

# Apply for Graduation

1. To apply for graduation sign into your Student Center and click on the My Academics link.

Buster's Student Center

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic... ▾

**Academics**

Deadlines

**This Week's Schedule**

	Class	Schedule
	GENBUS 202-002 LEC (72568)	MoWe 2:40PM - 3:55PM Business Bldg Rm 101
	PSYC 101-003 LEC (71001)	MoWeFr 11:40AM - 12:30PM Liberal Arts Bldg Rm 106
	SPANISH 101-006 LEC (72095)	MoWeThFr 12:40PM - 1:30PM Education Bldg Rm 320
	SPANISH 101-A LAB (71061)	Albertsons Library Rm 144

weekly schedule ▶

**Finances**

**My Account**  
[Account Inquiry](#)  
[Student Financials Home](#)  
make a payment ▶

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Scholarships](#)

other financial... ▾

**Account Summary**

**You owe 2,386.00.**

- Due Now 2,386.00
- Future Due 0.00

\*\* You have a past due balance of 2,336.00. \*\*  
Currency used is US Dollar.

Know your due dates and deadlines! Missing a deadline could be costly. A monthly late fee of 21% per annum (1.75% per month or \$10, whichever is greater) will be assessed at the beginning of the month on past-due balances. Unpaid account balances may be sent to an outside collection agency.

**Personal Information**

[Emergency Contact Names](#)

other personal... ▾

**Contact Information**

[Mailing Address](#)  
123 Univ Dr  
Boise, ID 83725

[Curr. Reg. Phone](#)  
333-3333

[BroncoMail E-Mail](#)  
Buster @boisestate.edu

SEARCH FOR CLASSES

**Holds**  
No Holds.

**To Do List**  
07-08 Direct Loan Counseling  
08-09 Direct Loan Counseling  
details ▶

**Enrollment Dates**  
 **Enrollment Appointment**  
You may begin enrolling for the Spring 2009 Regular Academic Session on September 15, 2008.  
details ▶

**Advisor**  
 **Program Advisor**  
Contact your major department  
details ▶

# Apply for Graduation

2. Click on the Apply for Graduation link.

The screenshot shows the 'My Academics' page. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below the tabs, there are several sections with links:

- Degree Progress Report**: [View Degree Progress Report](#)
- Advisors**: [View my advisors](#)
- Major/Minor**: [View/Change my Major/Minor Plan](#)
- Transfer Credit**: [View my transfer credit report](#)
- Course History**: [View my course history](#)
- Transcript**: [View my unofficial transcript](#), [Request official transcript](#)
- Enrollment Verification**: [Request enrollment verification](#)
- Graduation**: [Apply for graduation](#) (indicated by a blue arrow)

On the right side, there is a 'My Program' section with a tree view:

- Institution - Boise State University
- Career - Undergraduate
- Program - Undergraduate Degree Seeking
- Major - Associate of Science AS

At the bottom, there are navigation tabs: Search, Plan, Enroll, My Academics, and a 'go to ...' dropdown menu.

3. Click on the degree you are applying for.

The screenshot shows the 'Apply for Graduation' page. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below the tabs, there is a 'Select Program and Degree' section with the following text:

Select the academic program in which you wish to apply for graduation by clicking on its description.

**Select an Academic Program**

Academic Program: [Undergraduate Degree Seeking](#) | [Career](#) | [Undergraduate](#)

Degree: [Bachelor of Science](#)

Major: [Biology](#)

Emphasis: [Human Biology Emphasis](#)

Major: [Psychology - BS](#)

Catalog Year: 2007/2008. Incorrect Catalog? Contact: [DegreeProgress@boisestate.edu](mailto:DegreeProgress@boisestate.edu) or call (208) 426-4249. (21600,99)

At the bottom, there are navigation tabs: Search, Plan, Enroll, My Academics, and a 'go to ...' dropdown menu. Two blue arrows point to the 'Undergraduate Degree Seeking' and 'Bachelor of Science' links.

