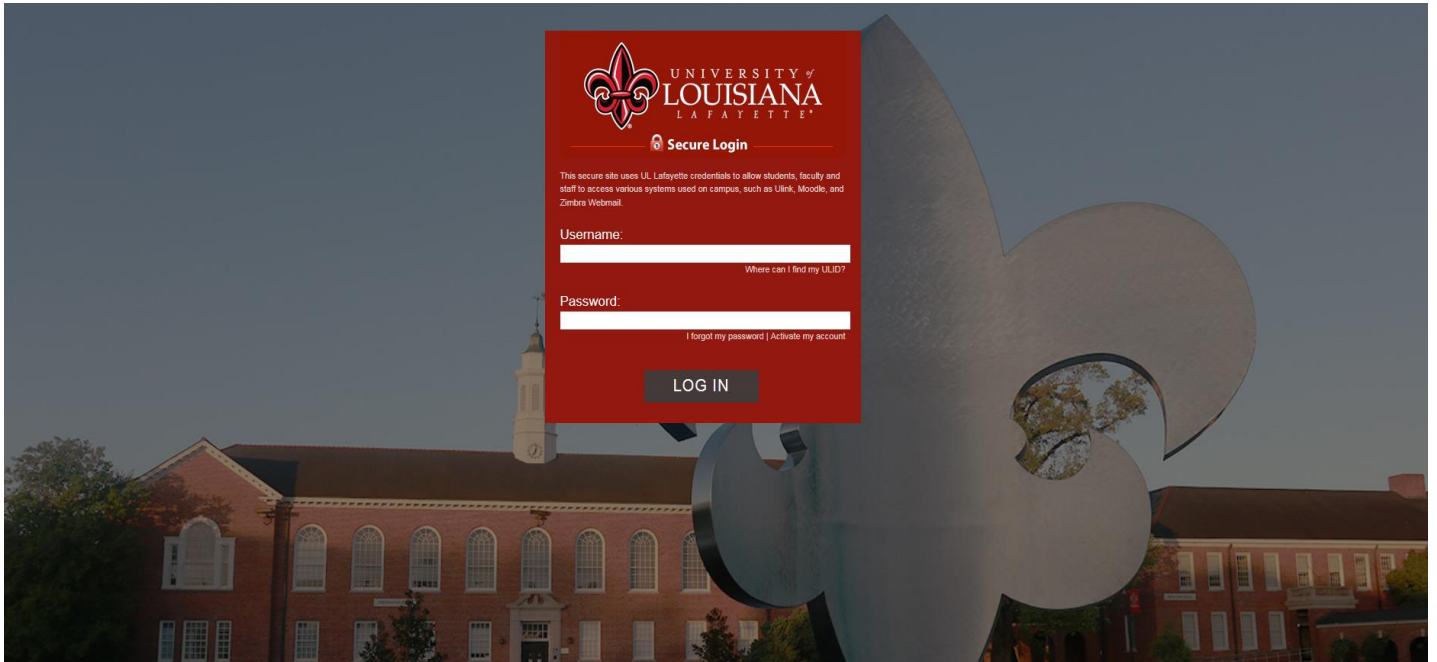


How to Apply for Graduation

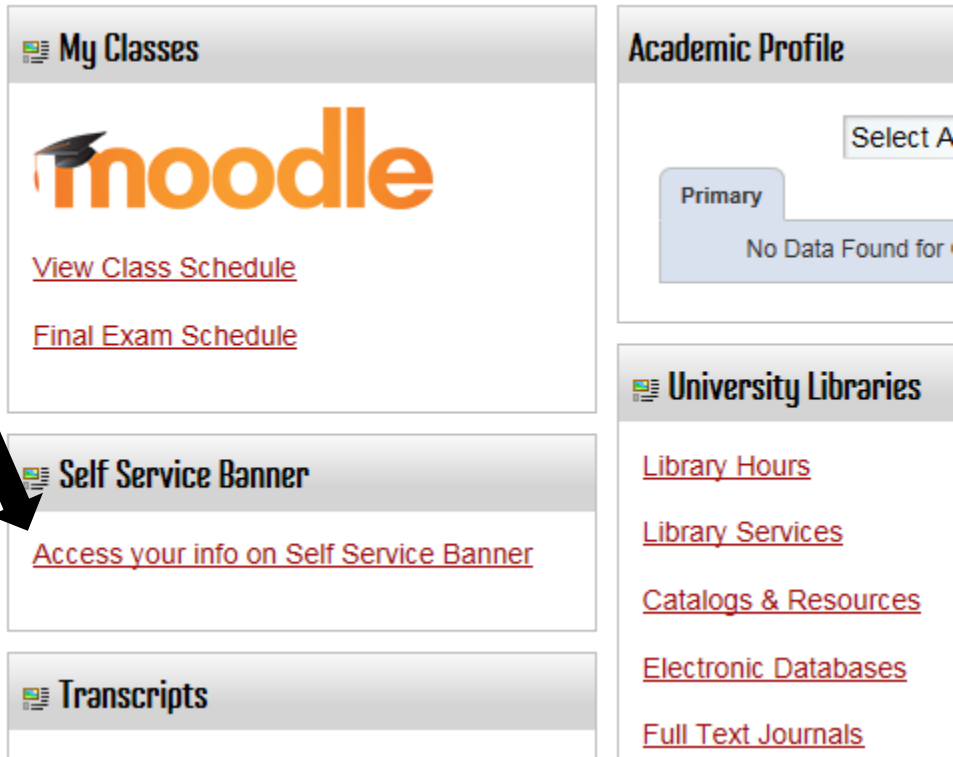
LOG INTO ULink WITH YOUR ULID



SELECT THE ACADEMICS TAB

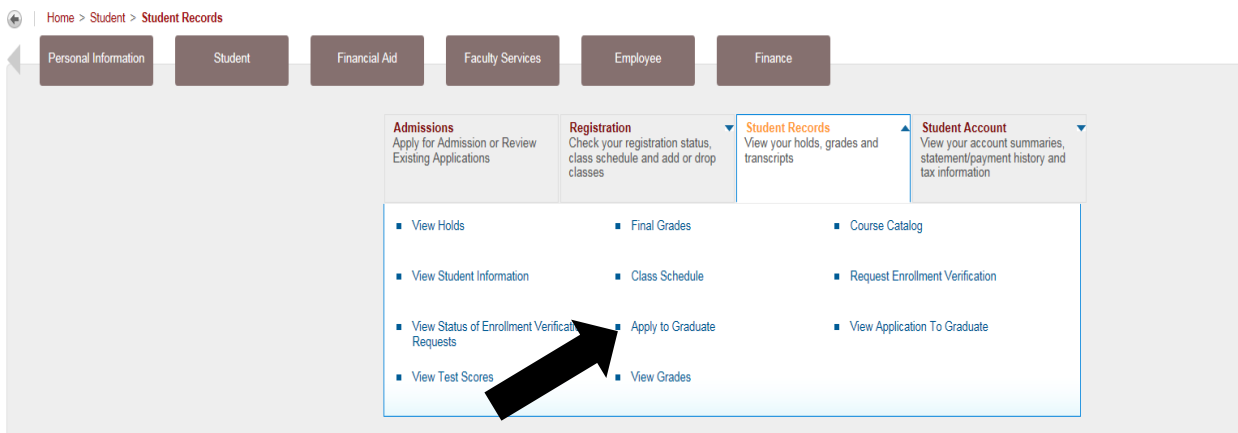


SELECT ACCESS YOUR INFO ON SELF SERVICE BANNER



The screenshot shows a web portal with several sections. On the left, there is a 'My Classes' section with the Moodle logo and links for 'View Class Schedule' and 'Final Exam Schedule'. Below it is the 'Self Service Banner' section, which is highlighted by a large black arrow pointing to the link 'Access your info on Self Service Banner'. Below that is a 'Transcripts' section. On the right, there is an 'Academic Profile' section with a 'Select A' dropdown menu, a 'Primary' button, and a message 'No Data Found for'. Below that is a 'University Libraries' section with links for 'Library Hours', 'Library Services', 'Catalogs & Resources', 'Electronic Databases', and 'Full Text Journals'.

