

Step-by-Step Guide on How to Apply for Graduation Online

Becoming Eligible to Apply for Graduation

Please visit your LOUIE Student Center and upload a .pdf scan, with the proper signatures, of your most current Program of Study to the assigned Program of Study Milestone. Once uploaded, you will be Eligible to Apply for Graduation **within an hour**. Please contact gradgraduation@nau.edu if you are unable to apply for graduation **after an hour**.

Step 1: Log into LOUIE and view the Program of Study milestone.

The screenshot displays the LOUIE Student Center interface. The main navigation bar includes 'Academics' and 'Finances'. The 'Academics' section contains links for 'Search', 'Plan', 'Enroll', 'My Academics', and 'Jacks Planner', along with a search dropdown. Below this is the 'Fall 2015 Schedule' table, which lists a class 'POS 799-004 LEC (20427) Flagstaff Mountain' with a room of 'TBA'. The 'Finances' section shows an 'Account Summary' indicating a balance of '2,400.00' due now. On the right side, there are sections for 'Holds' (No Holds), 'To Do List' (SAP Max Time Frame Suspension, SAP Pace of Progress Suspend), and 'Milestones' (Dissert Proposed Topic Summary, Dissertation Committee, Dissertation Prospectus, Doctoral Candidacy, Doctoral Comprehensive Exams, Doctoral Language Requirement, Doctoral Residency Requirement, Program of Study-Doctoral). A red arrow points to the 'Program of Study-Doctoral' milestone.

Fall 2015 Schedule	
Class	Schedule
POS 799-004 LEC (20427) Flagstaff Mountain	Room: TBA

Account Summary	
You owe 2,400.00.	
▪ Due Now	2,400.00
▪ Future Due	0.00

Milestones

- Dissert Proposed Topic Summary
- Dissertation Committee
- Dissertation Prospectus
- Doctoral Candidacy
- Doctoral Comprehensive Exams
- Doctoral Language Requirement
- Doctoral Residency Requirement
- Program of Study-Doctoral

Step 2: Upload a .pdf scan to the POS milestone in LOUIE of final approved Program of Study.

1. A final Program of Study (POS) has been approved and signed by the appropriate responsible parties (e.g. advisor, graduate coordinator, academic unit chair). Once the POS has the proper signatures, a .pdf scan will be uploaded on the POS milestone in LOUIE.
 - For students who are unable to secure signatures due to distance locations, approval via email from the responsible parties are acceptable. Those email approvals, along with the final POS, will be uploaded on the POS milestone in LOUIE (both as a .pdf file).
 - Programs of Study are located here: <https://www.nau.edu/GradCol/Degrees-and-Programs/Programs-of-Study-Page/>. Please work with your department to obtain the appropriate signatures.

Program of Study-Doctoral Program

Please verify your Academic Plan below and upload a copy of your graduate program of study (POS) for that program. If there is a change to your POS please upload the latest version here. You and your advisor may reference your POS at any time. A final approved program of study must be uploaded prior to being eligible to apply for graduation.

Milestone Details

Milestone Level

Status Not Completed

Academic Institution Northern Arizona University **Academic Career** Graduate

Academic Program GRAD-Degree Seeking

Student Documents

Attached File	Created	View	Add
		<input type="button" value="View"/>	<input type="button" value="Add"/>



Submitting a Graduation Application

Once you are Eligible to Apply for Graduation (**remember, it may take up to an hour for the process to work its way through the system**), please visit your LOUIE Student Center to complete the Online Graduation Application. If possible, before you apply for graduation, register for your final term of classes.

Step 1: Log into LOUIE and begin the application process

1. Log into your LOUIE Student Center.
2. In the drop down box, choose "Apply for Graduation" and click on the double arrows. *(You must first be Eligible to Apply for Graduation)*

LOUIE Student Center

Student Center

Academics

SEARCH FOR CLASSES

Deadlines URL

This Week's Schedule	
Class	Schedule
AST 183-1 LEC (2464) Flagstaff Mountain	TuTh 2:20PM - 3:35PM Physical Sciences, Rm 233
ENV 490C-1 LEC (2700) Flagstaff Mountain	We 3:00PM - 5:30PM Chemistry, Rm 209
HS 200-3 LEC (2774) Flagstaff Mountain	TuTh 11:10AM - 12:25PM Health Professions, Rm 321
MUS 294-1 LEC (5635) Flagstaff	TuTh 12:45PM - 2:00PM Liberal Arts, Rm 136

Search
Plan
Enroll
My Academics

Apply for Graduation

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor

3. Read all of the important information on the following page.
4. Review your degree information and if everything is correct, click on "Apply for Graduation" (*you can only 'Apply for Graduation' for those programs in which you are Eligible*).

