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

![Student Centre Login](image)

2. Select ‘Student Centre’

![Student Centre](image)
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 2020 Study Period 1 - this refers to the study period that your graduation ceremony occurs in. Select 2020 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.
6. Verify Graduation Data

Before you submit your application this 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>GCert in Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>GC Business</td>
</tr>
<tr>
<td>Course of Study</td>
<td>GC Business</td>
</tr>
<tr>
<td>Expected Graduation Term</td>
<td>2020 Study Period 1</td>
</tr>
</tbody>
</table>

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

7. Confirmation of application

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

If you would like additional confirmation of your application, you can view your graduation status by clicking **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.