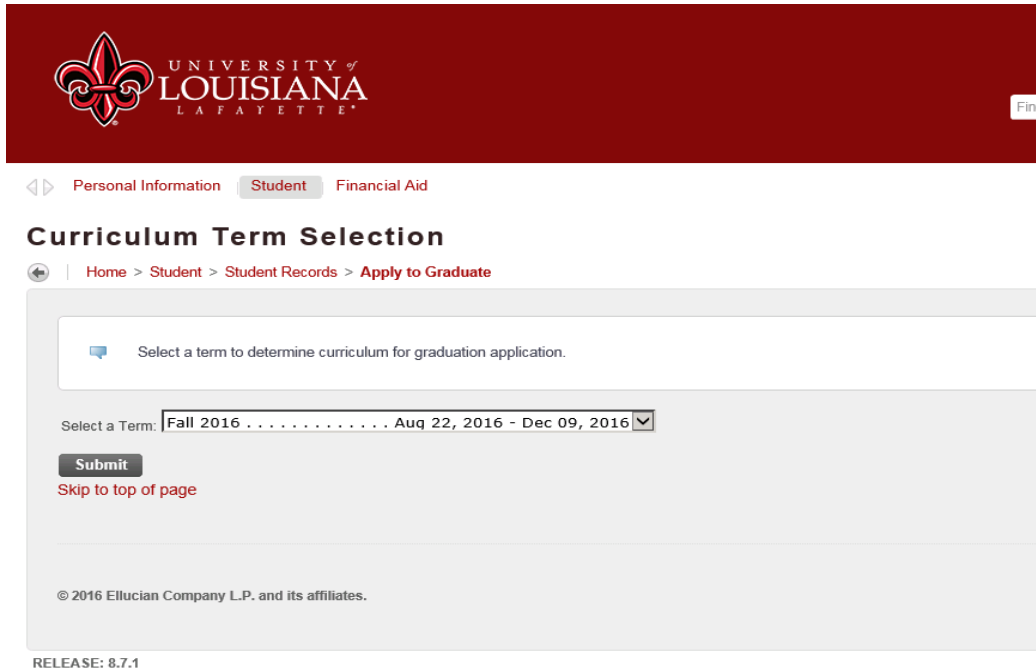
SELECT THE STUDENT TAB, THEN STUDENT RECORDS AND FINALLY CLICK ON APPLY TO GRADUATE



The screenshot shows a web portal with a breadcrumb trail 'Home > Student > Student Records'. Below the breadcrumb trail are several tabs: 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'Employee', and 'Finance'. The 'Student' tab is selected. Below the tabs are four main sections: 'Admissions', 'Registration', 'Student Records', and 'Student Account'. The 'Student Records' section is expanded, showing a list of links: 'View Holds', 'View Student Information', 'View Status of Enrollment Verification Requests', 'View Test Scores', 'Final Grades', 'Class Schedule', 'Apply to Graduate', and 'View Grades'. A large black arrow points to the 'Apply to Graduate' link.

CURRICULUM TERM SELECTION

- a. This represents the semester you are currently enrolled in.
 - i. Click **Submit** to continue.

