



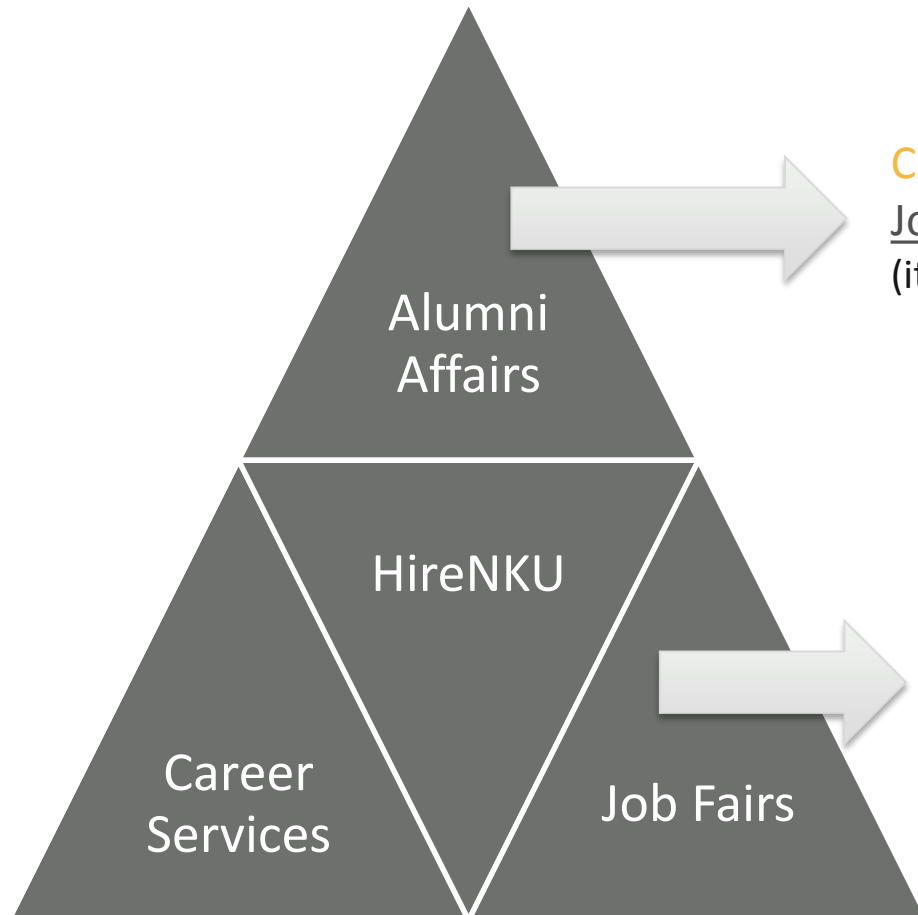
# May 2017 Graduation Info Meeting

College of Informatics Advising Center



# WHAT IT MEANS TO BE AN NKU GRADUATE

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Connect, Celebrate, Lead  
Join the Association  
(it's free!)

Career Connections:  
September 28, 2016  
3-6 PM SU Ballroom

STEM & Nonprofit /  
Healthcare Career Fair  
October 5, 2016  
3-6 PM SU Ballroom

Career Expo:  
February 22, 2017  
3-6 PM SU Ballroom

Right  
the  
Way

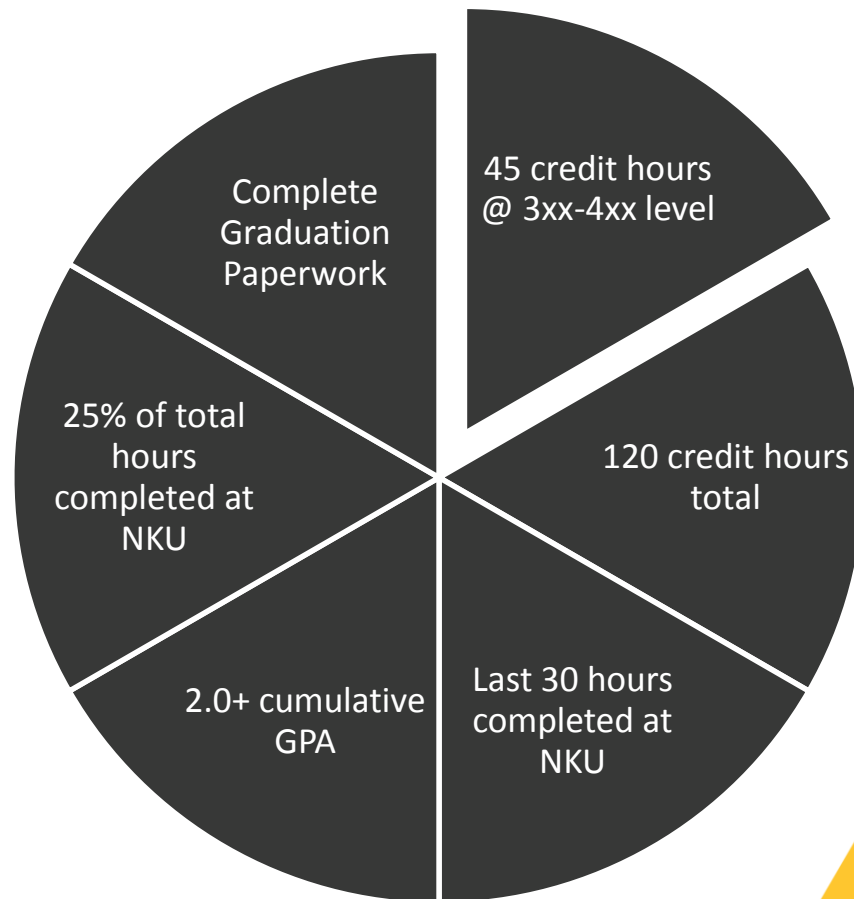
# GRADUATION REQUIREMENTS

## Are you ready to graduate?

✓ Major requirements

✓ Secondary area of study

✓ Foundation of Knowledge



# DEGREE AUDIT:

Does the system think you're ready to graduate?

