### **Applying for Graduation in Aggie Access**

- 1. Log in to Aggie Access
- 2. Select the "Student" tab
- 3. Select "Student Records"

A NORTH CAROLINA A&T		
25 STATE UNIVERSITY		
Personal Information Student Financial Aid	E CONTRACTOR	
Search		RETURN TO MENU S
Student Records		
View Holds		
Midterm Grades		
Final Grades		
Grade Detail		
Academic Transcript		
Request Printed/Official Transcript (Credit Card, via National Stu	dent Clearinghouse)	
View Status of Transcript Requests		
Course Catalog		
View Student Information		
Class Schedule		
Request Enrollment Verfication via Clearinghouse Student Self-S	Service	
Apply to Graduate		
View Application To Graduate		
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### 4. Select "Apply to Graduate"

	E CHE HE SE	
Personal Information Student Financial Aid		
Search Go		RETURN TO MENU
Curriculum Term Selection		
Select a term to determine curriculum for graduation application.		
Select a Term: Fall 2018  Fall 2018		
Submit Spring 2018		
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### 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.

A NORTH CAROLINA A&T
STATE UNIVERSITY
Personal Information Student Financial Aid
Search Go
Considerations Collections
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 begi degree or certificate. You will receive a diploma for each degree completed.
If the degree information listed below is incorrect, you must contact your Depart are confirmed once the degree is conferred; therefore they are not listed here.
Select
Curriculum
• No curricula available for graduation application.
Firm Selection   View Holds   View Transcript   Vie
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### 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		
Personal Information Student Financial Aid		
Search Go	RETU	URN TO MENU SITE MAP HELP EXIT
Curriculum Selection		
Select one curriculum for this graduation application. If you are completing more than degree and click the continue button to complete the application. Then, return to the degree or certificate. You will receive a diploma for each degree completed.	one degree at this time, you must complete a separate applica eginning of the process to select another degree. We must reco	tion for each degree. Select the first eive a separate application for each
If the degree information listed below is incorrect, you must contact your Dep are confirmed once the degree is conferred; therefore they are not listed here	partment to submit a change of major form request to the a.	e Office of the Registrar. Minors
Select Curriculum © Current Program		
Continue		
[ Term Selection   View Holds   View Transcript	View Graduation Applications   View Student Information	]
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## 6. Select "Current Program"7. Select "Continue"

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STATE UNIVE	RSITY						
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Personal Information Student Fin	ancial Aid						_
Search Go						R	ETURN TO MENU
Graduation Date Selecti	on						1
Relect a date for your expected grad	uation.						
<ul> <li>indicates required field</li> </ul>							
Curriculum Current Program							
Select Graduation Date							
Graduation Date:*	None		•				
	None						
Continue	Date:Dec 08,2018 Term:Fall :	2018 Year:2018-2019					
	ΓV	iew Transcript   Vie	w Graduat	tion Application	is]		
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### 8. From the dropdown menu, select your graduation date.

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NORTH CAROLINA A&T		
	2 March CT Reserves	
Personal Information Student Financial Aid		
Search Go		RETURN TO MENU
Graduation Ceremony Selection		,
Rease indicate if you plan to attend the graduation ceremony	у.	
Select Ceremony Attendance Attend Ceremony: () Yes () No	Undecided	
Continue		
	[ View Transcript   View Graduation Applications ]	
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### 9. Let us know if you plan to attend the ceremony.

		<u>s A</u>	
A NORTH CAROLINA	A&T		
STATE UNIVER	S I T Y		
		The man and the second	
Personal Information Student Finance	ial Aid		
Search Go			
Diploma Name Selection			
Dipiona Name Selection			
Enter the name to be printed on your di by selecting "Keep Diploma Name."	ploma. Use "One of your Names" to select or o	hange the name to be printed on your diploma	. If a current diploma name exists, you may keep it
Please note: If you wish to change legal last name to the Office of the l	your last name, you must forward a copy ( Registrar.	of official documentation (birth certificate,	passport, license, divorce decree, etc.) of your
* indicates required field			
Name			
Name:	Aggie Grad		
Current Diploma Name:			
Select a Name for your Diploma			
One of your Names:*	None		
Continue	None New Current Name		
	[ View Transcript   View Graduatio	n Applications   Name Change Information	]
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# 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"