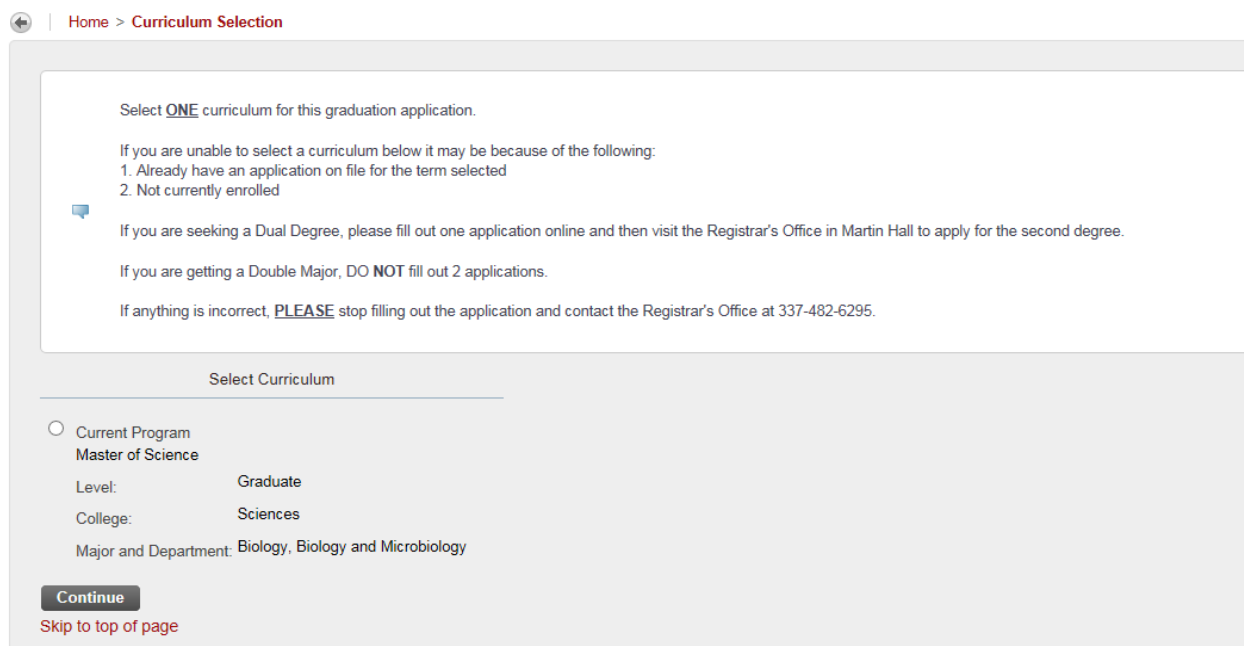


The screenshot shows the top navigation bar with the University of Louisiana Lafayette logo and a search box. Below the navigation bar are links for Personal Information, Student, and Financial Aid. The main heading is "Curriculum Term Selection". A breadcrumb trail reads "Home > Student > Student Records > Apply to Graduate". A message box says "Select a term to determine curriculum for graduation application." Below this is a dropdown menu for "Select a Term:" with "Fall 2016 Aug 22, 2016 - Dec 09, 2016" selected. A "Submit" button is visible, along with a "Skip to top of page" link. At the bottom, there is a copyright notice for 2016 Ellucian Company L.P. and its affiliates, and a release version of 8.7.1.

CURRICULUM SELECTION

- a. Select your program and Click **Continue**.
- b. However, if the information displayed is incorrect, please **STOP** the application and contact the Registrar's Office.

Curriculum Selection



The screenshot shows the "Curriculum Selection" page. A breadcrumb trail reads "Home > Curriculum Selection". A message box says "Select **ONE** curriculum for this graduation application." Below this, there is a list of instructions: "If you are unable to select a curriculum below it may be because of the following: 1. Already have an application on file for the term selected 2. Not currently enrolled". Another message box says "If you are seeking a Dual Degree, please fill out one application online and then visit the Registrar's Office in Martin Hall to apply for the second degree." A third message box says "If you are getting a Double Major, DO NOT fill out 2 applications." A fourth message box says "If anything is incorrect, **PLEASE** stop filling out the application and contact the Registrar's Office at 337-482-6295." Below the message boxes is a section titled "Select Curriculum" with a radio button selected for "Current Program". The selected program is "Master of Science" with a level of "Graduate", a college of "Sciences", and a major and department of "Biology, Biology and Microbiology". A "Continue" button is visible, along with a "Skip to top of page" link.

