

Graduation Application

Instructions for Students

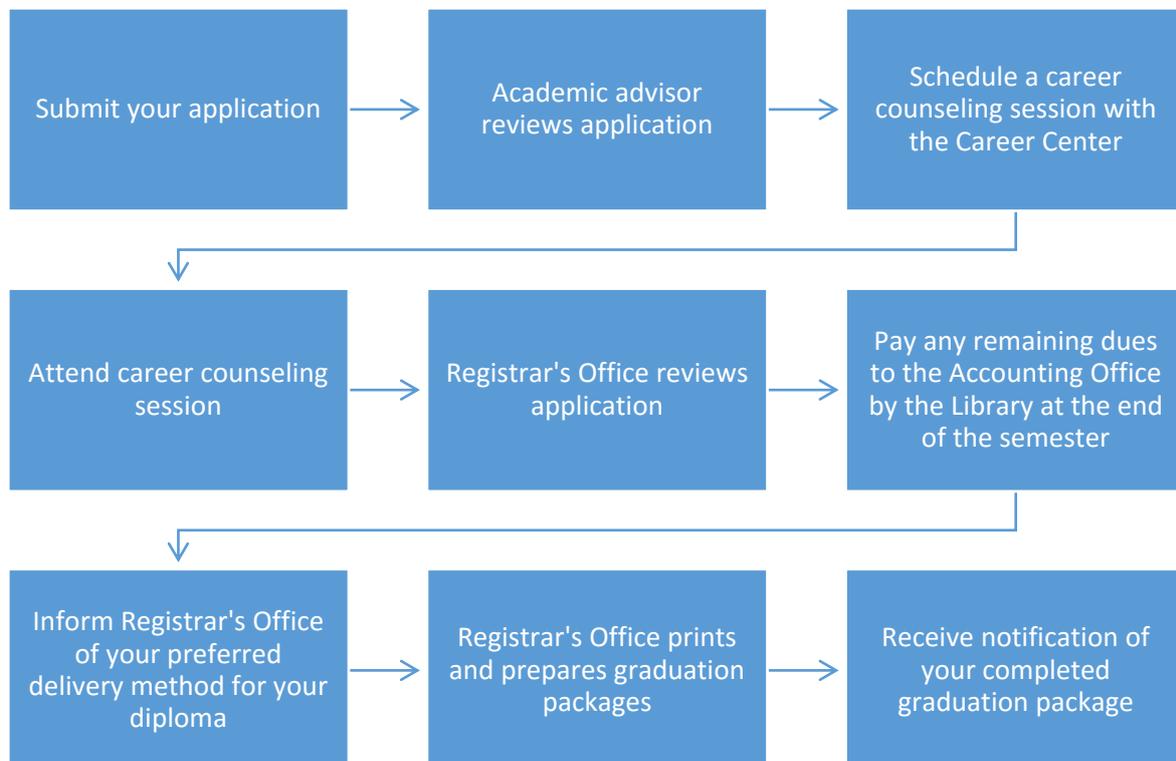
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Introduction

Graduation is not automatic. As a student, it's your responsibility to notify the university of your intent to graduate. To be considered for graduation, you must complete a graduation application whether you attend the annual May commencement ceremony or not.

Your graduation application will be comprised of several steps involving a number of departments at VIU:



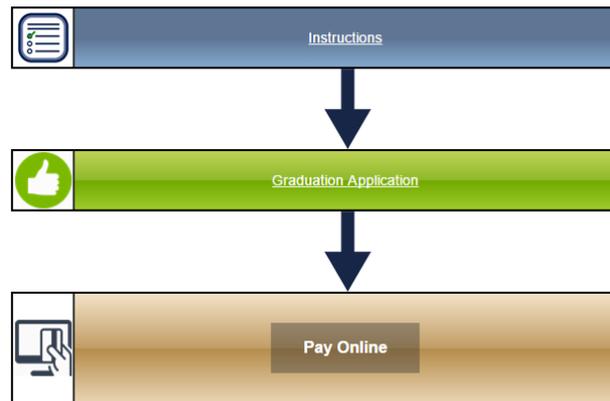
We'll keep you updated as to which step of the process you're on with an easy-to-follow flow chart in the student portal.

Blue boxes indicate information.

Brown boxes indicate available actions for you as the user.

