

# Graduate Graduation Application

eForm Tutorial for Students

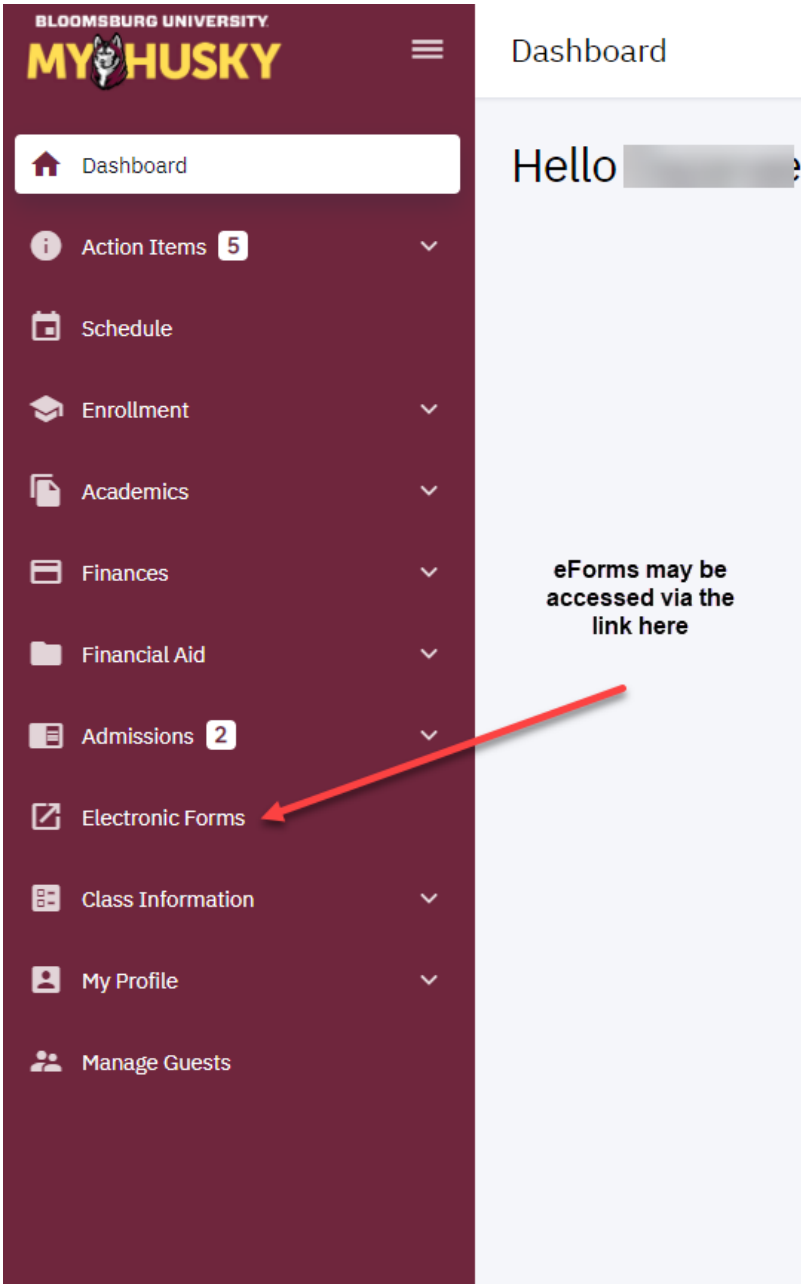
**BLOOMSBURG UNIVERSITY**  
**MY HUSKY**

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

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- [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

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[Prior Approval of Transfer Credit](#)

[UGRD Application for Graduation](#)

[Graduate Application for Grad](#)


[Application for Certificate](#)

[Add / Change Major / Minor](#)

[View Previously Completed/Submitted Forms](#)

**Click on this link to submit  
a Graduate Graduation  
Application**

**Click here to view  
the status of  
previously  
submitted forms.**

 Notify



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**

Search

Next

Click Next

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

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\* 2018 Spring

Participating In\* Ceremony? Yes

Select Ceremony: MAY

Graduation Term\* 2018 Summer

Participating In\* Ceremony? Yes

Select Ceremony:

- DECEMBER
- MAY

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

Indicate yes or no for ceremony participation. If you choose Spring -OR- Fall the system will default to either May or December. If you choose Summer or Winter you must choose the ceremony you wish to participate in from the drop down, either May or December.

#### CURRENT MAJOR/S MINOR/S

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

*Confirmed	Type	Plan	Plan Description	Subplan
1	Major	EDL-MED	Educational Leadership MED	EDLPC-MED
2	Major	EDL-MED	Educational Leadership MED	EDLCI-MED

#### THESIS OR DEPARTMENTAL PAPER

Thesis Title

Departmental Paper Title

Advisor

Either Thesis Title or Departmental Paper Title must be entered here if either is required by your program of study

Academic Advisor name must be entered here.

#### TOTAL CREDITS

	Earned Credits	+ Current Credits	= Total Credits
1	15.000000	3.000000	18.000000

Click here to verify all information is correct.

#### ACTION ITEMS

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

#### COMMENTS

Search

Previous

Submit

You may enter comments here by clicking on the arrow, entering your comment and then click submit

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

**TASK : Graduate 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

Report Name: GRAD App for Grad  
 Print Report

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

Print Selection

Then click "Print Report"

Report Name: GRAD App for Grad  
 Print Report  
 Return



February 21, 2018  
 9:59 AM

Graduate Application for Graduation

Form ID: 22675  
 Date Submitted: 2018-02-20  
 Student: **Jane Doe**  
 Term Applied For: 2018 Spring (2182)  
 Ceremony: May  
 Participating: Y GCOED

Modify Name: N  
 Last: **Doe** Suffix:  
 First: **Jane** Middle: Lawrence

Modify Address: N  
 Addr1: 15 3rd St  
 Addr2:  
 Addr3:  
 Addr4:  
 City: Benton State: PA Country: USA  
 Zip: 17814

Modify Personal Email: N  
 Orig: Modified:  
 BU Email: **janedoe@bloomu.edu**

Preferred Phone:  
 Credits: **123-456-7890**

Earned Credits	+ Current Credits	= Total Credits
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Majors/Minors:

Plan Code	Plan Desc	Plan Type	Track	Track Desc	Confirmed
EDL-MED	Educational Leadership MED	MAJ	EDLPC-MED	K-12 School Principal Cert	Y

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.