

# Student Center: Apply for Graduation



**Student Center**

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**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic...

Deadlines

**This Week's Schedule**

	Class	Schedule
	AC 430-02 LEC (1574)	Mo 9:00AM - 12:00PM Room: TBA Mo 9:00AM - 12:00PM Room: TBA
	MK 402-01 LEC (1568)	Tu 6:00PM - 9:00PM Room: TBA

[enrollment shopping cart ▶](#)

**Finances**

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)

**You have no outstanding charges.**

[make a payment ▶](#)  
[start a payment plan ▶](#)

**Personal Information**

[Contact Information](#)

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**Advisor**  
**Program Advisor**  
Beverly Johnson  
253/896-3213  
[details ▶](#)


**Student Service**  
[Buy Books Online](#)  
[Education Verification](#)

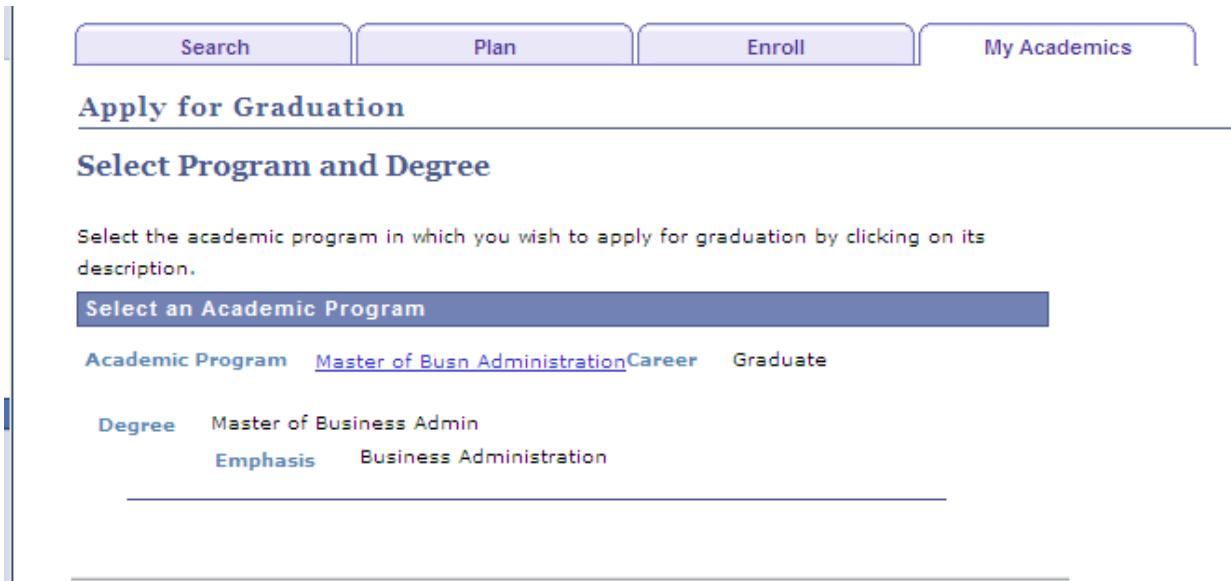
**Academic Affairs**

**Help Center**  
[Having Technical Trouble?](#)

1. Log into the Student Center via the <https://my.cityu.edu> portal



2. In the Academics section in the top left of the screen look for “Other academic” drop down box and select “Apply for Graduation” and click 



3. You will be taken to a page which shows active programs on your student file

The screenshot shows a student center dashboard with several sections:

- Academics:** Includes links for Search, Plan, Enroll, and My Academics. A message states "You are not enrolled in classes." There is also an enrollment shopping cart icon and a dropdown menu with "other academic..." and a search icon.
- Finances:** Includes a "My Account" section with links for Account Inquiry and Financial Aid. The "Account Summary" shows a balance of 1,758.00, with "Due Now" at 1,758.00 and "Future Due" at 0.00. A note indicates a past due balance of 1,758.00. There is a "make a payment" link.
- To Do List:** Lists tasks such as "Apply for Graduation", "Order Commencement Regalia", "Pay Graduation Fee", "RSVP for Commencement 2010", and "Verify Degree".
- Advisor:** This section is circled in red and shows the "Program Advisor" as Beverly Johnson with the phone number 253/896-3213.
- Student Service:** A partially visible section at the bottom.

- a. If you do not see your current program on this page, STOP and contact your academic advisor. Advisor information is located on the first page of your student center

The screenshot shows the "Apply for Graduation" page with the following elements:

- Navigation buttons: Search, Plan, Enroll, My Academics.
- Section Header: **Apply for Graduation**
- Section Header: **Select Program and Degree**
- Text: "Select the academic program in which you wish to apply for graduation by clicking on its description."
- Section Header: **Select an Academic Program**
- Table of Academic Programs:
 

Academic Program	Graduate
<u>Master of Busn Administration Career</u>	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

## 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
  - a. 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.

<b>Program</b>	Business Graduate Certificate	<b>Career</b>	Graduate
<b>Degree</b>	Graduate Certificate		
<b>Emphasis</b>	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**

#### 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

SUBMIT APPLICATION

- Review all of the information and click
- Your information will not be submitted to the Registrar's Office until the application has been submitted

## Graduation Fee

The screenshot shows a web interface for a student account. At the top, there is a blue header with a dropdown arrow and the word "Finances". Below this, on the left, are two sections: "My Account" with a link "Account Inquiry" and "Financial Aid" with a link "View Financial Aid". On the right, there is a box titled "Account Summary" with the following text: "You owe 1,758.00.", a table with two rows: "Due Now" with value "1,758.00" and "Future Due" with value "0.00", and a note: "\*\* You have a past due balance of 1,758.00. \*\*". Below the table, it says "Currency used is US Dollar." At the bottom right of the box, there is a button labeled "make a payment" with a right-pointing arrow, which is circled in red.

Account Summary	
<b>You owe 1,758.00.</b>	
■ Due Now	1,758.00
■ Future Due	0.00
<b>** You have a past due balance of 1,758.00. **</b>	
Currency used is US Dollar.	

[make a payment ►](#)

1. 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.

▼ **Personal Information**

[Demographic Data](#)

[Names](#)

other personal... ▼ »

**Contact Information**

<p><a href="#">f</a></p> <p>2208 Virginia CT Milton, WA 98354</p> <p><a href="#">Home Phone</a> 253/517-9245</p>	<p><a href="#">M</a></p> <p>2208 Virginia Ct Milton, WA 98354</p> <p><a href="#">Campus email</a> llhammitt@cityu.edu</p>
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- 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 [Names](#) hyperlink

Larry Hammitt go to ... ▼ »

**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		<span style="background-color: #90c060; color: white; padding: 2px 5px;">edit</span>

ADD A NEW NAME

---

**[Personal Information](#)**

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

go to ... ▼ »

3. To add a Degree name click the  button


## Names

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### 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:**  


**Format Using:** English [Change Format](#)


**Prefix:**

**First Name:**  **Middle Name:**

**Last Name:**

**Suffix:**  

**Date new name will take effect**   (example: 12/31/2000)



[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](mailto: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](http://www.secstate.wa.gov), and for authentications, [www.state.gov](http://www.state.gov) For additional assistance please email [graduation@cityu.edu](mailto: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](mailto: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.