NORTH CAROLINA A	
Personal Information Student Financial A	id
Search Go	RETURN TO MEN
Diploma Name Selection	
Refer the name to be printed on your diplom	a.
<ul> <li>indicates required field</li> </ul>	
Name For Diploma First Name:	
Middle Name: Last Name: <b>*</b>	
Continue	
	[ View Transcript   View Graduation Applications   Name Change Information ]
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# 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"

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STATE UNIVERS	T T Y					
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Personal Information Student Financia	l Aid					
Search						
Search				RETURN TO MENU	SITE MAP	HELP EXIT
Diploma Mailing Address S	alaction					
Diploma Maining Address Se	election					
	· · · · · · · · · · · · · · · · · · ·					
Please enter or edit a new mailing address	s for your diploma. Use "One of your Addresses" to	select or change the n	nailing address for your diplo	ma.		
NOTE: You are indicating the address university. If you are moving or plan t	to where your diploma should be mailed. Up to move, you must contact the Office of the R	dating your diploma a egistrar separately to	ddress DOES NOT change complete the permanent	e your permanent t change of addre	address fo ss process.	r the
<ul> <li>indicates required field</li> </ul>						
Current Diploma Mailing Address						
Select an Address for your Diploma						
One of your Addresses:*	None •					
	None					
Continue	New					
	Home					
	Mailing	ications   View Addre	esses And Phones ]			
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### 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.

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Personal Information Student	Financial Aid	
Search	30	RETURN TO MEI
Diplomo Mailing Adda	ana Calastian	
Diploma Mailing Addre	ess Selection	
Dieses enter er edit a new mailie.	a address for your dislama	
· Please enter of edit a new maining	g address for your diploma.	
indicates required field		
Mailing Address For Diploma Street Line 1:*		
Street Line 2:		
Street Line 2: Street Line 3:		
Street Line 2: Street Line 3: City:*		
Street Line 2: Street Line 3: City:* State or Province:	None V	
Street Line 2: Street Line 3: City:* State or Province: ZIP or Postal Code:	None	
Street Line 2: Street Line 3: City: <b>*</b> State or Province: ZIP or Postal Code: Nation:	None   None	
Street Line 2: Street Line 3: City: <b>*</b> State or Province: ZIP or Postal Code: Nation:	None V None V	
Street Line 2: Street Line 3: City:* State or Province: ZIP or Postal Code: Nation: Continue	None   None  None  None  None  None  None  None  None  None  None  None  None None	
Street Line 2: Street Line 3: City:* State or Province: ZIP or Postal Code: Nation: Continue	None	

# Enter a complete mailing address. Click "Continue"

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STATE UNIVERSIT		
	2 Martin Martin	
Personal Information Student Financial Aid	1	
Search Go		RETURN TO MENU
Graduation Application Payme	ent	
Relect a method of payment for the graduation	n application.	
<ul> <li>indicates required field</li> </ul>		
Select Payment Method		
Payment Method:*	None	
	None	
Continue	Grad App Processing Fee - UG \$60.00 UG - Commencement	
	[ View Transcript   View Craduation Applications ]	
	[ view manacripe ] view or addation Applications ]	
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# 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.

Personal Information Student Fin	ancial Aid	
Search Go		RETURN TO MENU SITE MAP HELP EX
Graduation Application	Summary	
This is the information that will be s	ubmitted for your application to graduate.	
Graduation Date		
Date:	Dec 08,2018	
Term:	Fall 2018	
Year:	2018-2019	
_		
Ceremony	No	
Attend Ceremony:	Yes	
Diploma Name		
First Name:	New	
Middle Name:	Aggie	
Last Name:	Alum	
Dinloma Mailing Address		
Street Line 1:	1601 East Market Street	
City:	Greensboro	
State or Province:	North Carolina	
ZIP or Postal Code:	27411	
Curriculum		
Current Program		
Graduation Charges		
Fee.	\$60.00	
Payment Method:	UG - Commencement	
Submit Request		

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!!!

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