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application or to check your application status. If the link is not visible you may not be eligible to apply for graduation at this time. Please see your Academic Advisor for more information.

Program: GRAD-Degree Seeking

Northern Arizona University | Graduate

APPLY FOR GRADUATION

Degree: Graduate Certificate
Certificate: Public Management

Program: Social and Behavioral Sci-Grad

Northern Arizona University | Graduate

[View Graduation Status](#)

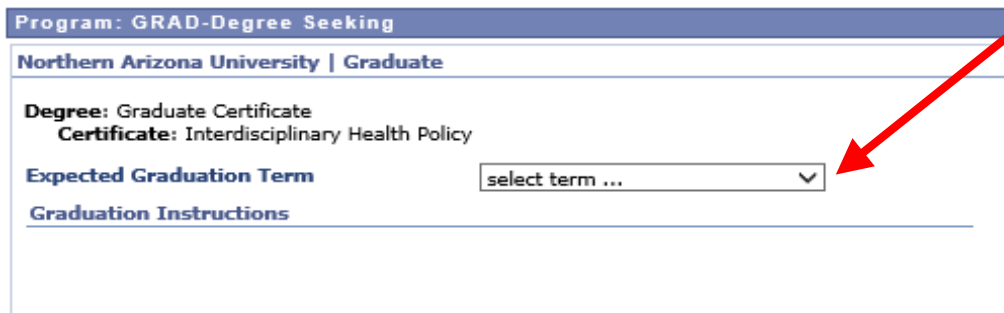
Degree: Master of Arts
Masters: Sustainable Communities

Step 2: Verify your personal information

1. Select the term you will apply for graduation in the "Expected Graduation Term" drop-down box.

Select Graduation Term

Select a term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.



Program: GRAD-Degree Seeking

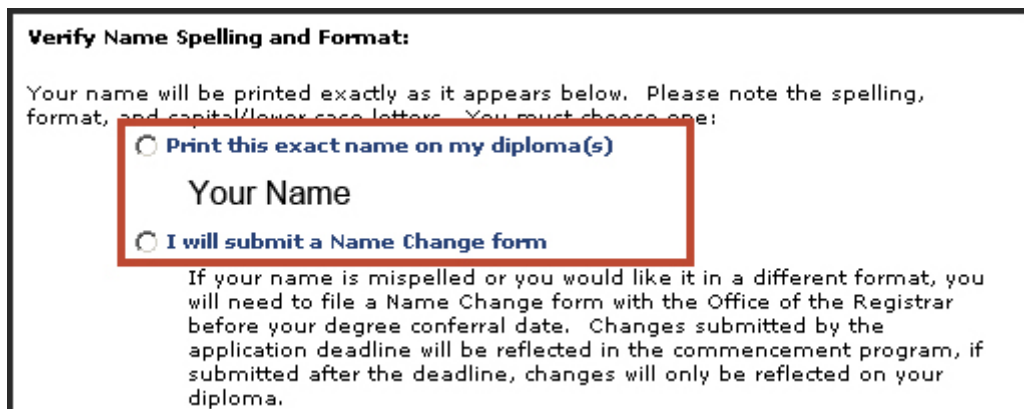
Northern Arizona University | Graduate

Degree: Graduate Certificate
Certificate: Interdisciplinary Health Policy

Expected Graduation Term

Graduation Instructions

2. Verify your name. It will be printed exactly as it appears below. Please note the spelling, format, and capital/lower case letters.



Verify Name Spelling and Format:

Your name will be printed exactly as it appears below. Please note the spelling, format, and capital/lower case letters. You must choose one:

Print this exact name on my diploma(s)

I will submit a Name Change form

Your Name

If your name is misspelled or you would like it in a different format, you will need to file a Name Change form with the Office of the Registrar before your degree conferral date. Changes submitted by the application deadline will be reflected in the commencement program, if submitted after the deadline, changes will only be reflected on your diploma.

