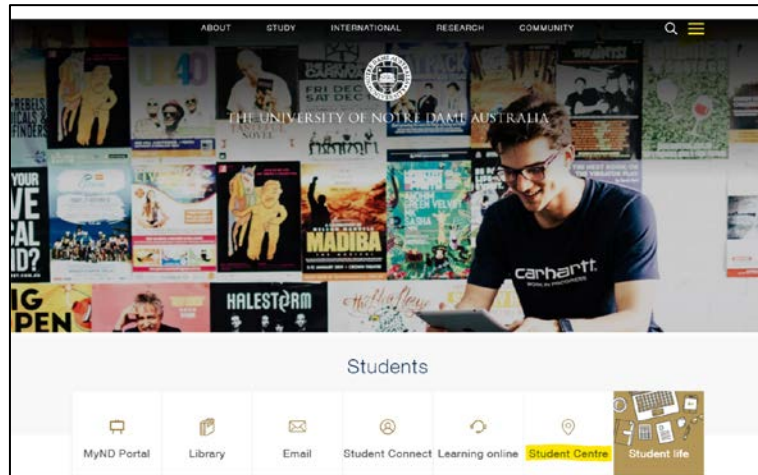


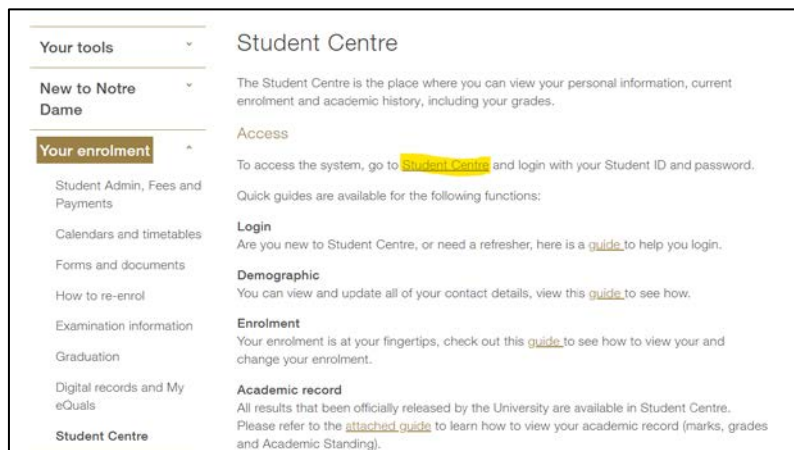


1. Log into The Student Centre

Use the below link to access your Student Centre login: <https://mycampus.nd.edu.au>. Or go to the Notre Dame home page, click on Students on the top right menu icon. Click on Student Centre.