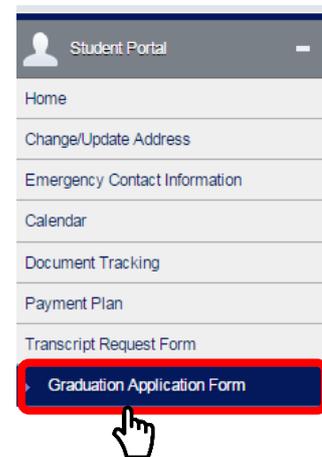
Orange boxes indicate that you are waiting for someone else to do something.

Green boxes indicate that a step is complete.



Accessing the Graduation Application

1. Log in to the student portal at <https://portal.viu.edu/student>.
2. In the left menu under the Student Portal section click "Graduation Application Form."
3. You will be presented with a page containing information about submitting the graduation application. Please be sure to read all of the instructions carefully before clicking "Continue" to begin your application.



Submitting a Graduation Application

1. After clicking "Continue" on the instructions page, you will be taken to the graduation application form.
2. Note the red box at the top of the page. This box indicates the current graduation application term and the current term deadline.



3. The Personal Information section of the form has been pre-filled for you. Verify that your address is correct. If your address needs to be updated, click the link to update your

information.

Personal Information

Name: [Redacted]

Address: [Redacted]

If your address is not correct, please [click here](#) to update your information.

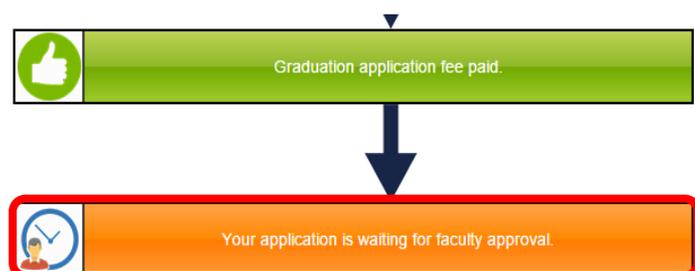
4. The Graduation Information section displays your current GPA, the degree you are seeking, and your program along with your anticipated graduation semester. The form also indicates if you are an online or on-ground student. There are two fields here, however, that you must fill out:
 - a. **Do you want to participate in the commencement ceremony?**
Select “Yes” or “No.”
 - b. **Photo**
Upload a passport-size photo of yourself.
5. Finally, in the Diploma section fill out the following fields:
 - a. **Name as it should appear on your diploma**
Type your name exactly as you wish it to be printed on your diploma. Note that this must be derived from your legal name. You must provide legal documentation for requests that differ from your name as we have it on record at VIU.
 - b. **Do you want your picture to be published in the yearbook?**
Select “Yes” or “No.”
6. When you are done, click “Submit” to continue. If you wish to exit the application without saving your changes, click “Cancel.”

Do you want your picture to be published in the yearbook?

[Submit](#) [Cancel](#)

7. Next you will be directed to pay the graduation fee. Follow the steps and make a payment via credit card. For more information about paying, [click here](#). After you have successfully paid, you will be presented with a payment confirmation screen.

8. You may return to the main page by clicking the link to “Graduation Application Form” in your left menu once again. You should now see that your application is “waiting for faculty approval.”

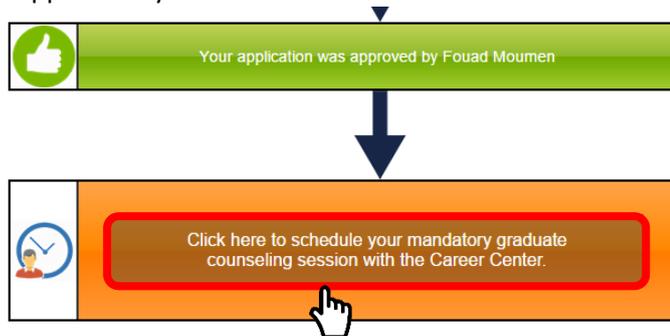


You will receive an email when an academic advisor has processed your graduation application request.

Scheduling a Career Counseling Session

After you are notified that an academic advisor has approved your graduation application, it's time to log back in to the portal and take the next step.

1. Select "Graduation Application Form" from the left menu in the student portal. You should now see that your application was approved by an advisor. You should also see an invitation to "Click here to schedule your mandatory graduate counseling session with the Career Center."



