

Undergraduate Graduation Application

eForm Tutorial for Students

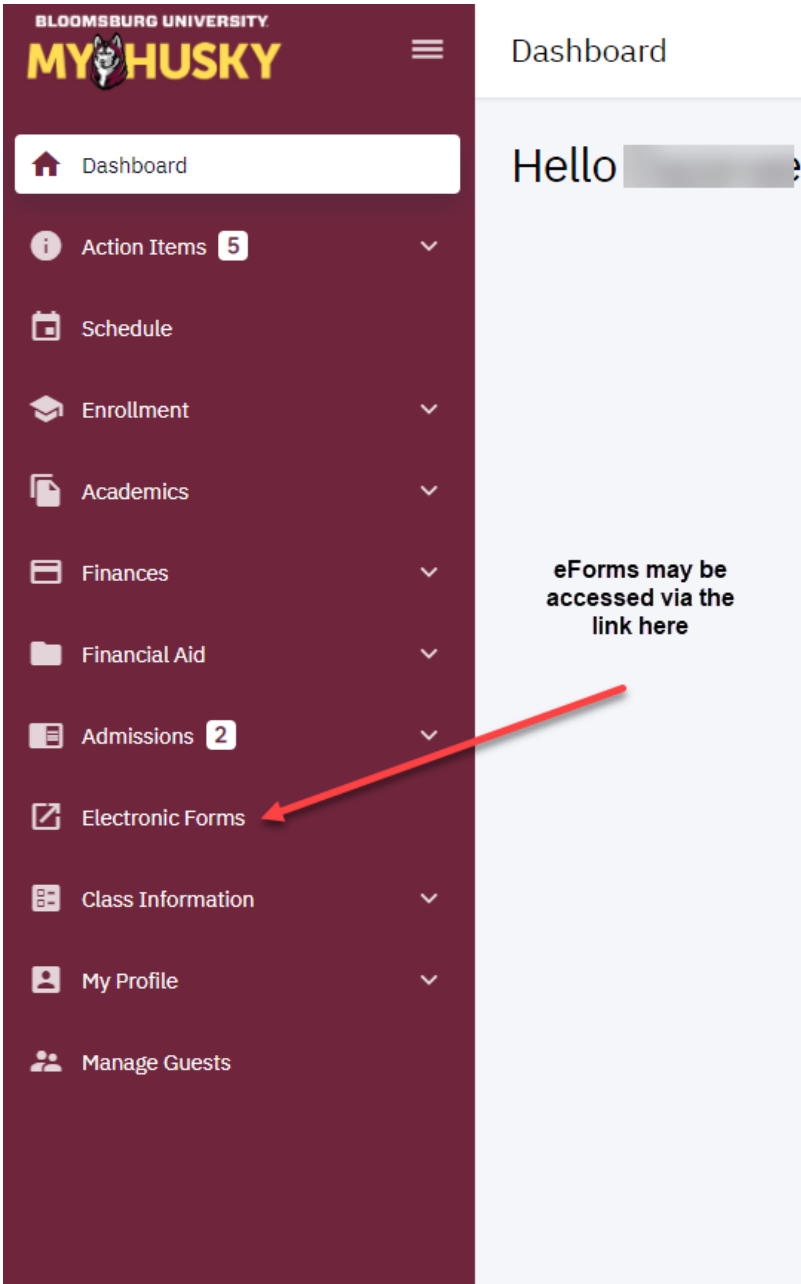
BLOOMSBURG UNIVERSITY
MY HUSKY

Dashboard

Hello [REDACTED]

- Dashboard
- Action Items **5**
- Schedule
- Enrollment
- Academics
- Finances
- Financial Aid
- Admissions **2**
- Electronic Forms**
- Class Information
- My Profile
- Manage Guests

eForms may be accessed via the link here



Click on the link to start a form:

Electronic Forms

- [Prior Approval of Transfer Credit](#)
- [UGRD Application for Graduation](#)
- [GRAD School Application for Graduation](#)
- [Application for Certificate](#)
- [Add / Change Major / Minor](#)
- [Student FERPA - Release Financial Info](#)
- [Submit Financial Aid Documents](#)
- [509 Internship Application](#) ([View Affiliation Agreements](#))

[View Previously Completed/Submitted Forms](#)

[View Previously Submitted FA Forms](#)



Electronic Forms

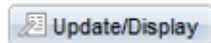
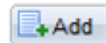
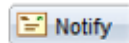
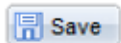
Electronic Forms

[UGRD Application for Graduation](#)

[View Previously Completed/Submitted Forms](#)

Click this link to submit
an Undergraduate Graduation
Application

Click this link to view the status of
an eForm you have previously
submitted





STUDENT INFORMATION

Student Name: **John Smith**

Student ID: **123456**

STUDENT CONTACT INFORMATION

Please verify that the contact information below is correct. If the information is correct make no changes. If it is incorrect select "Modify Name" or "Modify Address" in the respective verification box. Please enter the correct information in the popup fields.

This is how your name will appear on your diploma and in the graduation program. The name provided must be your legal name. Nicknames are not allowed.

Diplomia Name: **John J Smith**

Modify Name?

Address: **123 ABC Lane**

Modify Address?

City, State, Zip: **Yourtown, Pa 12345**

Address Type: HOME

Student Personal Email: **jsmith@abc.com**

Modify Personal Email?

Student BU Email: **jjs12345@huskies.bloomu.edu**

Date: 08/26/2016

Student Phone: **123-456-7890**

This is the name that will be printed on your diploma. To change this click "Modify Name"

This is the address your diploma will be mailed to. To change this click "Modify Address:"

To modify your personal email click here

Search

Next

Click Next

GRADUATION INFORMATION

Choose the term you will complete all graduation requirements. Walking in a ceremony does not constitute graduating. Graduation is realized in the term when all academic requirements are completed.

- Choose Spring if you will complete all requirements in the Spring Semester.
- Choose Summer if you will complete all requirements in the Summer Semester even if you walk in the Spring ceremony.
- Choose Fall if you will complete all requirements in the Fall Semester.
- Choose Winter if you will complete all requirements in the Winter Semester even if you walk in the Fall ceremony.

Graduation Term:*

Participating In*
Ceremony?

Select Ceremony:*

Choose the term you wish to graduate in from the drop down.

If you choose Fall or Spring for your graduation term Ceremony will default to December or May. IF you choose Winter or Summer as your graduation term you must choose December or May for the ceremony you wish to participate in.

CEREMONY YOU WILL ATTEND

Ceremony UCOLA
Participating In:

CURRENT MAJOR/S MINOR/S

Please confirm / reject each Major/s and Minor/s by selecting Yes or No.

First 1-3 of 3 Last

*Confirmed	Type	Plan	Plan Description	Subplan
1 <input type="text" value="Yes"/>	Minor	SPECED-M	Special Education Minor	
2 <input type="text" value="Yes"/>	Major	CRIMJUS-BA	Criminal Justice BA	
3 <input type="text" value="Yes"/>	Minor	LEGALST-M	Legal Studies Minor	

Earned, in progress and developmental credits will display. Use this tool to determine total number of credit upon successful completion of in progress credits. DEVSTUD/ENRICH below 100 DO NOT count toward graduation. Courses being repeated that you have previously earned credit for will be deducted from the total upon completion of the repeat.

TOTAL CREDITS

First 1 of 1 Last

Earned Credits	+ Current Credits	- Developmental Credits	= Total Credits
1 59.000000	0.000000	0.000000	59.000000

ACTION ITEMS

Message Text	Description
1 <input checked="" type="checkbox"/> All Contact Information is Correct	I have verified that all displayed contact information is correct.

- Check the box to confirm all information is correct.
- Add information relevant to the status of you program completion in the comments box.
 - Click Submit.