GRADUATION DATE SELECTION

- Please select the **CORRECT** Graduation Date and then Click **Continue**.

Graduation Date Selection

Home > Graduation Date Selection

Select a date for your expected graduation.

* Indicates required field

Curriculum

Current Program

Master of Science

Level: Graduate
College: Sciences
Major and Department: Biology, Biology and Microbiology

Select Graduation Date

Graduation Date: *
Term: Fall 2016
Term: Spring 2017


[Continue](#)

[Skip to top of page](#)

[View Transcript](#) | [View Graduation Applications](#)

Diploma Name Selection

- The name displayed is the legal name in the system and will be the name that will appear on your diploma. If it is incorrect, contact the Registrar's Office.
- Click **Continue**.



UNIVERSITY of LOUISIANA LAFAYETTE

Find

Personal Information **Student** Financial Aid

Diploma Name Selection

Home > Diploma Name Selection

This is the diploma name information.

Name

Name: Apryl Kay Guillory

[Continue](#)

[Skip to top of page](#)

[View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#)

DIPLOMA MAILING ADDRESS SELECTION

a. Review Instructions and Click **Continue**.

Diploma Mailing Address Selection

C00257467 Elizabeth
Aug 09, 201

Home > [Diploma Mailing Address Selection](#)

All information will be sent to the LOCAL ADDRESS on file. Please verify the address and if incorrect, please update.

Mailing Address is used for all mail outs for Graduation. To verify your mailing address or change your mailing address please follow the steps below after completing your application for degree.



- Log into ULink
- Click Academic Tab
- Click Access your info on Self Service Banner in the Self Service Banner portlet
- Click Personal Information
- Click Update Addresses and Phones
 - If Mailing Address is correct, then you are good to go!
 - If Mailing Address is incorrect, click the Current link and update the address.
- Click Submit to submit changes

[Continue](#)

[Skip to top of page](#)

GRADUATION APPLICATION PAYMENT

a. Select Payment Method and Click **Continue**.

i. Please remember to pay the fee through your **Statement of Account**.

Graduation Application Payment

C00257467
Elizabeth

Home > [Graduation Application Payment](#)

Select a method of payment for the graduation application.



If you do not pay the application fee, your application **WILL NOT** be processed.

The application fee must be paid through your Statement of Account located under the Tuition & Aid Tab on ULink. If you DO NOT pay the fee, your diploma could be withheld.

* indicates required field

Select Payment Method

Payment Method:*

None

[Continue](#)

[Skip to top of page](#)

[View Transcript](#) | [View Graduation Applications](#)

GRADUATION APPLICATION SUMMARY

- a. This page allows you to review your application. After review, click **Submit Request**.

Graduation Application Summary

Home > [Graduation Application Summary](#)

This is the information that will be submitted for your application to graduate.

Graduation Date	
Term:	Fall 2016
Curriculum	
Master of Science	
Current Program	
Level:	Graduate
College:	Sciences
Major and Department:	Biology, Biology and Microbiology
Graduation Charges	
Fee:	\$90.00
Payment Method:	UG Grad App

[Submit Request](#)

[Skip to top of page](#)

GRADUATION APPLICATION SIGNATURE PAGE

- a. Confirmation of application submission



Personal Information **Student** Financial Aid

Graduation Application Signature Page

Home > [Graduation Application Signature Page](#)

Thank you for submitting your application for graduation!

If your application contained any errors, please contact the Registrar's Office in Martin Hall, room 171.

For current information regarding Commencement, please go to <http://commencement.louisiana.edu>

C00010168/1

[Skip to top of page](#)

[View Graduation Applications](#)

After completing your application, you can view your graduation application by returning the Student Records and clicking on **View Application to Graduate**.

