ACADEMICS – Applying to Graduate

### Processing Steps

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access the main page of SOLUS via the following navigation:</td>
<td>![Step 1 Screenshot]</td>
</tr>
<tr>
<td><strong>Main Menu &gt; Self Service &gt; Student Center</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the other academic... drop-down list box to access the list.</td>
<td>![Step 2 Screenshot]</td>
</tr>
</tbody>
</table>
### Processing Steps

<table>
<thead>
<tr>
<th>Step 3: Select Apply for Graduation.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 4:</strong> Click the Go button.</td>
</tr>
<tr>
<td><strong>Step 5:</strong> Select the Academic Program that you wish to apply for graduation in.</td>
</tr>
</tbody>
</table>
### Step 6:

1. Select the **Expected Graduation Term**.
2. Click the **Continue** button.

### Step 7:

1. Select whether you:
   - a) will be attending the ceremony in person,
   - b) would prefer that your degree be mailed to your primary address on SOLUS, or
   - c) will pickup your degree in person from the Office of the University Registrar front desk sometime after the ceremony.
2. Click the **CONTINUE** button.

**Note:** For BA and BAH diplomas, select whether you would like the language of your diploma to be either English, or Latin. All others will be in English.
### Step 8:

1. Review all details of your application.
2. When you are sure they are correct, click the **Submit Application**.
3. Wait for the prompt that you were successful.

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### Step 9:

The **Submit Confirmation** page will display when the **Application for Graduation** is successful.

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**Apply for Graduation**

**Verify Graduation Data**

Verify that all data is correct.

- If the academic program/degree is not correct, click the **Select Different Program** button to select a different value.
- If the term is not correct, click the **Select Different Term** button to select a different value.
- If everything is correct, click the **Submit Application** button to continue the process.

PLEASE NOTE: You will have successfully submitted your application to graduate once you click on the **SUBMIT APPLICATION** button. You will then receive the following message: You have successfully applied for graduation. You will also receive an email at your @queenst.ca email account, which will verify the successful submission.

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**Submit Confirmation**

You have successfully applied for graduation. You will receive an email at your @queenst.ca email account. Your next step is to view your application status and order guest tickets (if applicable) in SOLUS at My Academics/Maintain Convocation Details.