

MyClarion Student Center Quick Reference – Applying for Graduation

1. Go to www.clarion.edu/myclarion and select then “Login”.
2. Next, click the **Student Center** link.
3. Click the **My Academics** link.

Student Name **Student Center**

Academics

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

other academic... >>

Deadlines URL

This Week's Schedule

	<u>Class</u>	<u>Schedule</u>
	BIOL 382-C01 LEC (1220)	TuTh 9:30AM - 10:45AM Science Tech Ctr 123

[weekly schedule](#) ▶
[enrollment shopping cart](#) ▶

4. Click the **Apply for graduation** link.

*Before applying for graduation, please review your degree audit to ensure that you will meet all degree requirements for the term you are applying for graduation. You should **only** apply for graduation the semester before you expect to graduate. This should be done during the period of registration. You are responsible for making sure you have satisfied all requirements for your degree and should meet with your advisor to confirm. If any course substitutions and waivers are needed, you should make sure those are discussed with your advisor and submitted in advance if possible.*

Please note: applying for graduation does not mean you are cleared for graduation.

My Academics

Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors
Transfer Credit	Evaluate my transfer credits View my transfer credit report
Course History	View my course history
Transcript	View my unofficial transcript
Enrollment Verification	Request enrollment verification
Graduation	Apply for graduation View my graduation status

My Program:

- Institution - Clarion University of PA
- Career - Undergraduate
- Program - UGRD Arts, Ed & Sciences
- Major - Biology BS

5. Click the **Apply for graduation** link to the right of the degree information. *Please verify all majors and/or minors are correct. If not, please complete a change of status form (clarion.edu/registrar/forms). If you have a second program, you will need to go back and submit the application for the second program (ie. BSBA and BA degree).*

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: UGRD Arts, Ed & Sciences	
Clarion University of PA Undergraduate	
Degree: Bachelor of Science Major: Environmental Biology BS Minor: Minor Environmental Geoscience Minor: Minor Environmental Sustain	Apply for Graduation

Please note: *If you are graduating and the 'apply for graduation' link is not available, please contact the Registrar's Office at registrar@clarion.edu.*

6. Select the term you expect to graduate and click continue. You must apply online before the deadline for the term.
If you need to change your graduation term after you have applied, please contact the Registrar's Office at registrar@clarion.edu.

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: UGRD Arts, Ed & Sciences	
Clarion University of PA Undergraduate	
Degree: Bachelor of Science Major: Environmental Biology BS Minor: Minor Environmental Sustain Minor: Minor Environmental Geoscience	
Expected Graduation Term	<input type="text" value="select term ..."/> 2017 SPRING 2017 SUMMER <input type="text" value="select term ..."/> <input type="button" value="CONTINUE"/>
<input type="button" value="SELECT DIFFERENT PROGRAM"/>	

7. If you are graduating in Spring or Summer, you will need to select a graduation location.

Program: UGRD Arts, Ed & Sciences

Clarion University of PA | Undergraduate

Degree: Bachelor of Science
Major: Liberal Studies BS

Expected Graduation Term: 2018 SPRING ▼

Graduation Location: select location ... ▼

I plan to attend the Clarion campus ceremony (typically on Saturday)
I plan to attend the Venango campus ceremony (typically on Friday night)
I will not attend a commencement ceremony (if unsure, choose a campus)
select location ...

8. Review the graduation instructions and select **continue** to proceed.

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: UGRD Arts, Ed & Sciences

Clarion University of PA | Undergraduate

Degree: Bachelor of Science
Major: Liberal Studies BS

Expected Graduation Term: 2018 SPRING ▼

Graduation Location: I plan to attend the Clarion campus ceremony (typically on Saturd. ▼

Graduation Instructions

Before applying for graduation, please review your degree audit to ensure that you meet all degree requirements for the term you are applying. You are responsible for making sure you have satisfied all requirements for your degree and should meet with your advisor to confirm. If any course substitutions or waivers are needed, you should make sure those are discussed with your advisor and submitted in advance if at all possible.

Please verify all majors and minors are correct. If not, please complete a change of status form (clarion.edu/registrar/forms). If you have a second program section, you will need to go back and submit the application for the second program also (ie. BSBA and BA degree).

You must apply before the deadline (March 5). Only students who applied to graduate and are approved for graduation by their advisor will be eligible to participate in commencement. You must apply for graduation regardless of whether or not you plan to participate in the commencement ceremony.

All prospective candidates who have applied for Spring 2018 graduation by the deadline will receive information regarding commencement in the mail.

