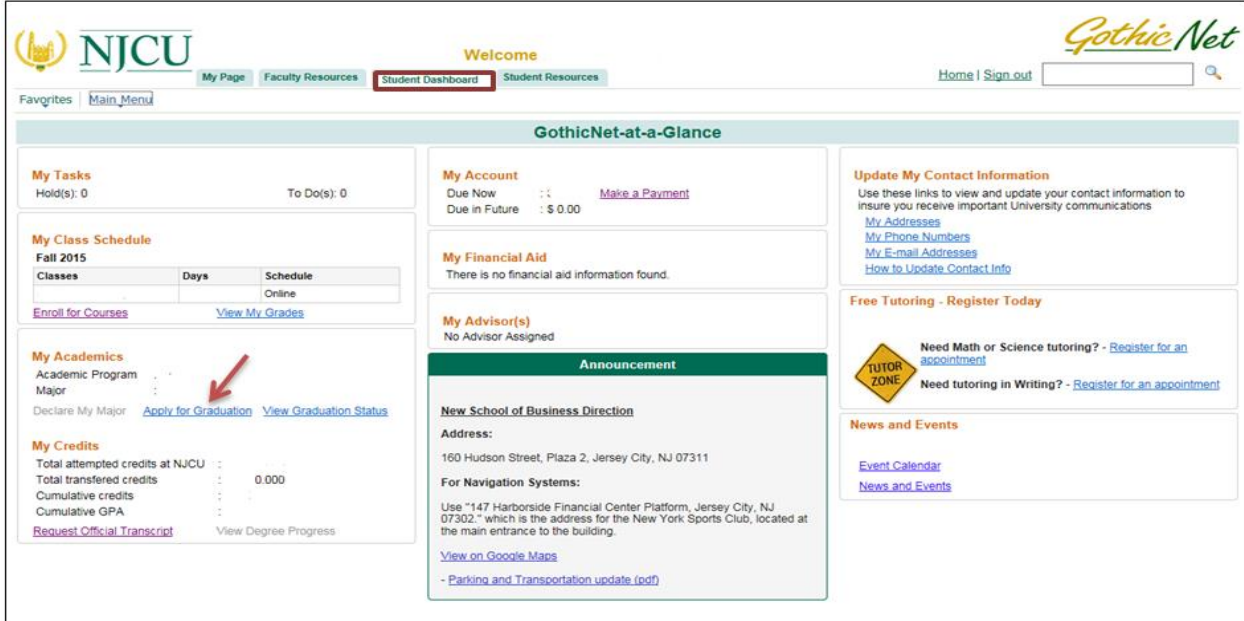


## How Do I Apply For Graduation Clearance Online as a Graduate Student?

**Step 1:** After signing into GothicNet, go to **Student Dashboard** then click on **Apply for Graduation**.

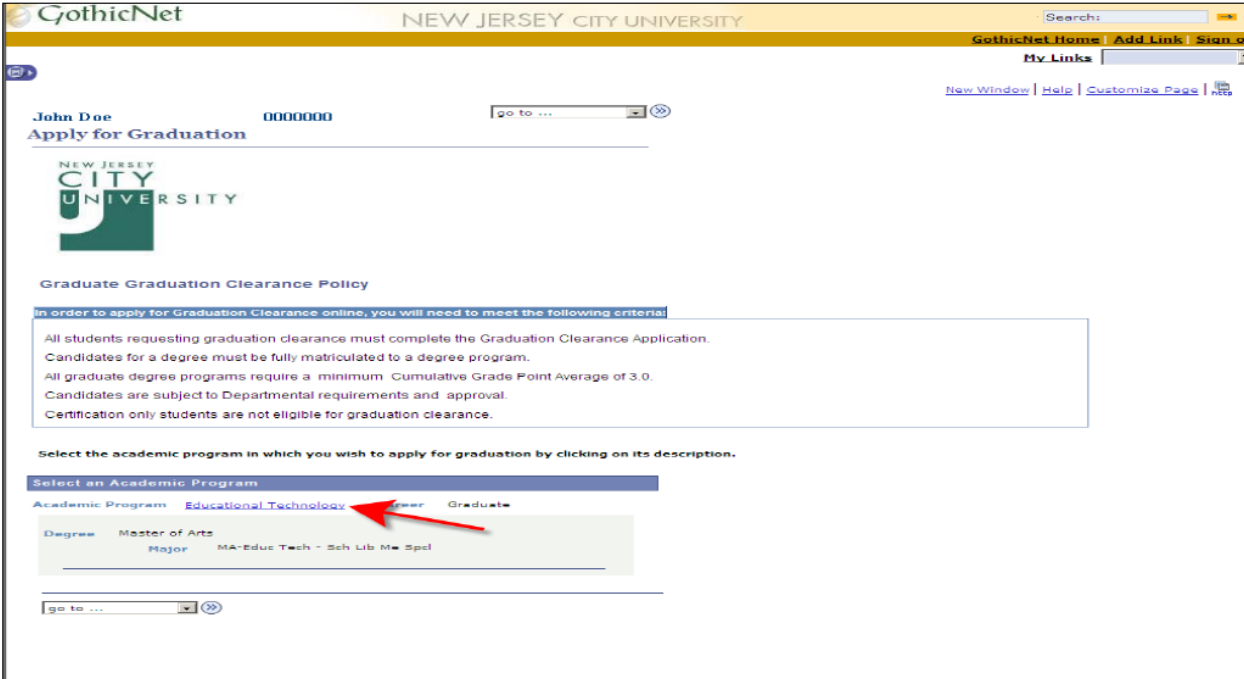


The screenshot shows the GothicNet Student Dashboard. The 'Student Dashboard' tab is selected in the top navigation bar. The dashboard is divided into several sections:

- My Tasks:** Hold(s): 0, To Do(s): 0.
- My Class Schedule:** Fall 2015. A table with columns: Classes, Days, Schedule. The 'Online' link is visible.
- My Academics:** Academic Program, Major. A red arrow points to the 'Apply for Graduation' link. Other links include 'View My Grades', 'Request Official Transcript', and 'View Degree Progress'.
- My Account:** Due Now, Due in Future, Make a Payment.
- My Financial Aid:** There is no financial aid information found.
- My Advisor(s):** No Advisor Assigned.
- Announcement:** New School of Business Direction. Address: 160 Hudson Street, Plaza 2, Jersey City, NJ 07311. For Navigation Systems: Use "147 Harborside Financial Center Platform, Jersey City, NJ 07302," which is the address for the New York Sports Club, located at the main entrance to the building. View on Google Maps, Parking and Transportation update (pdf).
- Update My Contact Information:** Use these links to view and update your contact information to insure you receive important University communications. Links: My Addresses, My Phone Numbers, My E-mail Addresses, How to Update Contact Info.
- Free Tutoring - Register Today:** Need Math or Science tutoring? - Register for an appointment. Need tutoring in Writing? - Register for an appointment.
- News and Events:** Event Calendar, News and Events.


**Step 2:** Once you have read the criteria for applying for Graduation Clearance online, scroll down to the bottom of the page and you will see the Academic Program, Degree and Major that you are currently in.