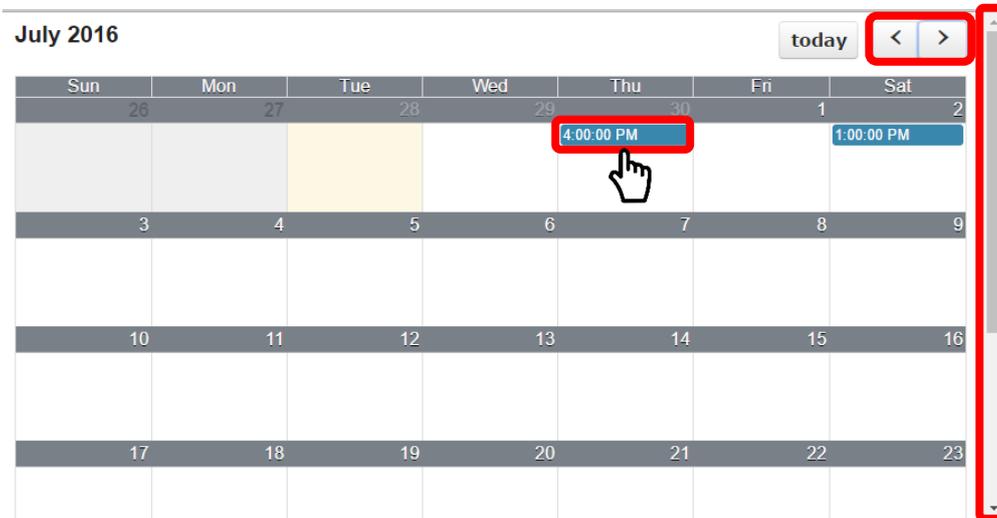
2. Click the box requesting that you schedule your counseling session with the Career Center.

3. You will be directed to the meeting request form with questions relating to your career preparation and goals. Please read all sections carefully and complete all of the fields.

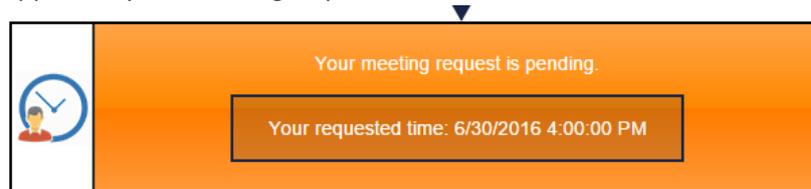
4. In the last section, Meeting Date & Time, click on the red text to view available appointments.

A screenshot of a form titled "Meeting Date & Time". It contains two input fields: "Schedule Date (MM/DD/YYYY)" and "Schedule Time". A red box highlights the text "Click here to select a meeting date and time" above the date field, with a hand cursor pointing to it. At the bottom of the form are two buttons: "Send Meeting Request" and "Cancel".

- A calendar of available meeting blocks has been pre-built by the Career Center. Scroll down using the scroll bar or navigate forward/backward by month using the arrows in the top right corner. When you have made your selection, click on the appointment block that best fits your schedule.



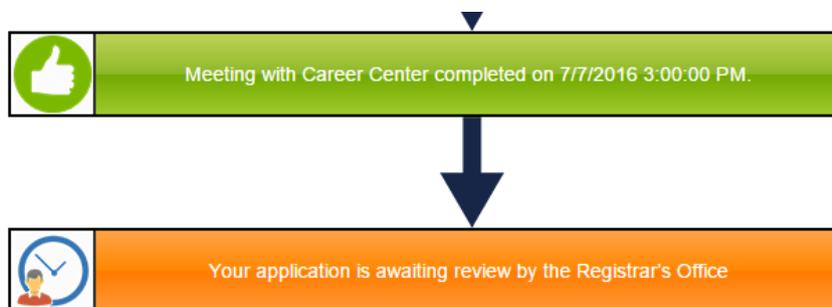
- Back on the main page, you will see that your meeting request is pending approval by the Career Center. You will receive an email confirming your appointment when the Career Center has approved your meeting request.



- Now all you have to do is wait until the date/time of your meeting with the Career Center. Don't forget!