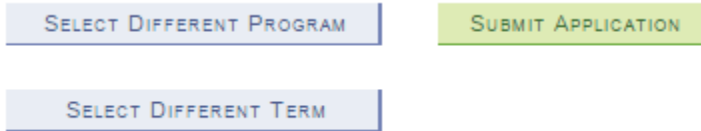
If you need to change your graduation term after you applied, please contact the Registrar's Office at registrar@clarion.edu.

Please Note: If you are not completing your degree requirements until Summer, please change your expected graduation term to Summer 2018. All summer graduates must walk in the Spring commencement ceremony.

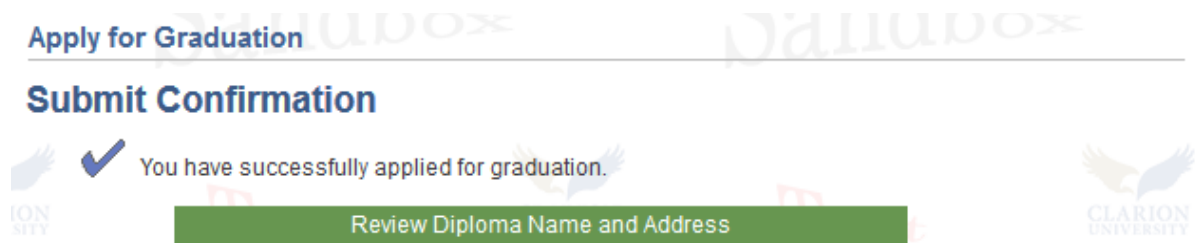
SELECT DIFFERENT PROGRAM

CONTINUE

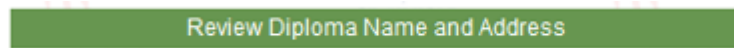
9. You will see the same graduation instructions along with your program information. At this time you can select a different program, a different term, or submit the application for the program.



10. After submitting your application, you will receive the following confirmation message:



11. Click on the green 'Review Diploma Name and Address' button to review and update your diploma name.



12. Click on Diploma Name to enter the name that will appear on your diploma. **Your diploma must bear your legal name.** If your name has legally changed and is different than what is in MyClarion, please complete and submit the name change form available on the Registrar's web page under Academic Forms.

Program: UGRD Arts & Sciences
Clarion University of PA | Undergraduate

Degree: Bachelor of Science Major: Integrative Studies BS	Status: Applied for Graduation Expected Graduation Term: 2020 SPRING My Commencement Location: Clarion campus
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Student Information

Click on Diploma Name and Diploma Address to update that information. Diplomas will be mailed approx. 4 weeks after graduation to your diploma address. If you do not indicate a diploma address, the diploma will be mailed to your permanent address.

Diploma Name [Red arrow pointing to a blacked-out field]

Diploma Address [Red arrow pointing to a blacked-out field]

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 Diploma

Format Using English [Change Format](#)

Prefix

First Name **Middle Name**

Last Name



Suffix

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

- Click on Diploma Address to review and update your diploma address. Click on the green 'add a new address' button.

Addresses

View, add, change or delete an address.

Address Type	Address		
Permanent			
Local			

14. Click **View my graduation status** to check on the status of your graduation application.

My Academics

Academic Requirements View my advisement report	My Program: Institution - Clarion University of PA Career - Undergraduate Program - UGRD Arts, Ed & Sciences Major - Biology BS
What-If Report Create a what-if scenario	
Advisors View my advisors	
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Graduation Status

Program: UGRD Arts, Ed & Sciences	
Clarion University of PA Undergraduate	
Degree: Bachelor of Science Major: Liberal Studies BS	Status: Applied for Graduation Expected Graduation Term: 2018 SPRING My Commencement Location: Clarion campus

Student Information
Update Diploma Name and Diploma Address by clicking those links. Diplomas will be mailed approx. 4 weeks after graduation to your diploma address. If you do not indicate a diploma address, the diploma will be mailed to your permanent address.
Diploma Name Name
Diploma Address address

Please check your graduation status three to six weeks after the deadline for graduation applications.

- If your graduation status says **'Requirements Incomplete'**, please see your advisor to determine what you need to graduate.
- If your graduation status says **'Conditionally Approved'**, your advisor has approved your graduation application pending successful completion of coursework (ie. registered courses, transfer credits, incompletes, portfolios, etc).
- If your graduation status says **'Denied'**, you should contact your advisor to find out what is needed to finish your requirements.