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 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: [blank]

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

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

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

Select if you wish to use your permanent address as your 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
# Payment Receipt

- **Amount:** $50.00
- **Total:** $50.00
- **Date and Time:** 6/1/22 11:32 AM
- **Name on Card:** [Redacted]
- **Account Number:** [Redacted]
- **Card Type:** Visa
- **Reference Number:** [Redacted]
- **System Tracking ID:** [Redacted]

*** 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

**Student Information**

Please ensure that both your name and diploma mailing address are correct before completing the graduation application process.

Confirm Name

Confirm Mailing Address
**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]
- United States

**Payment Information:**
- Payment Type: Credit Card
- Card Number: [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