**Step 3:** Select your Academic Program that is underlined in blue.

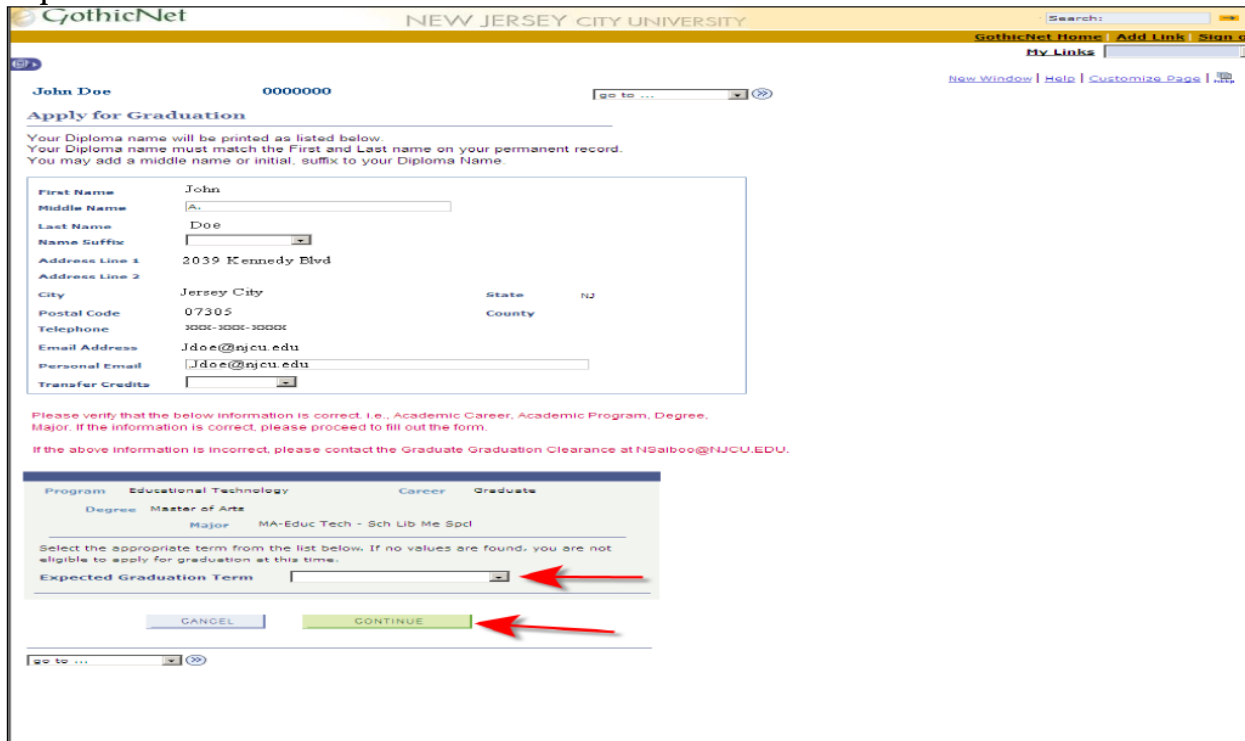


The screenshot shows the GothicNet 'Apply for Graduation' page. The page header includes the GothicNet logo and 'NEW JERSEY CITY UNIVERSITY'. The user's name 'John Doe' and ID '0000000' are displayed. A 'go to ...' search bar is present. The page title is 'Apply for Graduation'. Below the title is the 'Graduate Graduation Clearance Policy' section, which states: 'In order to apply for Graduation Clearance online, you will need to meet the following criteria: All students requesting graduation clearance must complete the Graduation Clearance Application. Candidates for a degree must be fully matriculated to a degree program. All graduate degree programs require a minimum Cumulative Grade Point Average of 3.0. Candidates are subject to Departmental requirements and approval. Certification only students are not eligible for graduation clearance.' Below this is a section titled 'Select the academic program in which you wish to apply for graduation by clicking on its description.' Underneath, there is a 'Select an Academic Program' section with a table showing the user's current program: 'Educational Technology' (highlighted with a red arrow), 'Degree: Master of Arts', and 'Major: MA-Educ Tech - Sch Lib M- Spcl'. A 'go to ...' search bar is at the bottom.

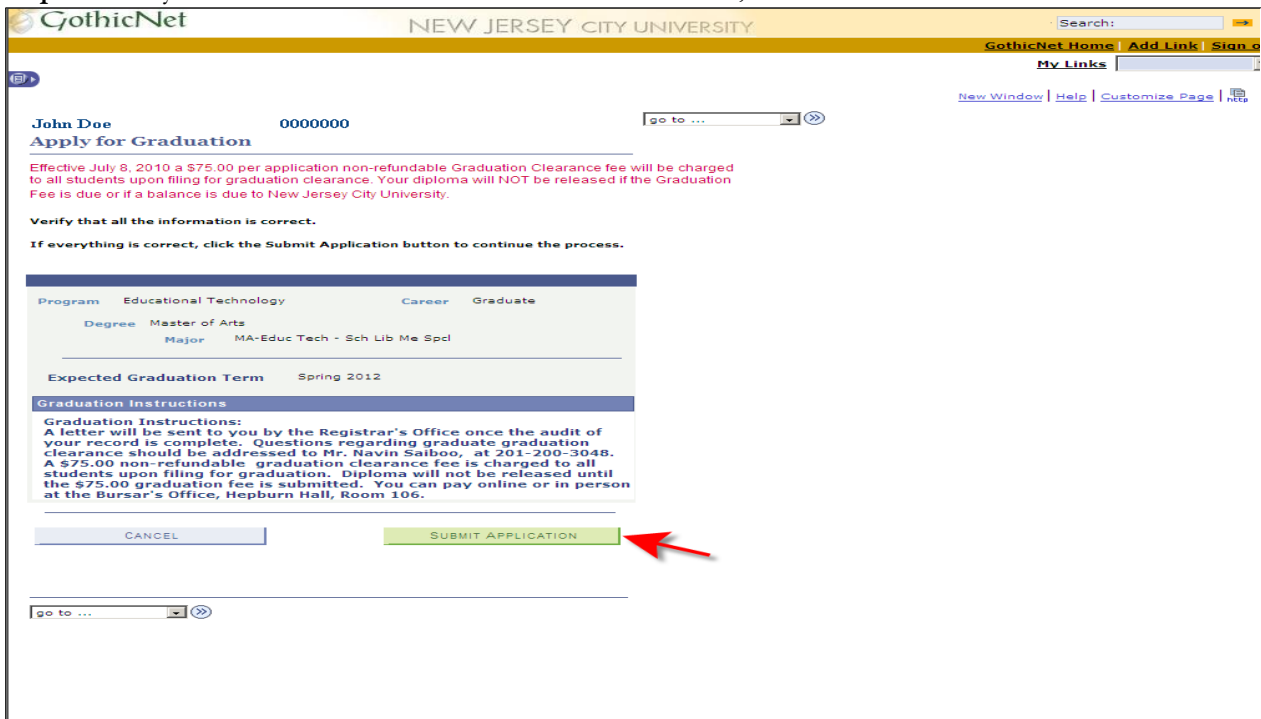
**Step 4:** View your personal information. Your Degree Name is shown below. You only have the ability to add/change your Middle Name, Suffix and Personal Email Address.

**Step 5:** Once you have verified that the Program, Degree and Major is correct click on  to select the Expected Graduation Term. If the information is incorrect, contact the Registrar's Office, Graduate Graduation Clearance at Nsaiboo@NJCU.EDU.

**Step 6:** Click on .



**Step 7:** Once you have verified that all the information is correct, click on .



A confirmation page will appear notifying that you have successfully applied for graduation and a confirmation has been sent to your NJCU email.

Click on to pay the \$75 graduation fee.

Applying for Graduation Clearance online is complete.