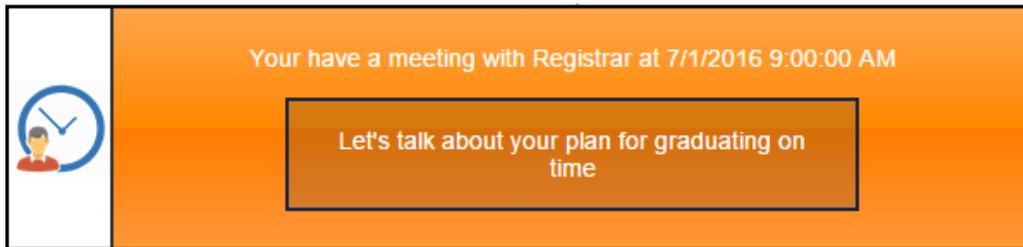
Registrar's Review of Application

After you have attended your session with the Career Center, your record will be updated to show that you attended the meeting. If you log back in to the student portal and visit the Graduation Application Form page, you should now see that your application is now under review by the Registrar's Office.

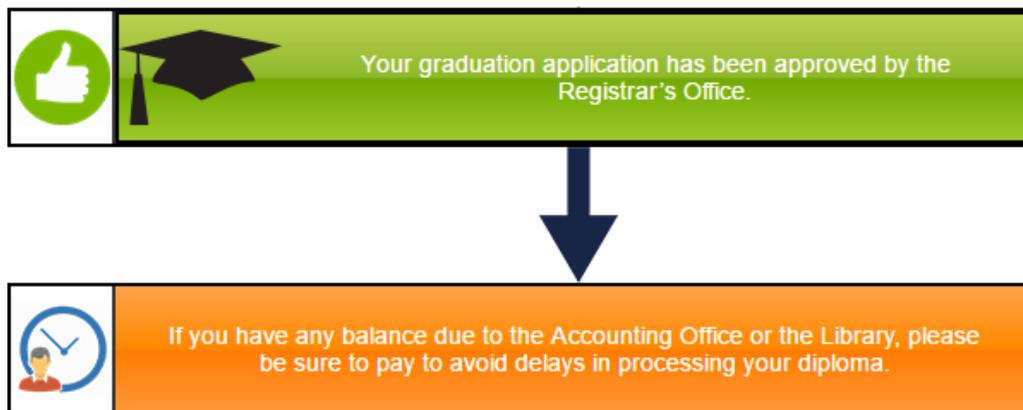


Keep an eye on your campus email during this time. If the registrar has any questions about your academic record or your intent to graduate, you may be asked to come in for a meeting. Should this

happen, you will receive an email notification. Your status on the Graduation Application Form page will also be updated to show the date and time of your meeting and a description of the meeting.



Eventually, you should receive notification that your graduation has been processed. When you return to the Graduation Application Form, you will have an updated status to indicate this. You will also probably see a reminder asking you to pay any outstanding fees by the end of the semester.



All you need to worry about now is finishing up your semester, getting good grades, and paying any outstanding dues to the library and/or the Accounting Office. Good job!

Preferred Graduation Package Delivery Method

You will eventually receive a notification from the Registrar's Office asking that you indicate your preferred delivery method of your graduation package. **This does not mean your package is ready to pick up.** The Registrar's Office is just getting everything prepared and they are getting the information from you ahead of time to speed up the process. Follow these steps to inform the Registrar's Office of how you would like to receive your diploma and other graduation materials:

1. Select "Graduation Application Form" from the left menu in the student portal. You should now see an invitation to "Click here to indicate your preferred method of delivery for your graduation package!"
2. Click the box requesting that you choose a method of delivery.
3. You will be taken to a form with three options for a method of delivery:
 - a. **I will pick up my diploma**
 - b. **Someone else will pick up my diploma**
If you select this option, you will be asked to provide the name of the person you have authorized to pick up your graduation package.
 - c. **Please mail my diploma by FedEx**



If you select this option, you will be asked to provide address information. In the field for “Attention” write the name of the person to whom the package should be addressed.

When your graduation package has been prepared and is ready to be mailed/picked up (depending on your preferred method of delivery) you will receive a notification from the Registrar’s Office.

Delivery of Graduation Package

Check on the status of your graduation package any time by visiting the Graduation Application Form page. When your package has been printed and packaged, you will see a confirmation message.

Deferring Graduation to a Later Semester

You may push your application for graduation to a later term at any time by clicking on the “Re-apply for a new term” box. It is present at almost every step of the process.

