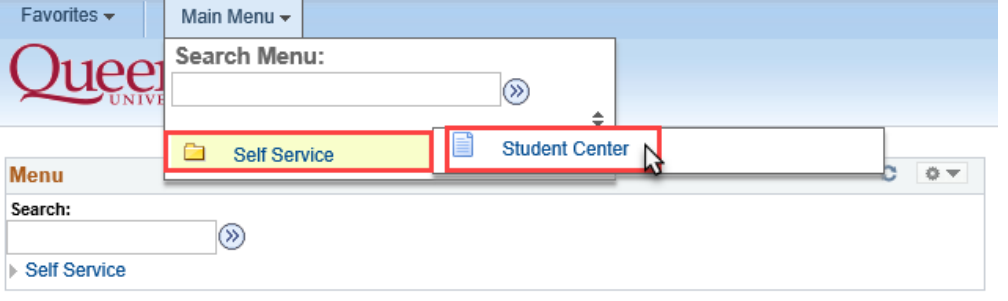
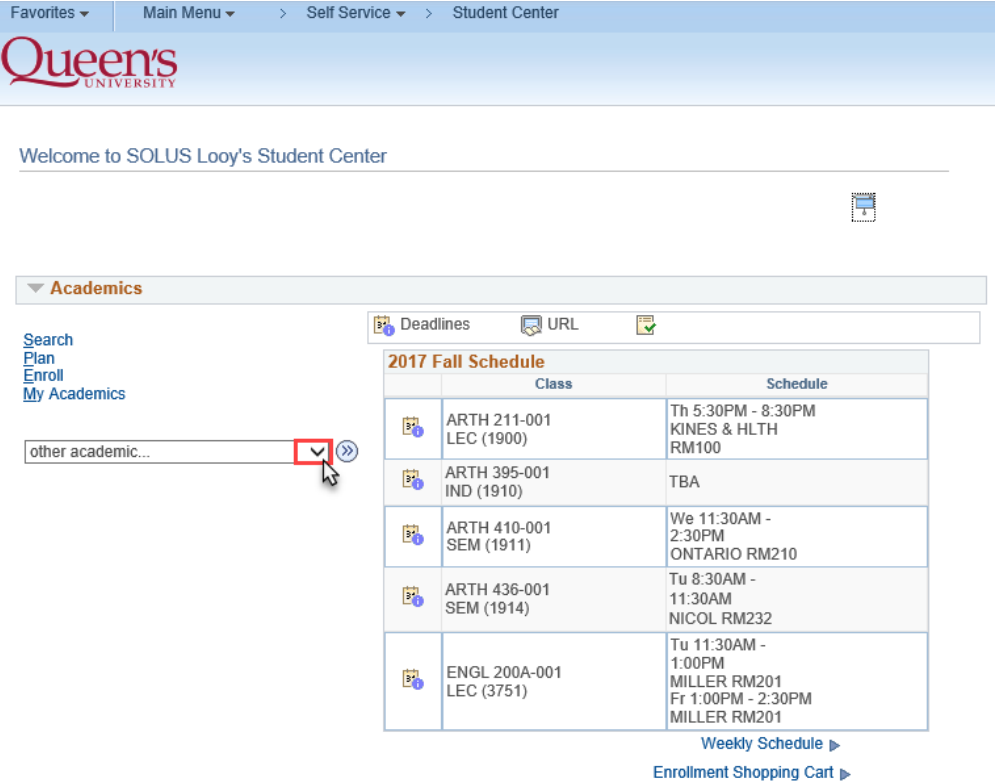
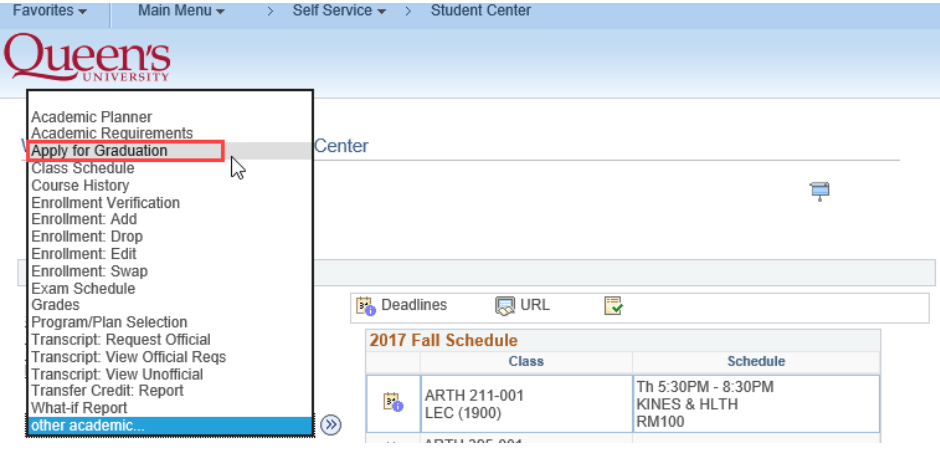
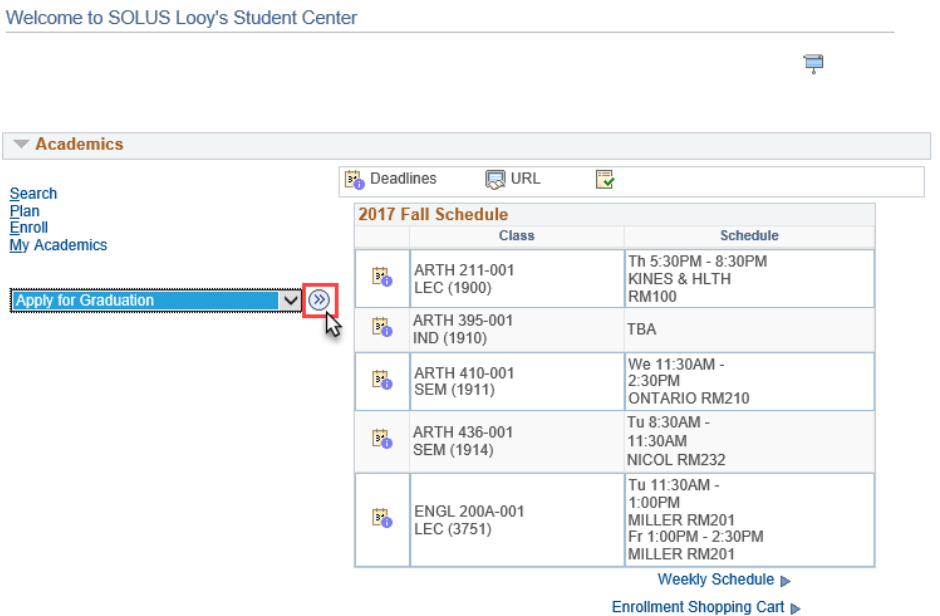
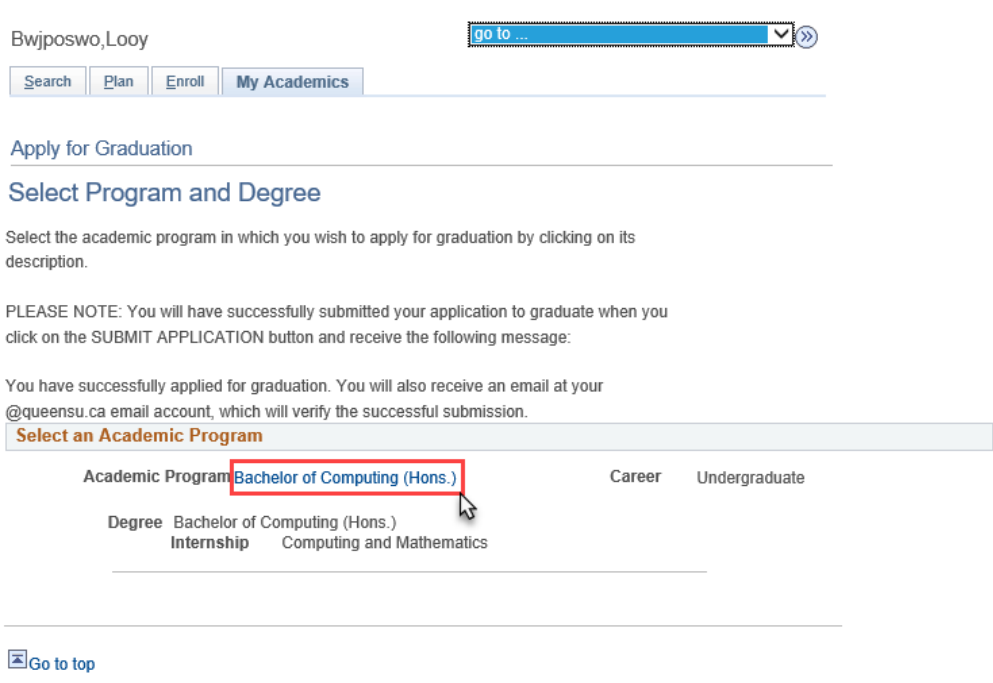
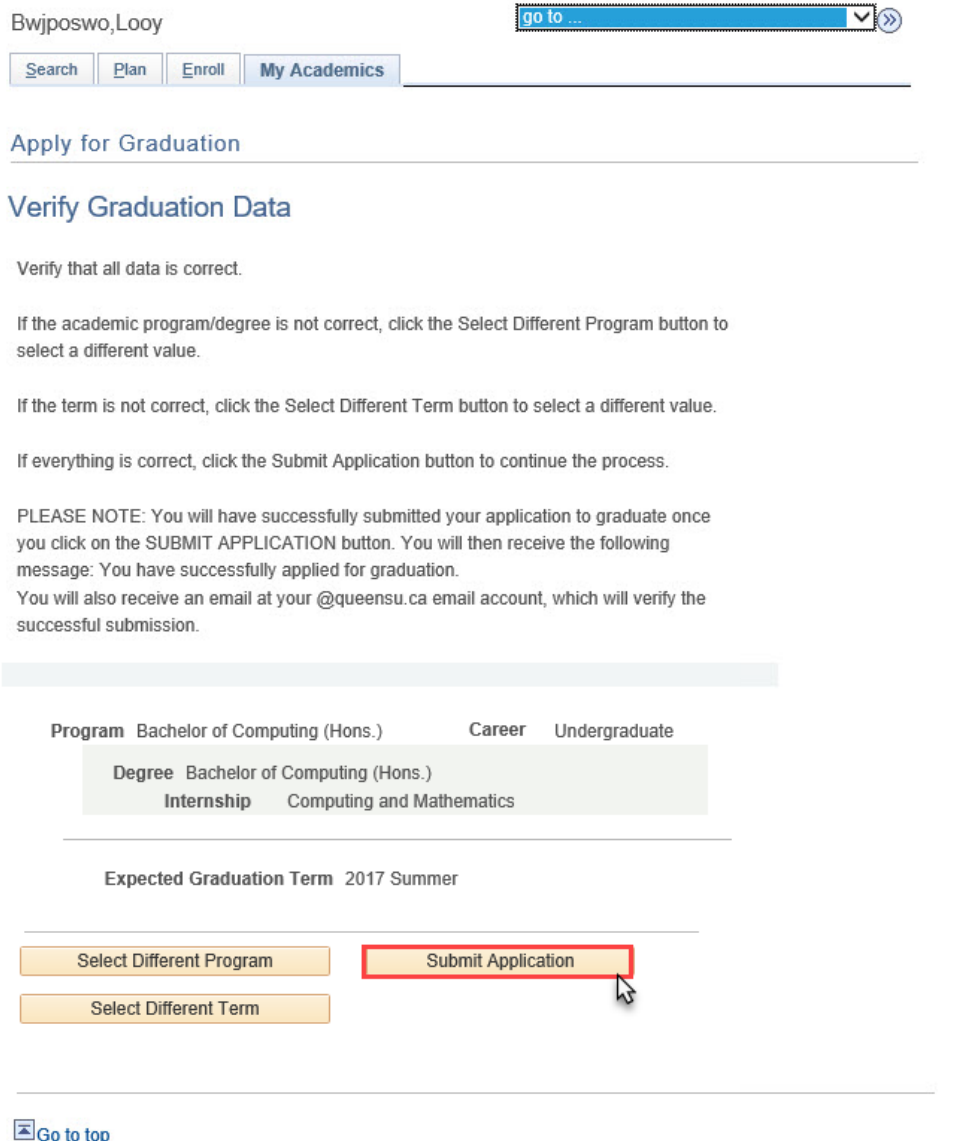
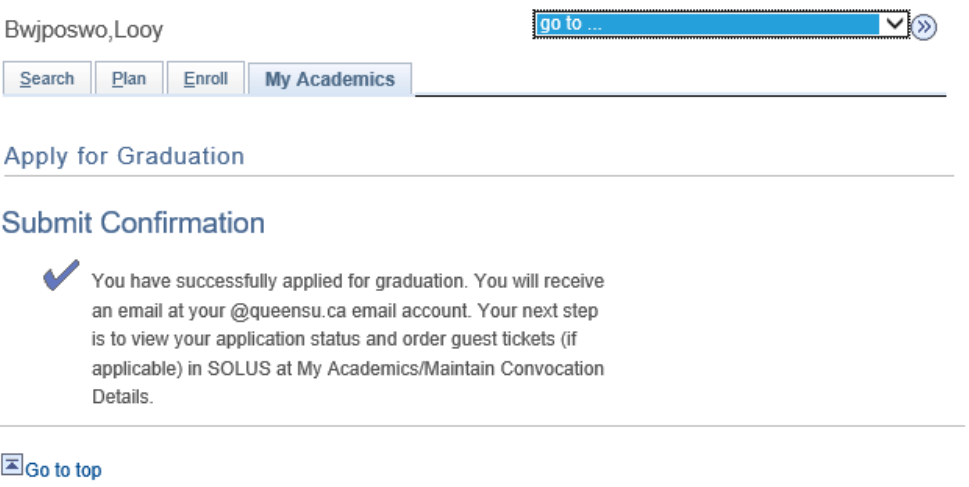


ACADEMICS – Applying to Graduate

Processing Steps	Screenshots												
<p>Step 1:</p> <p>Access the main page of SOLUS via the following navigation:</p> <p>Main Menu > Self Service > Student Center</p>													
<p>Step 2:</p> <p>Click on the other academic... drop-down list box to access the list.</p>	 <p>Welcome to SOLUS Looy's Student Center</p> <p>Academics</p> <p>Search Plan Enroll My Academics</p> <p>other academic...</p> <p>2017 Fall Schedule</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>ARTH 211-001 LEC (1900)</td> <td>Th 5:30PM - 8:30PM KINES & HLTH RM100</td> </tr> <tr> <td>ARTH 395-001 IND (1910)</td> <td>TBA</td> </tr> <tr> <td>ARTH 410-001 SEM (1911)</td> <td>We 11:30AM - 2:30PM ONTARIO RM210</td> </tr> <tr> <td>ARTH 436-001 