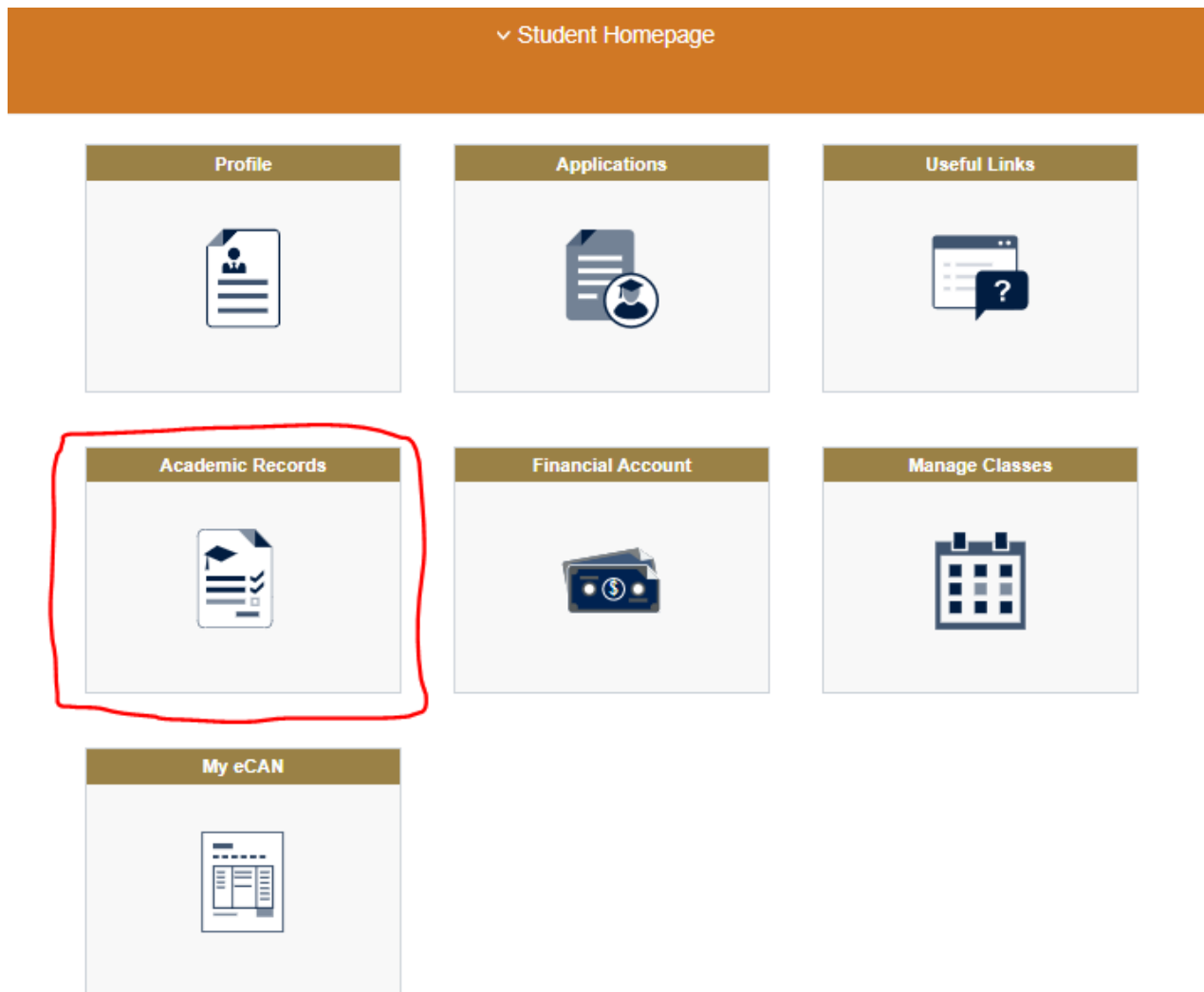


Click again on Student Centre:



Enter your Student ID number and your Password:

2. Select Student Centre



3. Degree Progress/Graduation > Apply for Graduation

In the column running down the left hand side of the page, click on [Degree Progress/Graduation](#) followed by [Apply for Graduation](#).

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Course History

Course History

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View Graduation Status

Course History

Class	Description	Term
WRIT 6001	Freelance Writing	2021 Study Period 1
WRIT 6007	Edit & Publishing: Digital Age	2020 Study Period 2
WRIT 6002	Corporate Writing	2019 Study Period 2
PHIL 6020	Ethical Issues in Prof Life	2019 Study Period 1
WRIT 6006	Advanced Screenwriting	2019 Study Period 1
WRIT 6003	Fiction Writing	2018 Study Period 2
WRIT 6000	Reading and Writing	2018 Study Period 1

4. Select Program and Degree

Select the academic program you are applying to graduate from by clicking on the title.

Note: The vast majority of students are only studying one academic program. In this instance, there will only be one academic program displayed for you to select. However, if you are enrolled in multiple programs, each academic program title may display as an option to select, please make sure you select the program you wish to graduate from.

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Select Program and Degree

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Apply for Graduation

Select Program and Degree

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

Select an Academic Program

Academic Program
M.Arts (Coursework)
Career
Postgraduate

Degree
M.Arts

Specialisation
Writing

Go to top

5. Select Graduation Term

Applications to Graduate are only open for students who are *expecting* to complete their studies at the end of Semester 1, 2024.

After selecting your academic program, you will be taken to the 'Select Graduation Term' Screen. In the bottom half of the screen you will see the title Expected Graduation Term with a drop down menu next to it.

Applications to Graduate in 2024 (All Campuses) for students completing their studies in Semester 1, 2024.

Select "2024 Study Period 2" and click Continue

Note: Once you are approved to graduate, the Graduation Team will email your student email regarding ceremony attendance in Fremantle, Sydney or Broome, or if you would like to graduate in absentia.

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Apply for Graduation

Select Graduation Term

The academic program listed here 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.

Program

M.Arts (Coursework)

Career

Postgraduate

Degree

M Arts

Specialisation

Writing

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

Expected Graduation Term

Select Different Program

Continue

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Apply for Graduation

View Graduation Status

Apply for Graduation

Select Graduation Term

The academic program listed here 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.

Program

M.Arts (Coursework)

Career

Postgraduate

Degree

M Arts

Specialisation

Writing

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

Expected Graduation Term

Select Different Program

Continue

Go to top

If you notice that you have selected the wrong program for your application click on [Select Different Program](#) to return to the previous page where you can amend your program selection.

6. Verify Graduation Data

Before you submit your application review your data to ensure that your application is correct.

If you have selected your program correctly, click [Submit Application](#). If you wish to change the program you are applying to graduate from, click [Select different program](#). If you are applying for a change of program, or exit degree pathway, please read relevant notes found on page 7.

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Apply for Graduation

View Graduation Status

Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

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

If the term is not correct, select the Select Different Term button to select a different value.