Home > Student > Student Records

Personal Information Student Financial Aid Faculty Services Employee Finance


Admissions
Apply for Admission or Review Existing Applications

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Student Account
View your account summaries, statement/payment history and tax information

- View Holds
- View Student Information
- View Status of Enrollment Verification Requests
- View Test Scores
- Final Grades
- Class Schedule
- Apply to Graduate
- View Grades
- Course Catalog
- Request Enrollment Verification
- View Application To Graduate



View active graduation application(s).

Graduation Application

Name: Elizabeth A. Daigle
Application Number: 1
Request Date: Aug 09, 2016
Application Status: Active Application
Application Status Date: Aug 09, 2016

Graduation Date

Term: Fall 2016
Year: 2016-2017

Curriculum

Primary Degree

Master of Science

Level: Graduate
College: Sciences
Major: Biology

Graduation Charges

Fee: \$90.00
Payment Method: UG Grad App

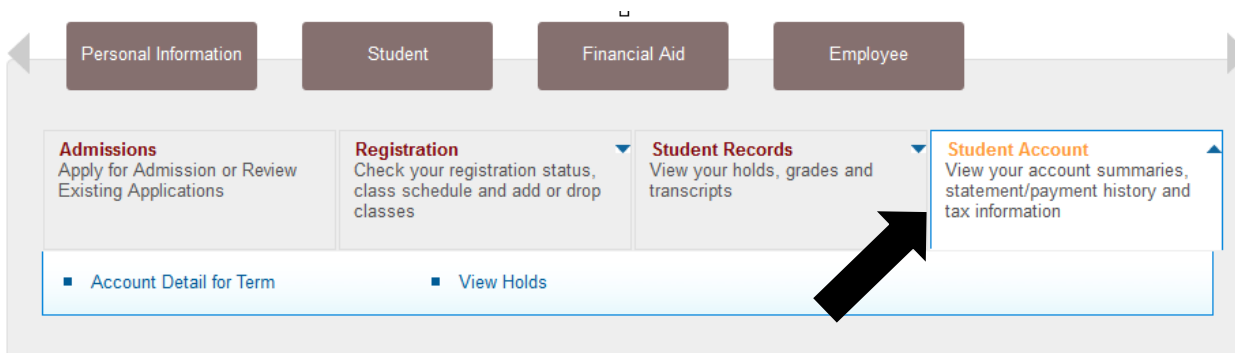
How to Pay Application Fee

✚ After completing your application, you will need to pay the **\$90 fee** through your Statement of Account.

- a. Please note that even if you are applying for a future term, the fee will show up in your **CURRENT** statement of account.

✚ **SELECT THE STUDENT TAB, THEN STUDENT ACCOUNT, THEN ACCOUNT DETAIL FOR TERM.**

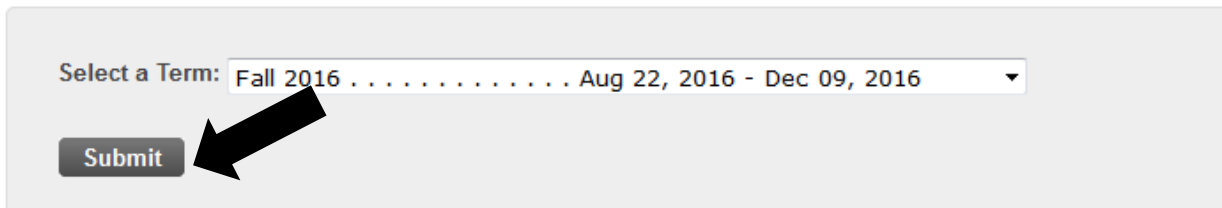
- a. Select the current term and click **SUBMIT**.



The screenshot shows a navigation menu with four tabs: Personal Information, Student, Financial Aid, and Employee. Below the tabs are four menu items: Admissions, Registration, Student Records, and Student Account. The Student Account menu item is highlighted with a blue border and contains the text: "View your account summaries, statement/payment history and tax information". Below this menu item are two sub-items: "Account Detail for Term" and "View Holds". A black arrow points to the Student Account menu item.