COMMENTS

Submit

Previous

Upon submission of your Graduation Application you will be directed to the Form Finalized page which will display the status of your form.

TASK : Undergrad Graduation Application eForm ID: 194

Form Finalized

Basic Stage

G3FORM_ID=194:Pending

Basic Path

Pending


Multiple Approvers
PA_BUEF_UGRD_Apply +123456 > Mary Jones

TRANSACTION / SIGNATURE LOG

Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1 09/23/2016 10:24:23AM					789321	John Smith	Submit	

ACTION ITEM LOG

Message Checkbox	Message Set Number	Message Number	Message Text	Description	User ID	Empl ID	Action Date/Time
1 <input checked="" type="checkbox"/>	24846	4	All Contact Information is Correct	I have verified that all displayed contact information is correct.	789321	789321	09/23/16 10:24:22.000000AM

 Print

Click the print button to obtain a copy of your submitted Graduation Application

From the drop down in the Report Name Field choose UGRD App for Grad

Report Name

UGRD App for Grad

Return

Then click "Print Report"

Report Name: UGRD App for Grad

Print Report

Return



September 23, 2016
10:34 AM

Undergraduate Application for Graduation

Form ID: 194
 Date Submitted: 9/23/2016
 Student: **John Smith**
 Term Applied For: 2016 Fall (2166)
 Ceremony: December
 Participating: UCOST UCOST

Modify Name: N
 Last: **Smith** Suffix:
 First: **John** Middle: Robert

Modify Address: N
 Addr1: 238 **My Street**
 Addr2:
 Addr3:
 Addr4:
 City: **Bloomsburg** State: PA Country: USA
 Zip: 17820

Modify Personal Email: N test@bloomu.edu

Preferred Phone: 123-456-7890

Credits:

Earned Credits	+ Current Credits	- Developmental Credits	= Total Credits
54	15	0	69

Majors/Minors:



September 23, 2016
10:34 AM

Plan Code	Plan Desc	Plan Type	Track	Track Desc	Confirmed
BIO-BS	Biology BS	MAJ	BIOENV-BS	Environmental Biology	Y

Comments:

Registrar Comments:

After completion of the print function you will produce a pdf of the information contained in your Graduation Application that you may print and/or save for your records.

- Once your application for graduation has been submitted to the Office of the Registrar:
 1. Your department will be notified you have applied to graduate
 2. A determination will be made as to whether you have or have not met all graduation requirements.
 3. You will be notified by your department with any issues regarding you application to graduate.

Electronic Forms

Electronic Forms

- [Prior Approval for Transfer Credits](#)
- [UGRD Application for Graduation](#)

[View Previously Completed/Submitted Forms](#)

You can go back and view the status of your submitted forms by clicking this link, and choosing the desired form from the returned results.

Form ID	Form Type	Form Condition	Form Status	Original Operator	Original Date	Last Operator	Last Date
169	CRDITTRANS	Default	Pending		2016-09-19		2016-09-19
172	CRDITTRANS	Default	Pending		2016-09-19		2016-09-19
181	CRDITTRANS	Default	Pending		2016-09-20		2016-09-20
182	CRDITTRANS	Default	Pending		2016-09-20		2016-09-20
183	CRDITTRANS	Default	Pending		2016-09-20		2016-09-20

TASK : Undergrad Graduation Application eForm ID: 177

Form History

Basic Stage

G3FORM_ID=177:Approved

Basic Path

Approved

✓ PA_BUEF_UGRD_Apply +
09/20/16 - 10:25 AM

TRANSACTION / SIGNATURE LOG

Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
09/20/2016 10:21:09AM							Submit	
09/20/2016 10:25:15AM							Authorize	4 minutes
09/20/2016 10:33:26AM					System		Execute	8 minutes

Authorized by GIDEON TAYLOR
Close

Approved in the Form History is not an indicator or your program completion and graduation status. It is a processing status used by the Office of the Registrar. You will receive notification of your graduation status via your BU email or communication from your academic department.