

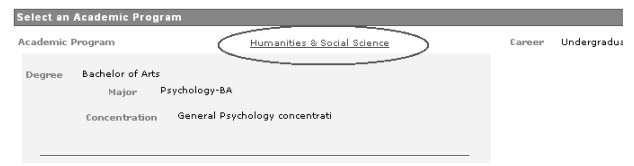
Student Guide to the Graduation Application

- Open www.ncsu.edu/registrar in your computer's web browser.
- Click on the **MYPACK Portal** icon.
- Login to the **MYPACK Portal** with your Unity ID and password.

- Click **Student Self Service** from the menu on the left or click the **FOR STUDENTS** tab at the top of the page. Select **Degree Progress/Graduation** and then **Apply for Graduation**.



- Click the description of the academic program for which you wish to apply for graduation.



- Indicate the major(s) you are applying to graduate and your expected graduation term.
- If you have multiple majors you can select to:
1) apply for all of them, or 2) indicate that you are going to return and complete a degree or 3) do not plan to complete a degree.
- If you have comments for your department or college graduation officer, indicate in the comments section.
- Click "Continue"

A screenshot of a web application form. It has a header with "Program: Humanities & Social Science", "Career", and "Undergraduate". Below that, it shows "Degree: Bachelor of Arts" and "Major: Psychology-BA". There are three radio button options: "I am applying to graduate this term in this degree.", "I plan to return and complete this degree.", and "I do not plan to complete this degree.". Below these is a "Concentration" field with "General Psychology concentrati" selected. There is a "Comments" text area. At the bottom, there is a section titled "Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time." with an "Expected Graduation Term" dropdown menu.

- Review your application and either submit by clicking "Submit Application" or follow the instructions to amend. The graduation program and diploma will display the name indicated here so please review. To change your name complete the **Name Change/Marital Status Change** form available from the Registration & Records website: <http://ncsu.edu/registrar/forms/index.html>
- If you wish to have your diploma sent to an address other than your Home/Mail address, select the **"CREATE DIPLOMA ADDRESS"** button. Select **"ADD A NEW ADDRESS"** button on the addresses page, enter your diploma address, and click ok. On the new page, select the Diploma Checkbox and save the address.