Select Term

← | [Home](#) > [View Installment](#) > [Select Another Term](#)



The screenshot shows a "Select a Term:" dropdown menu with the selected term "Fall 2016 Aug 22, 2016 - Dec 09, 2016". Below the dropdown menu is a "Submit" button. A black arrow points to the Submit button.


+ A list of all fees for that semester will appear, if you scroll through, you will find the APPLICATION FOR DEGREE Fee like the example below. Your account balance will either be just the \$90 fee or your entire balance for the semester.


a. To continue to pay the fee, select **Statement & Payment Center**.

M002	General Auxiliary Fee - 00	\$1,100.00
M003	APPLICATION FOR DEGREE	\$90.00



Net Term Balance	\$90.00
Net Balance for Other Terms:	\$0.00
Account Balance:	\$90.00

 No Authorized Financial Aid exists on your record for the selected term.


 No pending transactions exist on your record for the selected term.

[Statement & Payment Center](#)



[Select Another Term](#) ■ [Statement and Payment History](#)

+ Click Make a Payment



Statement & Payment Center

Account Payments Payment Plans

Account Activity Personal Profile Payment Methods Agreements Authorized Users

Account Alerts

No alerts at this time.

Announcements

Welcome to the University of Louisiana at Lafayette!! For More information on payment plans, please click the link. [Payment Plans](#) Holds will not be removed for 7-10 business days.

My Account

Current Account Status	
Student Account Balance:	\$90.00

[Make a Payment](#) [View Account Activity](#)

Term Balances	
Fall 2016	\$90.00



- The Account Payment screen will appear. This will allow you to select different options. The option you need to select is **Pay by Line item:**
 - Then select the **Application for Degree** and click **Continue**.

My Account | Payments | Payment Plans

Account Payment | Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment

Pay by term:

<input type="checkbox"/> Spring 2016	\$0.00	\$0.00
<input type="checkbox"/> Fall 2016	\$90.00	\$90.00

Pay by line item:

(Paid items may apply until payment records are updated.)

Description	Date	Term	Amount	Payment
<input checked="" type="checkbox"/> APPLICATION FOR DEGREE	(16-AUG-2016)	Fall 2016	\$90.00	\$90.00

Payment date:

Memo:

Continue

- Payment Methods can either be an Electronic Check or Credit Card.
 - Select the type of payment and click **Select**.

My Account | Payments | Payment Plans

Account Payment | Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment Method

Payment amount: \$90.00

Payment Method:

Select **Back**

- Select Payment Method
- Electronic Check (checking/savings)
- Credit Card via PayPath *

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

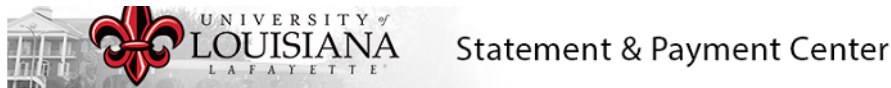
Electronic Check - Electronic payments require a bank routing

- A confirmation page will appear to verify your selection before continuing.
 - If everything looks okay, select **Continue to PayPath**.

My Account	Payments	Payment Plans
Account Payment	Payment History	

Account Payment			
Amount	Payment Method	Confirmation	Payment Receipt
Review Details Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction. Payment amount: \$90.00 Payment type: Credit Card through PayPath®, a tuition payment service. By selecting the Continue to PayPath button you are agreeing to the University of Louisiana Terms and Conditions.			
Continue to PayPath Back Cancel			

- The final step will be to pay, please select **Continue** to complete your transaction.



Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for University of Louisiana at Lafayette student accounts. A non-refundable PayPath Payment Service fee of 2.75% (minimum of \$3.00) will be added to your payment. There is no charge for payments made by ACH.

Transaction Details	
Student ID:	[REDACTED]
Line Item	Amount
APPLICATION FOR DEGREE	\$90.00

PayPath Payment Service accepts:



Continue	Cancel
--------------------------	------------------------