Step 1: Apply for Graduation via myNKU. For a step by step guide on how to apply, refer to the following links:

Apply for Graduation Instructions
Apply for Graduation Video Tutorial

*Please note the graduation checkout process does not officially start until you apply, so this is the most important step to initiate the graduation checkout process. The application only takes about two minutes to complete and you do not have to pay the fee immediately (it will be billed to your student account), so go ahead and apply as soon as possible!

Step 2: Complete your Program Certification Form (COI Checklist).

- Your COI advisor will send you your certification forms (COI checklists) to your NKU Webmail via Perceptive Content by September 30th (If you have applied via myNKU, the first step of the graduation application process). You should receive a form for any COI majors, COI minors, and focus areas that you are completing here at NKU. Review your certification form(s) and let your advisor know if anything needs to be updated or adjusted on the form, including the classes you plan to take in the spring. Once you believe the form is complete/accurate, send the form back to your advisor as an email attachment. **You need to reply and send your checklists back to your COI Advisor by October 7th.** Once your advisor completes a final check of your documents, they will provide you with an update and let you know when they have submitted the forms to the Registrar’s Office. You should hear from your advisor by October 28th letting you know they have submitted your forms.

- If you have a major/minor outside of the COI, you will also need to complete a certification form for that area as well. If you are in this situation, it’s best to connect with that specific advisor.

Step 3: Verify that your Degree Audit is accurate/clearing and that you are meeting NKU grad requirements.

- The degree audit in MyNKU will be used to verify your graduation requirements. It’s important that your degree audit matches your program certification forms. For more information about the degree audit tool, please visit the following site: [https://inside.nku.edu/registrar/graduation/degree-audit.html](https://inside.nku.edu/registrar/graduation/degree-audit.html)

- Remember, advisors are here for support to help you navigate your degree audit system. Please reach out as questions arise.

- For an overview of NKU graduation requirements, visit the following site: [https://inside.nku.edu/registrar/graduation/graduation-requirements.html](https://inside.nku.edu/registrar/graduation/graduation-requirements.html)

Step 4: Pay your graduation fee.

- Once you apply for graduation, your fee (**For an overview of graduation deadlines/fees, please refer to the following link:** [https://inside.nku.edu/registrar/graduation.html](https://inside.nku.edu/registrar/graduation.html) will be added directly into your student account.

Step 5: Verify your graduation status is accurate.

- For more information about how to check your status, and what each status means, please visit the following site: [https://inside.nku.edu/registrar/graduation.html](https://inside.nku.edu/registrar/graduation.html)
• If your graduation status does not look accurate, please reach out to your advisor for additional information.

Step 5: Check your email regularly.
• If the Registrar’s Office, or your advisor, notices anything that needs to be adjusted with your graduation paperwork and/or degree audit, they will reach out via email. Please make sure you are checking your account daily so that you do not miss any vital information.

*If something changes with your expected graduation date, let your advisor know. We can help contact the Registrar’s Office to let them know you are going to graduate in ______ semester instead. If you wish to move your graduation application to a future term, simply click the degree and find the “withdraw” button. Click “OK” on the next window to confirm. You will then receive an email confirmation from registrar3@nku.edu, and your account will be credited the application fee if you will not be graduating that semester. After withdrawing, the application will then show a status of “Graduation Withdrawn”.

We are so excited to assist you with one of your final experiences here at NKU! We are here to support you in any way that we can so do not hesitate to reach out to your COI advisor!