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## Run a degree audit on myNKU

- See handout for link to instructions
- Be aware/check for duplicate credit

## → Check General University Requirements

- GPA, 120 total hours, 45 upper-level hours, 25% of courses completed here, last 30 here

## → Check General Education requirements

- Includes current courses
- Ex: Global Viewpoints will be green if you are currently taking course that fulfills category. Course will be red if you do not complete.

# APPLYING FOR GRADUATION

**Registrar's Website:**

<http://registrar.nku.edu/GraduationInformation.html>

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## 1. Applying for Graduation on myNKU

- Click on “Academics” then “Apply for Graduation”
  - **Instructions:**  
<http://registrar.nku.edu/GraduationInformation.html>
  - \$50 application fee will be billed to your account

# APPLYING FOR GRADUATION

Registrar's Website:

<http://registrar.nku.edu/GraduationInformation.html>

## 2. Complete COI Certification Forms

- Your most recent COI checklists/certification will be emailed to you by **September 30<sup>th</sup>**
- Return your completed forms to the COI AC (GH 404) in-person or via email by **October 7<sup>th</sup>**
- Advisors will then submit approved forms to the Registrar's Office by **October 22<sup>nd</sup>**

# APPLYING FOR GRADUATION

**Registrar's Website:**

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## 3. Complete the Graduation Survey

- Check your NKU email
- GRADUATE!

# PROGRAM CERTIFICATION FORMS

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Complete a form for each of the following:



## COI Certification Forms

All COI major/minor and ALL Focus certification forms are e-mailed and need completion and submission to the COI Advising Center by **October 7<sup>th</sup>**. Some forms will be completed already by your advisor.

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## Non-COI Certification Forms

Non-COI major/minor certification forms are submitted to the respective discipline's department (Exception: BIS majors with BADM/General Business minor)

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# PROGRAM CERTIFICATION FORMS

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## Exceptions

- Those with a College of Business major/minor will **NOT** need to submit a program certification form to their office.
- Instead, stop by or contact the COB Advising Center to let them know you need your program certified for graduation.

## Deadlines

- October 7<sup>th</sup> forms due in **COI Advising Center**
- October 22<sup>nd</sup> forms due to **Registrar's Office**

# PROGRAM CERTIFICATION FORMS

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## Accessing COI Certification Forms

- An email will be sent with your forms.
  - The email will be automated from ImageNow on behalf of the advisor assigned to your alphabet. If you have been working with a different advisor, it may be best to return your forms to the specific advisor rather than replying directly to the automated email.
  - Make sure they are the correct forms...
    - If they are incorrect, contact your advisor, OR choose the correct form and catalog online:  
<http://inside.nku.edu/informatics/advising/checklists.html>

## Sample Certification Forms

<http://inside.nku.edu/informatics/advising/coi-graduation-information/sample-pcs.html>

# COMPLETING YOUR FORMS

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List any waived courses | Always best to include a note or an email to remind the advisor of any substitutions or waivers

List courses currently enrolled in with Fall 16 and grade of “IP” as “In Progress”

List the courses you plan to take in Winter/Spring 2017 with proper term and grade | “TBT” as to be taken

Include “TR” for transfer and list the grade and note the amount of credit hours

# REGISTRAR PROGRAM CERTIFICATION FORM

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- What do you do if you have a *major or minor in an older catalog* or you have a non-COI major/minor?
- You will be required to complete a **Registrar Program Certification form.**

## Blank forms

- [http://registrar.nku.edu/content/dam/registrar/docs/Program\\_Certification.pdf](http://registrar.nku.edu/content/dam/registrar/docs/Program_Certification.pdf)

## Sample forms

- <http://inside.nku.edu/informatics/advising/coi-graduation-information/sample-pcs.html>

# DEADLINES

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- **October 7**

- COI Program certification forms for **COI Majors, COI Minors, and Focus** are due in the COI Advising Center.
- Submitting forms after this date cannot guarantee that they will be ready.
- **If non-COI Major or non-COI Minor, check with appropriate department for due date.**

- **October 22**

- **ALL forms** are due in the Registrar's Office.
- Advisors will only be responsible for submitting COI forms, and will send an email when they have been submitted

# CHANGE OF PLANS?

Graduating a semester later than expected?...  
Not taking the course you planned?...

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- Contact the **Registrar's Office** to let them know you are going to graduate in \_\_\_\_\_ semester instead.
- Let your **advisor** know if you take a different course than what you listed on your program certification form.
- **NKU email** is used to communicate graduation status.

# NEED HELP?

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- Drop-in hours in **GH 404** for quick questions:
  - Mon. – Thurs. 10 AM – 2 PM
  - Mon. & Thurs. 4 PM – 5:30 PM
- Do not make an appointment for questions regarding graduation or how to complete program certification forms. If you have questions, come to the drop-in hours above.

# QUESTIONS?

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FUEL

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FLAME