Instructions: Application to Graduate

1. Log into The Student Centre

Use the below link to access your Student Centre login. Enter your Student ID and Password.

https://mycampus.nd.edu.au

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**

4. **Select Program and Degree**

Select the **academic program** (*course*) 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.
5. Select Graduation Term

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.

There is only one option in the drop down menu which is **2019 Study Period 1** - this refers to the study period that your graduation ceremony occurs in. Select **2019 Study Period 1** and click **Continue**.

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.

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**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.

<table>
<thead>
<tr>
<th>Program</th>
<th>GCert in Business</th>
<th>Career</th>
<th>Postgraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>GC Business</td>
<td>Course of Study</td>
<td>GC Business</td>
</tr>
</tbody>
</table>

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**

2019 Study Period 1

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**Select Different Program**  **Continue**
6. Verify Graduation Data

Before you submit your application this is the final chance review that your application is correct. As there is only one expected graduation term possible to choose in this instance, you only need to check that your academic program 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**.

### 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.

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Expected Graduation Term 2019 Study Period 1

[Select Different Program] [Submit Application] [Select Different Term]

7. Confirmation of application

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

[Search] [Enroll] [My Academics]

Apply for Graduation

Submit Confirmation

✔️ You have successfully applied for graduation.

[Go to top]
8. Viewing Your Graduation Status

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

Your status should now show as **Applied for Graduation**

**Note:** You can view this page at any time to monitor your graduation status, any changes to the status of the application will be reflected on this page.