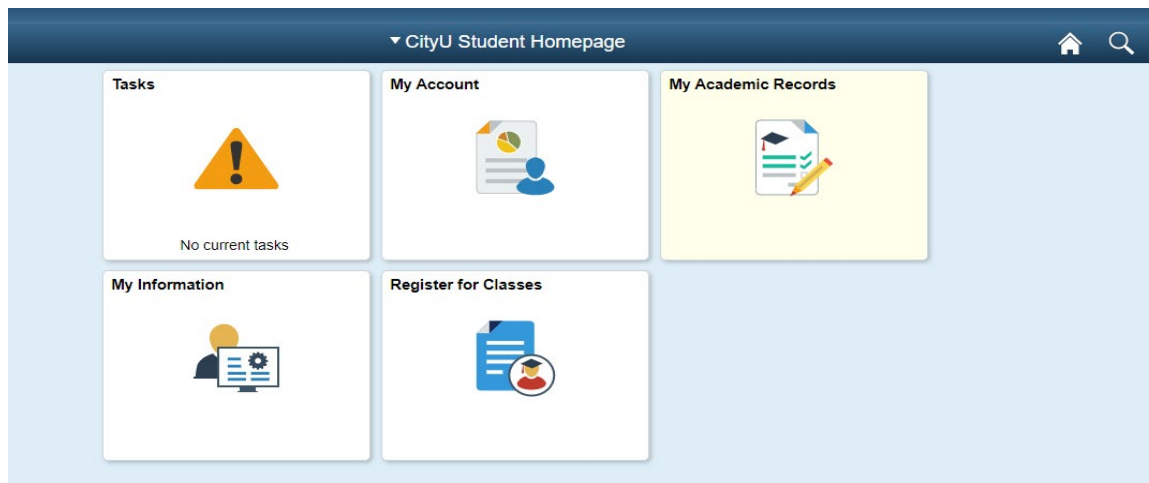
Apply for Graduation

Announcements

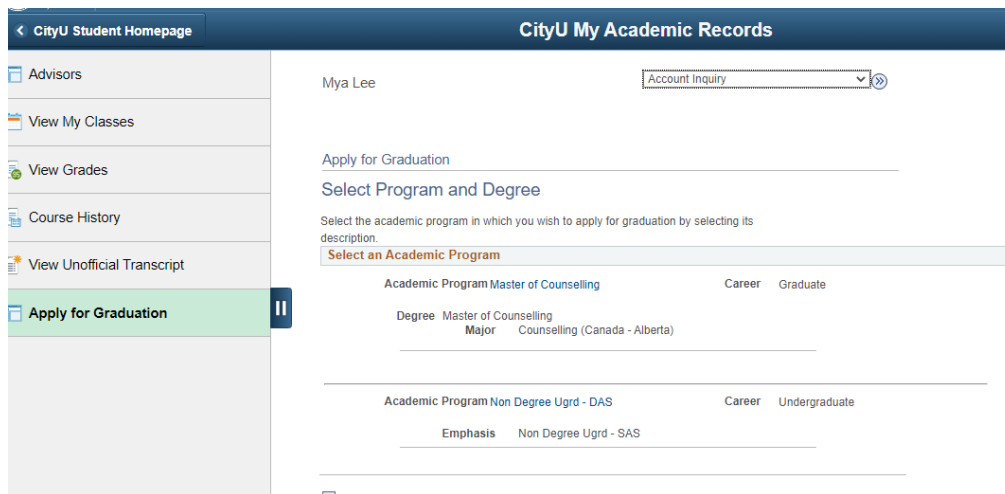
► [Report a Skillsoft Books Broken Link](#)

Search for ...

1. If you click 'student center', it will take you to the following screen.



2. Click 'My Academic Records', and it will lead to the following:



3. Click 'Apply for Graduation'. You will be taken to a page which shows active programs on your student file.

Search Plan Enroll My Academics

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program

Academic Program	Master of Busn Administration	Career	Graduate
Degree	Master of Business Admin		
Emphasis	Business Administration		

4. Click on the blue underlined hyperlink for the program you wish to apply for graduation from.

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	Business Graduate Certificate	Career	Graduate
Degree	Graduate Certificate		
Emphasis	Technology Management		

Select the appropriate graduation term from the options listed in the drop-down menu next to 'Expected Graduation Term'. If your term has passed, select the current term. If your term is not listed you may not be eligible to apply for graduation at this time. This may affect your eligibility to attend the next commencement. If you do not see your term and require special consideration, E-mail graduation@cityu.edu to explain your situation.