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

Program

D.Philosophy (Phil & Theo)

Career

Research

Degree

D Philosophy

Course of Study

D Philosophy(Phil & Theology)

Expected Graduation Term

2022 Study Period 2

Graduation Instructions

Important: Please ensure you have selected 2022 Study Period 2 for the Fremantle December Graduation.

Select Different Program

Select Different Term

Submit Application

[Go to top](#)

7. Confirmation of application

You will see a confirmation of your application on this page. Your application has been successfully submitted.

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Apply for Graduation

View Graduation Status

[Apply for Graduation](#)

[Submit Confirmation](#)

You have successfully applied for graduation.

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8. Viewing Your Graduation Status

If you would like additional confirmation of your application, you can view your graduation status by clicking on View Graduation Status in the column on the left hand side of the page under Apply for Graduation.

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Apply for Graduation

View Graduation Status

[Graduation Status](#)

Program: M.Arts (Coursework)

Uni of Notre Dame Australia | Postgraduate

Degree: M Arts
 Specialisation: Writing

Status: Applied for Graduation
 Expected Graduation Term: 2022 Study Period 2

Student Information

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The Graduation Statuses are:

Applied for Graduation: Your application to graduate has been accepted into our system. Your student record will be assessed for Program Completion and Graduation approval/denial.

Eligible for Graduation: Your application to graduate is under assessment via our Out-Of-Cycle Graduation (OCG) Process. We are currently **checking your eligibility** for Program Completion and Graduation approval/denial.

Program in Review: Your application to graduate requires further review before we can communicate an outcome to you.

Denied: Unfortunately, the academic requirements of your program have not been met, and so you are not currently eligible to graduate. Please contact your School to discuss.

Degree Awarded: You have completed your studies and have been confirmed as **approved** to graduate. You will be marked as 'Program Complete' on your transcript.

It is important to check your student details when applying for Graduation. It is a student's responsibility to ensure the student record is correct, and if any changes are required, these changes are submitted by the Student Record Changes deadline.

Please ensure you check:

a) Majors / Minors / Specialisations

If your program has provision for Majors, Minors, or Specialisations, it is your responsibility to ensure that they have been recorded correctly. These can be viewed in Student Centre > My Academics > My Program to view all recorded majors/ minors/ specialisations. Should you need to update any Majors, Minors, or Specialisations, please complete an **Add / Update Major, Minor or Specialisation form**.

b) Advanced Standing

Advanced standing applications should be submitted before your final semester of study. If you have applied during your final semester, please ensure this is completed by the graduation application deadline. You need to provide Student Administration with the official copy of your transcript of results before your record is assessed for Graduation. You can also contact advanced.standing@nd.edu.au if required.

c) Cross-Institutional Courses

If you are, or have studied any cross-institutional courses in your last semester, it is your responsibility to obtain an official copy of your transcript results from the host institution. You need to provide Student Administration with the official copy of your transcript of results before your record is assessed for Graduation. You can also contact student.admin@nd.edu.au & advanced.standing@nd.edu.au if required.

d) Change of Program information, or exit degree pathways

If you have changed programs during the course of your studies, you will need to ensure all units have copied to your new program. You should have completed a form from the admissions team, or liaised with the Advanced standing team to ensure this is completed.

Exit degree pathways are treated as a Change of Program and will need to follow the same process as listed above. Students should not be applying for a Change of Program in their final semester of study. If this occurs, please apply for Graduation on your previous program, and email the Graduation team AND your school immediately so we can coordinate this manually. You can also contact graduation@nd.edu.au if required.

e) Name changes

Your name on your Testamur will be exactly as it is written on your student record under your 'Primary' name. Please note, that only Student Admin can make changes to your Primary name. You cannot change your 'Primary name' in student centre, you can only change your 'Preferred name'. If you require a middle name to be added, you must complete the **Amendment to Personal Details form**. There will be a deadline for student record changes prior to Graduation. Any name changes after this point, will require an application for a replacement Testamur after Graduation and \$100 fee.

f) USI - ensure a USI is listed in Student Centre. Go to Profile > Click on Student Centre on the left hand side and > Unique Student Identifier. Further information about the USI can be found on the **government's USI website**.

Now that you've applied, please take note of the below

1. Check your **student** emails, and the graduation webpage weekly, at a minimum.
2. Check all of your details on your student record, as listed above.
3. Set reminders so you don't miss any deadlines that we will provide you with. We will email you soon to advise these deadlines.
4. Pre-booked travel arrangements will not be considered should you be denied Graduation, or should you require additional guest tickets.
5. You may not be eligible to graduate if you have outstanding results, fees, charges, or penalties.
6. If you are unsure if you meet the requirements of your program, you need to contact your school. The graduation team cannot provide Academic advice.