SEM (1914)</td> <td>Tu 8:30AM - 11:30AM NICOL RM232</td> </tr> <tr> <td>ENGL 200A-001 LEC (3751)</td> <td>Tu 11:30AM - 1:00PM MILLER RM201 Fr 1:00PM - 2:30PM MILLER RM201</td> </tr> </tbody> </table> <p>Weekly Schedule ► Enrollment Shopping Cart ►</p>	Class	Schedule	ARTH 211-001 LEC (1900)	Th 5:30PM - 8:30PM KINES & HLTH RM100	ARTH 395-001 IND (1910)	TBA	ARTH 410-001 SEM (1911)	We 11:30AM - 2:30PM ONTARIO RM210	ARTH 436-001 SEM (1914)	Tu 8:30AM - 11:30AM NICOL RM232	ENGL 200A-001 LEC (3751)	Tu 11:30AM - 1:00PM MILLER RM201 Fr 1:00PM - 2:30PM MILLER RM201
Class	Schedule												
ARTH 211-001 LEC (1900)	Th 5:30PM - 8:30PM KINES & HLTH RM100												
ARTH 395-001 IND (1910)	TBA												
ARTH 410-001 SEM (1911)	We 11:30AM - 2:30PM ONTARIO RM210												
ARTH 436-001 SEM (1914)	Tu 8:30AM - 11:30AM NICOL RM232												
ENGL 200A-001 LEC (3751)	Tu 11:30AM - 1:00PM MILLER RM201 Fr 1:00PM - 2:30PM MILLER RM201												

Processing Steps	Screenshots
