

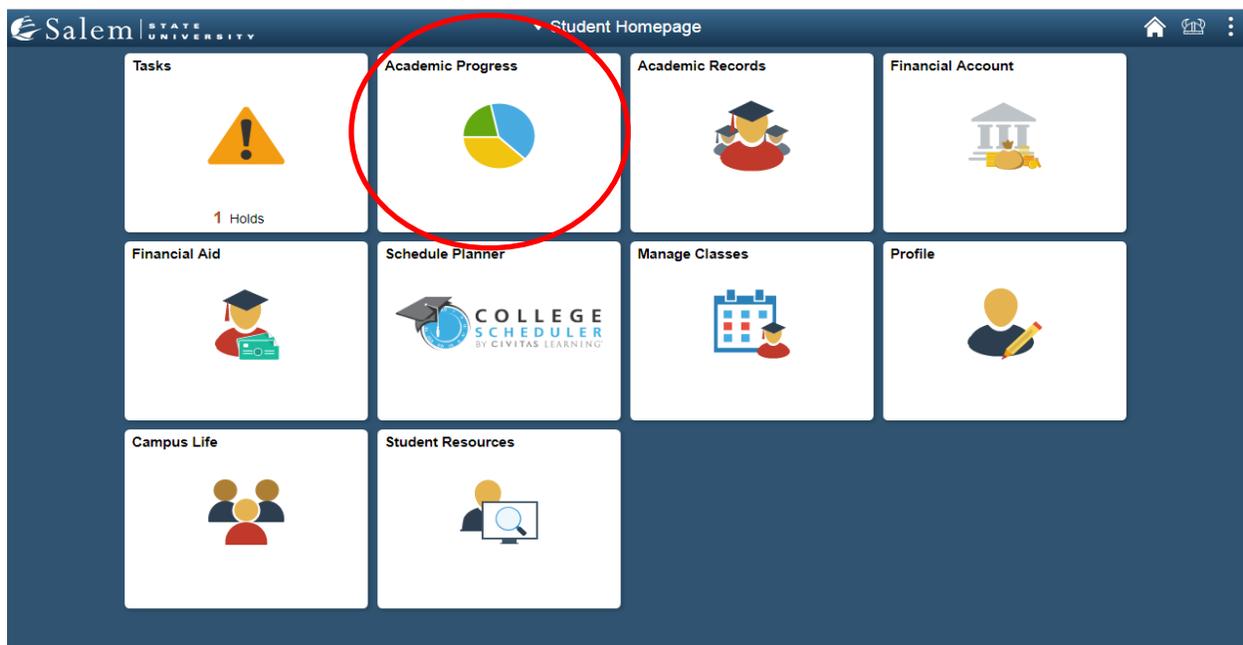
Student Navigation Center

How to: Apply for Graduation

1. Log into Navigator.



2. Once at the Student Homepage, click on "Academic Progress".



3. On the menu-bar, click on “Apply for Graduation”.

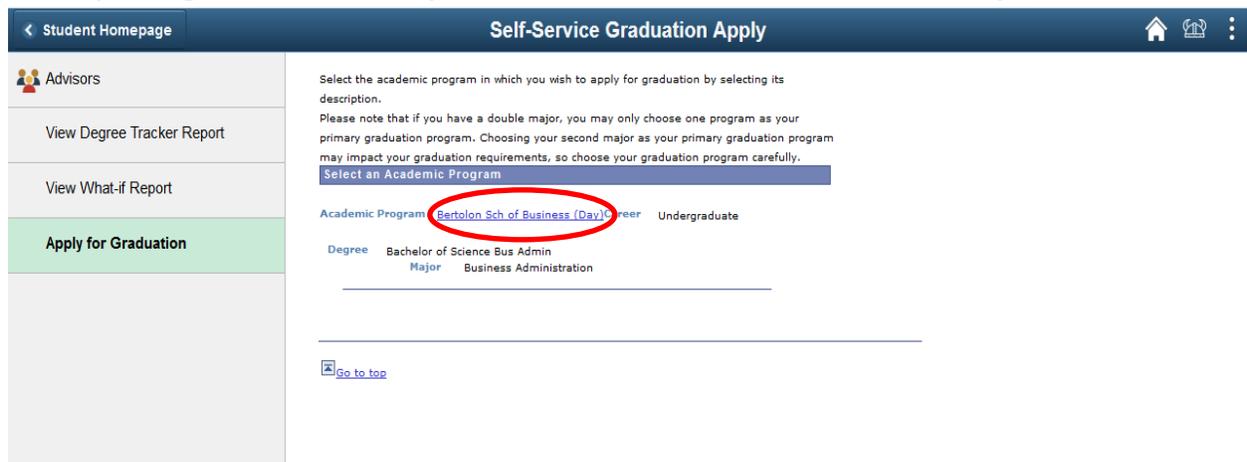


The screenshot shows the 'Academic Progress' page. On the left sidebar, the 'Apply for Graduation' button is circled in red. The main content area displays an 'Advisors' table with one row of data.

Name	Program / Plan	Email
 Faculty Test-Faculty	Bertolon Sch of Business (Day) Business Administration	pstest@salemstate.edu

4. Select your Academic Program by clicking on the program hyperlink.

Note: If you have a double major, you may only choose one program as your primary graduation program. Choosing your second major as your primary graduation program may impact your graduation requirements. Please select carefully.



The screenshot shows the 'Self-Service Graduation Apply' page. The 'Apply for Graduation' button in the left sidebar is highlighted in green. The main content area shows the 'Academic Program' dropdown menu with 'Bertolon Sch of Business (Day)' selected and circled in red.