Expected Graduation Term

SELECT DIFFERENT PROGRAM CONTINUE

5. Select your expected graduation term from the drop down menu.

If you are unsure of your expected graduation term, consult with your academic advisor.

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 Business Graduate Certificate Career Graduate
 Degree Graduate Certificate
 Emphasis Technology Management

Select the appropriate graduation term from the options listed in the drop-down menu next to 'Expected Graduation Term'. If your term has passed, select the current term. If your term is not listed you may not be eligible to apply for graduation at this time. This may affect your eligibility to attend the next commencement. If you do not see your term and require special consideration, E-mail graduation@cityu.edu to explain your situation.

Expected Graduation Term Spring 2009-2010

Graduation Instructions

•GRADUATION APPLICATION FEE:

There is no fee for a certificate audit. A fee for the degree audit will be posted to your student account upon our receipt of your completed application. The fee is not related to Commencement (the graduation ceremony). The Final Degree Audit Application Fee must be paid before your diploma will be processed.

•NAME ON DIPLOMA:

- Once your selection is made, carefully read ALL of the Graduation instructions that will appear once you have selected your expected graduation term
- Once you have completed reading all of the instructions click "Continue" and then "Submit Application"
- Review all of the information and submit the form.

Graduation Fee

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

Account Summary

You owe 1,758.00.

■ Due Now	1,758.00
■ Future Due	0.00

** You have a past due balance of 1,758.00. **

Currency used is US Dollar.

make a payment ▶

- There is no fee for a certificate audit. A fee for the degree audit will be posted to your student account upon our receipt of your completed application. The fee is not related to Commencement (the graduation ceremony). The Degree Audit Application Fee must be paid before your diploma will be processed.

- a. USA and Canadian Students may pay this fee online using the make a payment link on the student center homepage or by mailing a payment to the City University of Seattle business office
- b. European students will need to submit payments to their City University of Seattle location

Diploma Name

1. Your name will appear on your certificate or diploma exactly as it appears in the Student Center on the General Info Tab under the Names Link for Primary Name, your name will be listed with your given name listed first and your family name listed last on the day that we print this document.
 - a. If your degree name is significantly different from your primary name, we may request additional documentation or a change-of-name form. If you have any questions, please email the Diploma Coordinator at graduation@cityu.edu.

The screenshot shows a web interface for 'Personal Information'. Under 'Demographic Data', there is a 'Names' section with a dropdown menu currently set to 'other personal...' and a right-pointing arrow icon. To the right, the 'Contact Information' section displays the following details:

Address 2208 Virginia Ct Milton, WA 98354	Home Address 2208 Virginia Ct Milton, WA 98354
Home Phone 253/517-9245	Campus email llhammitt@cityu.edu

2. If you would like your certificate or diploma name to be different in any way from your primary name in our system, in the Personal Information section on the Student Center homepage click on the blue hyperlink

[Names](#)

Personal Information

addresses || names || phone numbers || email addresses || demographic information

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary		
Preferred		edit

[ADD A NEW NAME](#)

Personal Information

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Demographic Information](#)

go to ...

3. To add a Degree name click the

ADD A NEW NAME

button

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Degree

Format Using: English [Change Format](#)

Prefix:

First Name: Joseph Middle Name: W.

Last Name: Smith

Suffix: Junior

Date new name will take effect 09/30/2009 (example: 12/31/2000)

SAVE

[Return to Current Names](#)

4. Select the "Degree" name type from the drop down menu
5. Input the fields as you would like them displayed on your diploma format will be First Middle Last
6. If you have questions contact Graduation@cityu.edu

Apostille/Authentication

North American students residing in North America do not need this document. This may be required for students residing or working in other countries. For information on apostilles refer to www.secstate.wa.gov, and for authentications, www.state.gov For additional assistance please email graduation@cityu.edu

Commencement

For information on the City University Commencement programs please see our website at <http://www.cityu.edu/about/services/commencement/>

If you are graduating from a degree program, and wish to participate in the next scheduled Commencement Ceremony in Seattle this June, please

email CommencementRSVP@cityu.edu . Be certain to include your full name and CityU student ID number. If you are unsure whether you will attend Commencement, indicate your status in your message.