3. If your name is misspelled or you would like it in a different format, you will need to file a Name Change form with the Office of the Registrar before your degree conferral date. Changes submitted by the application deadline will be reflected in the commencement program, if submitted after the deadline, changes will only be reflected on your diploma.

If your diploma name is incorrect or not the way you desire and you have not submitted the appropriate paperwork to make the correction before diplomas are mailed, any replacement diploma will be mailed at the student's expense.

4. Verify your address. Make sure all the information is accurate.

Verify Address:

Your diploma will be mailed to you within 4-6 weeks after your degree conferral date to your address on file in LOUIE. Please verify the address shown below or indicate that you will update your address in LOUIE. You must choose one:

Mail my diploma(s) to this address

Your Address

I will update my home address in LOUIE

If you need to update your address, you may do so in LOUIE. Please note that an incorrect address will delay or prevent delivery of your diploma. You may have multiple addresses on file in LOUIE, you will want to make sure to create or update your DIPLOMA address.

5. Your diploma will be mailed within 4-6 weeks after your degree is posted. Please verify the address shown, or indicate that you will update your address in LOUIE. If you need to update your address, you may do so in LOUIE. Please note that an incorrect address will delay or prevent delivery of your diploma. If you have multiple addresses on file in LOUIE, please update both HOME and DIPLOMA addresses.

Step 3: Verify Dissertation Title and Dissertation Advisor(s):

Your dissertation title and dissertation advisor(s) will be printed as they appear below in the commencement program. If an update is needed please contact the Graduate College by email at GradGraduation@nau.edu. If you are applying for graduation after the deadline, this information will not be included in the commencement program.

Verify Dissertation Title and Dissertation Advisor(s):

Your dissertation title and dissertation advisor(s) will be printed as they appear below in the commencement program. If an update is needed please contact the Graduate College by email at GradGraduation@nau.edu. If you are applying for graduation after the deadline this information will not be included in the commencement program. You must choose one for each:

DISSERTATION TITLE

I verify this is my dissertation title

Dissertation Title Preview

I will contact the Graduate College to update my title

Not applicable to my program

DISSERTATION ADVISOR

I verify this is my dissertation advisor(s)

Advisor Name, Ph.D.

I will contact the Graduate College to update my advisor(s)

Not applicable to my program

Step 4: Submit your application

This is your last chance to review your information and verify that everything is correct.

1. Verify that your NAME, ADDRESS and DEGREE are correct. **Any replacement diplomas will be mailed at the student's expense.**
2. Review the acknowledgements and terms. Click on the "I agree" check box if you agree to the terms and understand the acknowledgements.
3. Click on "Continue" to go to the final step of the application process.

By submitting your online application, you are acknowledging that:

- You have verified that your information is correct, and you understand that online changes other than "Home address" cannot be made after submitting your application.
- You have verified that your final Program of Study (POS) has been approved and signed by the appropriate responsible parties (e.g. advisor, graduate coordinator, academic unit chair). Once the POS has the proper signatures, a .pdf scan will be uploaded on the POS milestone in LOUIE.
 - For students who are unable to secure signatures due to distance locations, approval via email from the responsible parties are acceptable. Those email approvals, along with the final POS, will be uploaded on the POS milestone in LOUIE (both as a .pdf file).
- If you do not satisfy the requirements for graduation as noted on your final approved Program of Study (POS) by the last day of the term in which you are applying, you must reapply for graduation.

Submission Page.

1. Please check your NAU email account for NAU Online Graduation Application Confirmation email and retain for reference.



Apply for Graduation

Your graduation application has been submitted. Please check your NAU email account for the NAU Online Graduation Application Confirmation email and retain for reference.

Visit the [Graduation and Commencement](#) page for more information.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ...

Once you have completed the steps above and your application has been submitted, prepare for your commencement ceremony by visiting the [Commencement site](#).

Important Note: If you do not anticipate satisfying your degree requirements by your graduation term, you must contact GradGraduation@nau.edu. Failure to do so will prevent you from enrolling in future courses and applying for graduation in a future term.