# Apply for Graduation

4. Choose a term from the drop down for Expected Graduation Term and click continue.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

## Apply for Graduation

### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

<b>Program</b>	Undergraduate Degree Seeking	<b>Career</b>	Undergraduate
<b>Degree</b>	Bachelor of Science		
<b>Major</b>	Biology		
<b>Emphasis</b>	Human Biology Emphasis		
<b>Major</b>	Psychology - BS		

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

**Expected Graduation Term**

**Graduation Instructions**

A \$20 graduation fee will be charged to your Student Account upon submission of your application. It is recommended that you pay this fee immediately on the Make a Payment page. If your fee is not paid within 48 hours, your application will be denied.

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ...

# Apply for Graduation

5. Verify that all data is correct, then click on Submit and Pay.

Search Plan Enroll My Academics

## Apply for Graduation

### Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.  
If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

Program	Undergraduate Degree Seeking	Career	Undergraduate
Degree	Bachelor of Science		
Major	Biology		
Emphasis	Human Biology Emphasis		
Major	Psychology - BS		

Expected Graduation Term Spring 2009

### Graduation Instructions

A \$20 graduation fee will be charged to your Student Account upon submission of your application. It is recommended that you pay this fee immediately on the Make a Payment page. If your fee is not paid within 48 hours, your application will be denied.

SELECT DIFFERENT PROGRAM **SUBMIT AND PAY** SELECT DIFFERENT TERM

Search Plan Enroll My Academics

go to ...

6. A dialog box pops up to notify you that the Registrar's Office received your application. Click on OK.

Search Plan Enroll My Academics

## Apply for Graduation

### Submit Confirmation

The Registrar's Office has received your Application for Graduation and your student account has been billed for your Application fee. You will receive a confirmation email.

Your Application will not be processed until payment is received. (21600,102)

Proceed to Payment

Search Plan Enroll My Academics

go to ...

Windows Internet Explorer

The Registrar's Office has received your Application for Graduation, and your student account is now being billed for the Application fee. (0,0)

OK

# Apply for Graduation

7. Click on the Proceed to Payment button.

Search Plan Enroll My Academics

### Apply for Graduation

#### Submit Confirmation

The Registrar's Office has received your Application for Graduation and your student account has been billed for your Application fee. You will receive a confirmation email.

Your Application will not be processed until payment is received. (21600,102)

**Proceed to Payment** ←

Search Plan Enroll My Academics

go to ...

8. Verify the charge and click on the Make a Payment button.

Account Inquiry Electronic Payments/Purchases Account Services

summary activity charges due payments

### Account Summary

You owe 20.00. For the breakdown, access [Charges Due](#)

- Due Now 20.00
- Future Due 0.00

Term	Outstanding Charges & Deposits	Total Due
Spring 2009	20.00	20.00
<b>Total</b>	<b>20.00</b>	<b>20.00</b>

Currency used is US Dollar.

**MAKE A PAYMENT**

▷ Remittance Addresses

[Financial Aid](#)

[Account Inquiry](#) [Electronic Payments/purchases](#) [Account Services](#)

[Summary](#) [Activity](#) [Charges Due](#) [Payments](#)

go to ...

# Apply for Graduation

9. Follow the next few pages to complete your payment.

The screenshot shows a web interface for making a payment. At the top, there are three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below the tabs, the page title is 'Make a Payment' with a progress indicator showing five steps, with the first step '1' highlighted. The main heading is '1. Select Payment Method'. A note states: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.' The 'Pay By' dropdown menu is set to 'Credit Card'. Two blue arrows point to the 'Credit Card' dropdown and the 'NEXT' button. The 'NEXT' button is highlighted in green, while the 'CANCEL' button is grey. At the bottom, there are links for 'Account Inquiry', 'Electronic Payments/purchases', and 'Account Services', and a 'go to ...' dropdown menu.