

Graduation Application Guide

For University of Cincinnati College of Nursing graduate students preparing to complete their degree program, this guide provides screenshots of steps in the graduation application process.

Start of Graduation Application in Catalyst

Step 1 Apply to Graduate: Select Academic Programs and Graduation Term

Select the Graduation Term

Select a valid term to apply to graduate by selecting a value from the dropdown. Only terms in which you are able to apply to graduate will be displayed.

Expected Graduation Term

Select Programs

Please review the academic programs below, and if the list is complete, click the Next button. If you will not be graduating from any of the programs below, uncheck the box before clicking Next. If you have questions about the academic programs listed below, please see your Academic Advisor for more information.

Program: Nursing Master's
University of Cincinnati | Graduate
Degree: M.S. in Nursing
Program: ██████████

Your graduation program will be listed here.



[Run Degree Audit Report](#)

[Next](#)

Error Message if you have not completed the Graduation Exit Survey

Message

Graduation survey needs to be completed. (30020,14)

Graduation survey is required to be completed prior to the graduation application. Please go to <https://gradapps.uc.edu/GraduationChecklist> to begin.

[OK](#)

Enter your name as it should appear on your diploma and your permanent mailing address

Sample Diploma



Enter name as it should appear on the eDiploma

Please enter an eDiploma Name

First Name

OK

Middle Name

Last Name

Name Suffix 

Current Mailing Address

Enter your mailing Address After Graduation

Address

[Add Address](#)

Will you attend Commencement (Master's and Doctoral only)? RSVP in Step 3

Expected Graduation Term Fall Semester 2022

Step 3 of 4 Apply to Graduate: Graduation Ceremony RSVP

Do you plan on attending the commencement ceremony?

Yes No

Next

Be sure to disable pop-up blockers before proceeding to payment!
Reminder: no graduation fee for certificate programs

Step 4 of 4 Apply for Graduation: Checkout for Apply to Graduate

Almost Done - Remove Pop Up Blockers on your browser before continuing.

Select if you wish to use your permanent address as you billing address for completing your application for graduation. Click the continue button below to complete your application for graduation.

Default Permanent Address as Billing

Application Fee Amount

50.00

Continue

Cancel

Confirmation of Payment (Please make sure you reach this screen!
Contact your academic advisor or student success coordinator if not.)
Reminder: no graduation fee for certificate programs

Department of Enrollment Management

Office of the Registrar UNIVERSITY OF Cincinnati

Payment Confirmation Receipt

Confirmation 

Amount:	\$50.00
Date and Time:	6/1/22 11:31 AM
Name on Card:	[REDACTED]
Account Number:	XXXXXXXXXX [REDACTED]

Payment Receipt



Payment



Confirmation



Receipt

Thank you! This is your receipt.

✔ Thank you for your payment.



Thank you. Please print this receipt for your records.

Amount:	\$50.00
Total:	\$50.00
Date and Time:	6/1/22 11:32 AM
Name on Card:	██████████
Account Number:	xxxxxxxxxx ██████
Card Type:	Visa
Reference Number:	██████████
System Tracking ID:	██████

*** Card Not Present ***

Print Receipt

Continue

Check your graduation status in Catalyst. This helps to confirm on your end that your application went through

Graduation Status

Program: Nursing Master's	
University of Cincinnati Graduate	
Degree: M.S. in Nursing Program: [REDACTED]	Status: Graduation Application has been Received Expected Graduation Term: Fall Semester 2022

Your graduation program will be listed here.



Student Information
Please ensure that both your name and diploma mailing address are correct before completing the graduation application process. <u>Confirm Name</u> [REDACTED] <u>Confirm Mailing Address</u>

Confirmation and Receipt Sent to your UC Email

You have received this email from admin@yourschool.edu in response to payment processing.

Notification of Payment

This message is an automated notification to inform you that your payment has been completed successfully. Please note that all payments are subject to approval and final verification.

Billed To:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

United States

Payment Information:

Payment Type: Credit Card

Card Number: xxxxxxxxxxxx [REDACTED]

Card Type: Visa

*** Card Not Present ***

System Tracking ID: [REDACTED]

Date/Time: June 1, 2022 11:32:30 AM EDT

Payment Gateway Reference Number: [REDACTED]

Payment Amount: \$50.00

Total Paid: \$50.00

Thank You

AP FOR COMMENCEMENT