

## **How to Complete a Graduation Application**

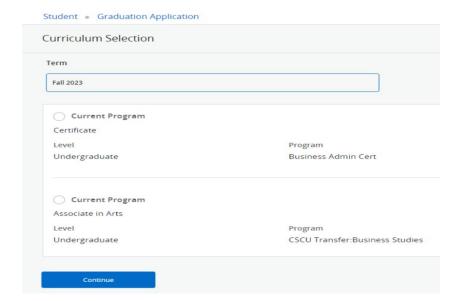
 Log into myCTState.edu and locate the Student Self Service card (shown highlighted below)

## Student Self-Service

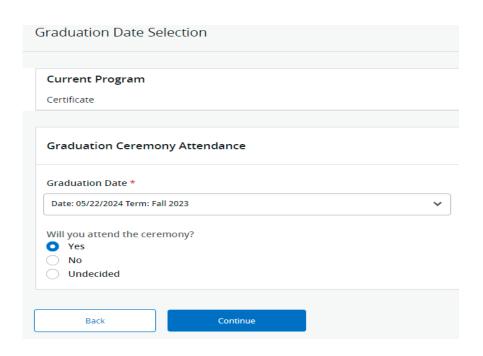
Access Your Student Profile
Review Required Action Items
Access Registration Dashboard
Browse Classes
Browse Course Catalog
View Account Summary
Degree Works
Apply for Graduation
View Graduation Application

Select the degree or certificate program you are applying to graduate from.

(Note: Only programs you have officially selected will appear. If a different major is showing then you are pursuing, contact your Guided Pathways Advisor for assistance.)

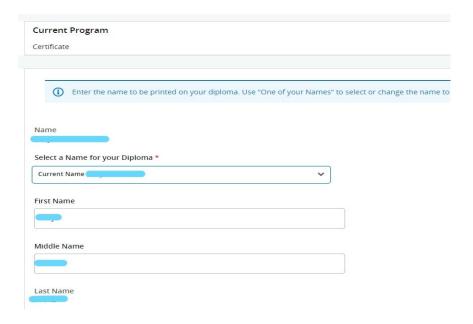


Choose the ceremony date for your home campus and select your attendance response.

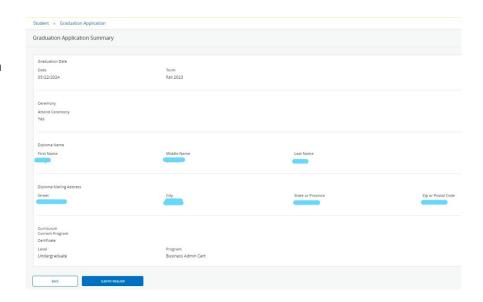


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4. Select the name as you wish to have it printed on your diploma. (Note: Only your first and middle name can be altered. Your last name will remain the same as your legal name on file. The diploma is a ceremonial document—the full legal name will remain on your transcript.



 Carefully review the information in the summary page. Click BACK to update or if all the information is correct, click SUBMIT REQUEST



6. The ACKNOWLEDGEMENT page confirms your application was submitted.

Acknowledgement

Dear Graduation Applicant: Thank you for submitting your graduation application for CT State Community Collegel You have successfully submitted your graduation application. If you plan to receive more than one degree or certificate, please submit a separate application for each one. This is the first step toward graduating from CT State.

Please check your student email frequently for graduation information or other tasks you may need to complete. The Degree Audit team will be in touch regarding the results of your audit. Please reach out to your Guided Pathways advisor with any questions.