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

	Apply to Graduate: Select Academic Program	ns and Graduation Term
Select the	Graduation Term	
Select a v dropdown displayed	valid term to apply to graduate by selecting a value fro n. Only terms in which you are able to apply to gradua l.	om the te will be
Ex	pected Graduation Term select term	~
Select Pro	grams	
button. If y before clic please see	you will not be graduating from any of the programs be king Next. If you have questions about the academic e your Academic Advisor for more information.	elow, uncheck the box programs listed below,
Pro	ogram: Nursing Master's	
Pro U	ogram: Nursing Master's Jniversity of Cincinnati Graduate	
Pro U	Degree: M.S. in Nursing Program:	Your graduation program will be listed here.
	Degree: M.S. in Nursing Program:	Your graduation program will be listed here.

Error Message if you have not completed the Graduation Exit Survey

Next

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.
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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.

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

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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 a O Yes	attending the commencement ceremony?	
	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 - R	emove Pop Up Blockers on your browser before continuing.
Select if you wisl graduation. Click	n to use your permanent address as you billing address for completing your application for the continue button below to complete your application for graduation.
✓ Default Perm	anent Address as Billing
Application Fee	Amount
5	0.00
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	Confirmation	Receipt
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mount:	\$50.00	
ate and Time:	6/1/22 11:31 AM	
lame on Card:		
account Number:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

Payment Receipt

6	O	
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:	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
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



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:	
United States	
Payment Information:	
Payment Type:Credit Card	
Card Number::cocococococo	
Card Type:Visa	
*** Card Not Present ***	
System Tracking ID:	
Date/Time:June 1, 2022 11:32:30 AM EDT	
Payment Gateway Reference Number:	
Payment Amount:\$50.00	
Total Paid:\$50.00	
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