

Applying for Graduation in Aggie Access

1. Log in to Aggie Access
2. Select the “Student” tab
3. Select “Student Records”

The screenshot shows the Aggie Access interface for North Carolina A&T State University. The top navigation bar includes 'Personal Information', 'Student', and 'Financial Aid'. Below this is a search bar and a 'RETURN TO MENU' link. The main content area is titled 'Student Records' and contains a list of links: View Holds, Midterm Grades, Final Grades, Grade Detail, Academic Transcript, Request Printed/Official Transcript (Credit Card, via National Student Clearinghouse), View Status of Transcript Requests, Course Catalog, View Student Information, Class Schedule, Request Enrollment Verification via Clearinghouse Student Self-Service, Apply to Graduate, and View Application To Graduate. The 'Apply to Graduate' link is circled in red and has a pink arrow pointing to it. Below the links is a 'RELEASE: 8.8.3' notice and a copyright notice for 2019 Ellucian Company L.P. and its affiliates.

4. Select “Apply to Graduate”

The screenshot shows the Aggie Access interface for North Carolina A&T State University. The top navigation bar includes 'Personal Information', 'Student', and 'Financial Aid'. Below this is a search bar and a 'RETURN TO MENU' link. The main content area is titled 'Curriculum Term Selection' and contains a message: 'Select a term to determine curriculum for graduation application.' Below this is a 'Select a Term:' dropdown menu with 'Fall 2018' selected. A 'Submit' button is located below the dropdown. Below the form is a 'RELEASE: 8.7.1' notice and a copyright notice for 2019 Ellucian Company L.P. and its affiliates.

5. Select most recent semester and click “Submit”.

- *If you do not see the current semester listed, select the most recent one. This is your most recent registration, not the semester you plan to graduate.*

NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information **Student** Financial Aid

Search Go

Curriculum Selection

Select one curriculum for this graduation application. If you are completing more than one degree and click the continue button to complete the application. Then, return to the beginning of the process to select another degree. We must receive a separate application for each degree or certificate. You will receive a diploma for each degree completed.

If the degree information listed below is incorrect, you must contact your Department to submit a change of major form request to the Office of the Registrar. Minors are confirmed once the degree is conferred; therefore they are not listed here.

Select Curriculum
 No curricula available for graduation application.

[Term Selection | View Holds | View Transcript | View Graduation Applications | View Student Information]

RELEASE: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

If a “No curricula available...” message appears, contact the Registrar’s Office at 336-334-7595 (for undergraduate students) or The Graduate College 336-285-2366 (for graduate students).

NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information **Student** Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Curriculum Selection

Select one curriculum for this graduation application. If you are completing more than one degree at this time, you must complete a separate application for each degree. Select the first degree and click the continue button to complete the application. Then, return to the beginning of the process to select another degree. We must receive a separate application for each degree or certificate. You will receive a diploma for each degree completed.

If the degree information listed below is incorrect, you must contact your Department to submit a change of major form request to the Office of the Registrar. Minors are confirmed once the degree is conferred; therefore they are not listed here.

Select Curriculum
 Current Program

Continue

[Term Selection | View Holds | View Transcript | View Graduation Applications | View Student Information]

RELEASE: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

- 6. Select “Current Program”**
- 7. Select “Continue”**

NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information **Student** Financial Aid


Search [RETURN TO MENU](#)

Graduation Date Selection

Select a date for your expected graduation.

* indicates required field

Curriculum
Current Program

Select Graduation Date
Graduation Date:* 
 Date:Dec 08,2018 Term:Fall 2018 Year:2018-2019

[\[View Transcript | View Graduation Applications \]](#)

RELEASE: 8.7.1
© 2019 Ellucian Company L.P. and its affiliates.

8. From the dropdown menu, select your graduation date.

NORTH CAROLINA A&T
STATE UNIVERSITY

Personal Information **Student** Financial Aid

Search [RETURN TO MENU](#)

Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance
Attend Ceremony: Yes No Undecided

[\[View Transcript | View Graduation Applications \]](#)

RELEASE: 8.7.1
© 2019 Ellucian Company L.P. and its affiliates.

9. Let us know if you plan to attend the ceremony.

Diploma Name Selection

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."

Please note: If you wish to change your last name, you must forward a copy of official documentation (birth certificate, passport, license, divorce decree, etc.) of your legal last name to the Office of the Registrar.

* indicates required field

Name
Name: Aggie Grad

Current Diploma Name:

Select a Name for your Diploma

One of your Names:*

None
None
New
Current Name

[[View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#)]

RELEASE: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

10. Your current name format is shown at the top. If you would like to change the format (e.g. full middle name, no middle name, etc.), select "New" from the menu.

11. Click "Continue"

Diploma Name Selection

Enter the name to be printed on your diploma.

* indicates required field

Name For Diploma

First Name:

Middle Name:

Last Name:*

[[View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#)]

RELEASE: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

12. Enter your name as you want it to appear on your diploma. Only your legal name will be printed. Check for errors!!

13. Click “Continue”

- 14. Select which address you want your diploma mailed to.
If you want to enter a different address, select “New.”
 - Diplomas are mailed around 60 days after the graduation date. Provide an address that you will still receive mail at during this time.

15. Click “Continue”

16. Enter a complete mailing address.
17. Click “Continue”

18. Select the fee. The fee will automatically post to your student account.

19. Click “Continue”

- *Fee should be paid prior to graduation. If the fee is not paid in a timely manner, a hold may be placed on your account. A hold or balance will prevent your diploma from being mailed out.*

20. Check to make sure all of your information is correct. If everything looks ok, click “Submit Request.”

**Congratulations!!!
You have officially applied
for graduation!!!**

Created 04/01/2019