<p>Step 3:</p> <p>Select Apply for Graduation.</p>	 <p>The screenshot shows the top navigation bar of the Student Center with 'Apply for Graduation' highlighted in a red box in the dropdown menu. The background shows the Queen's University logo and a '2017 Fall Schedule' table.</p>
<p>Step 4:</p> <p>Click the Go button.</p>	 <p>The screenshot shows the 'Academics' section with a search bar and a list of courses. The 'Apply for Graduation' button is highlighted in a red box. The background shows the '2017 Fall Schedule' table.</p>
<p>Step 5:</p> <p>Select the Academic Program that you wish to apply for graduation in.</p>	 <p>The screenshot shows the 'Apply for Graduation' page. The 'Select Program and Degree' section is visible, with 'Bachelor of Computing (Hons.)' selected in a red box. The page includes instructions and a 'Go to top' link.</p>

Processing Steps	Screenshots
<p>Step 6:</p> <ol style="list-style-type: none"> 1. Select the Expected Graduation Term. 2. Click the Continue button. 	
<p>Step 7:</p> <ol style="list-style-type: none"> 1. Select whether you: <ol style="list-style-type: none"> 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. <p>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.</p>	

Processing Steps	Screenshots												
<p>Step 8:</p> <ol style="list-style-type: none"> 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. 	 <p>Bwjposwo,Looy go to ...</p> <p>Search Plan Enroll My Academics</p> <hr/> <p>Apply for Graduation</p> <h3>Verify Graduation Data</h3> <p>Verify that all data is correct.</p> <p>If the academic program/degree is not correct, click the Select Different Program button to select a different value.</p> <p>If the term is not correct, click the Select Different Term button to select a different value.</p> <p>If everything is correct, click the Submit Application button to continue the process.</p> <p>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 @queensu.ca email account, which will verify the successful submission.</p> <hr/> <table border="1"> <tr> <td>Program</td> <td>Bachelor of Computing (Hons.)</td> <td>Career</td> <td>Undergraduate</td> </tr> <tr> <td>Degree</td> <td>Bachelor of Computing (Hons.)</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Internship</td> <td colspan="2">Computing and Mathematics</td> </tr> </table> <hr/> <p>Expected Graduation Term 2017 Summer</p> <hr/> <p>Select Different Program Submit Application Select Different Term</p> <hr/> <p>Go to top</p>	Program	Bachelor of Computing (Hons.)	Career	Undergraduate	Degree	Bachelor of Computing (Hons.)				Internship	Computing and Mathematics	
Program	Bachelor of Computing (Hons.)	Career	Undergraduate										
Degree	Bachelor of Computing (Hons.)												
	Internship	Computing and Mathematics											
<p>Step 9:</p> <p>The Submit Confirmation page will display when the Application for Graduation is successful.</p>	 <p>Bwjposwo,Looy go to ...</p> <p>Search Plan Enroll My Academics</p> <hr/> <p>Apply for Graduation</p> <h3>Submit Confirmation</h3> <p>✓ You have successfully applied for graduation. You will receive an email at your @queensu.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.</p> <hr/> <p>Go to top</p>												