Select the academic program in which you wish to apply for graduation by selecting its description.
Please note that if you have a double major, you may only choose one program as your primary graduation program. Choosing your second major as your primary graduation program may impact your graduation requirements, so choose your graduation program carefully.
Select an Academic Program

Academic Program: **Bertolon Sch of Business (Day)** Undergraduate

Degree: Bachelor of Science Bus Admin
Major: Business Administration

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5. In the drop down menu provided, select the completion term that you expect to graduate within. Then, click “Continue”.

Note: If you are anticipating graduating in the summer, but wish to walk in the spring, input your “Expected Completion Term” as the summer term. Later in the application you will be able to indicate that you would like to attend spring commencement.

The screenshot shows the 'Self-Service Graduation Apply' page. On the left is a navigation menu with options: 'Advisors', 'View Degree Tracker Report', 'View What-if Report', and 'Apply for Graduation' (highlighted in green). The main content area displays the following information:

- Program: Bertolon Sch of Business (Day)
- Career: Undergraduate
- Degree: Bachelor of Science Bus Admin
- Major: Business Administration

Below this, there is a text prompt: "Select the appropriate term from the drop down. If no values are found, you are not eligible to apply for graduation at this time." The "Expected Completion Term" dropdown menu is highlighted with a red circle. At the bottom of the form are two buttons: "Select Different Program" and "Continue".

6. Please read the Graduation Instructions, then, click “Continue”.

This screenshot shows the same 'Self-Service Graduation Apply' page, but with the 'Expected Completion Term' dropdown menu set to 'Summer 2019'. A red arrow points to the 'Graduation Instructions' section, which contains the following text:

Graduation Instructions

DEADLINE FOR SUMMER 2019 GRADUATION APPLICATIONS – March 15, 2019 if you are seeking permission to participate in the May 2019 commencement ceremony and July 15, 2019 for all others. If you are submitting this application after the deadline, you will be charged a non-refundable \$50 late graduation application fee. Fees will be posted in student accounts on a weekly basis.

THIS GRADUATION APPLICATION IS NOT COMPLETE – Follow the prompts below clicking 'Continue' through each step and then finally clicking 'Submit Application' when done.

Once your application has been submitted, you will be redirected to the confirmation page where you will receive a message that you have successfully applied for graduation. Your record will be reviewed by the Registrar's Office for graduation eligibility and status updates will be sent to your SSU email account and/or posted as 'To Do List' items in Navigator. It is imperative that you review your Degree Tracker advising report to ensure that all requirements are satisfied, ESPECIALLY AFTER you have registered for your final semester courses. Please be sure to keep your contact information current in Navigator to ensure that you will not miss any important communications about your graduation eligibility status.

For more detailed information regarding the graduation process and the annual commencement ceremonies, please visit the following pages of the Salem State University website:

Graduation Information: salemstate.edu/campus-life/student-navigation-center/registrar/graduation
Commencement Information: salemstate.edu/commencement

At the bottom of the page, the "Continue" button is highlighted with a red circle.

7. Input your first, middle (optional), and last name in the corresponding boxes. Then, under “Event Attendance Information” indicate the commencement you are participating in, and whether you will attend the ceremony or not by indicating so on the corresponding radio buttons. Then, click “Continue”.

Student Homepage

Event Attendance Information

Advisors

View Degree Tracker Report

View What-if Report

Apply for Graduation

First Name: Salem

Middle Name:

Last Name: State Student

Event Attendance Information

Please choose your commencement ceremony and indicate whether you will attend the event. Your name will appear in the Commencement program regardless of whether you choose to attend the event.

Summer graduates who do not wish to participate in the prior May Commencement Ceremony should select the Commencement Ceremony for the following May and indicate their attending status.

Commencement 2019

Commencement 2020

Will Attend

Will Not Attend

CONTINUE

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8. Verify that all of the information regarding your Program, Career, Degree, Major, and Expected Completion term are accurate. Then, select "Submit Application". Please ensure that your application was submitted successfully with the on-screen confirmation. **Note:** You will receive a confirmation email that the application was successfully completed within 24-hours.

Student Homepage

Self-Service Graduation Apply

Advisors

View Degree Tracker Report

View What-if Report

Apply for Graduation

Verify that all data is correct

If the academic program/degree is not correct, click the Select Different Program button to select a different value.

If the Completion Term is not correct or you wish to change your attending status, click the Select Different Term button to start the selection process over again.

If everything is correct, click the Submit Application button to continue the process.

Program Bertolon Sch of Business (Day) Career Undergraduate

Degree Bachelor of Science Bus Admin

Major Business Administration

Expected Completion Term Summer 2019

Graduation Instructions

Your Graduation Ceremony will be Commencement 2020. You have indicated that you will be attending the ceremony. DEADLINE FOR SUMMER 2019 GRADUATION APPLICATIONS – March 15, 2019 if you are seeking permission to participate in the May 2019 commencement ceremony and July 15, 2019 for all others. If you are submitting this application after the deadline, you will be charged a non-refundable \$50 late graduation application fee. Fees will be posted in student accounts on a weekly basis.

THIS GRADUATION APPLICATION IS NOT COMPLETE – Follow the prompts below clicking 'Continue' through each step and then finally clicking 'Submit Application' when done.

Once your application has been submitted, you will be redirected to the confirmation page where you will receive a message that you have successfully applied for graduation. Your record will be reviewed by the Registrar's Office for graduation eligibility and status updates will be sent to your SSU email account and/or posted as 'To Do List' items in Navigator. It is imperative that you review your Degree Tracker advising report to ensure that all requirements are satisfied, ESPECIALLY AFTER you have registered for your final semester courses. Please be sure to keep your contact information current in Navigator to ensure that you will not miss any important communications about your graduation eligibility status.

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Commencement Information: salemstate.edu/commencement

Select Different Program

Submit Application

Select Different Term