

- Login to myYSU from the homepage

My Account Content Layout | Welcome | Your YSU YES (Banner™) ID is

Personal Information | Alumni and Friends | **Student** | Financial Aid

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Student Records

e-Services for Students

Access My Student Information

- Financial Aid
 - Accept Award Offer
 - View Financial Aid Status
- Registration
 - Important Dates
 - Registration Instructions*
 - Exam Schedule
- Records
 - **Student Records**
 - Degree Audit Instructions*
- Student Accounts
 - View/Pay Bill

Campus Announcements

President's State of the Unive
Letter of Introduction: Dr. Syl
Multicultural Affairs

Center at 7:30 pm.
Green Energy Parking Survey
More...

My E-mail Accounts

ACADEMIC HISTORY:

- *NEW* Order Official Transcripts
- Order your YSU Official Transcripts online
- Final Grades
- View Academic Transcript
- Check here to view your unofficial transcript and to see your hours completed for registration.
- View Test Scores
- View test score results

STUDENT INFORMATION:

- View Holds
- View Student Information
- Class Schedule
- Course Catalog
- Dars Web
- Request and review DARS audit
- Request Enrollment Verification
- Apply to Graduate**
- View Graduation Applications

- If you are an undergraduate student your advisor must first clear you to apply for graduation. If you have not been cleared to graduate you will receive a message instructing you to contact your advisor for assistance.

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YSU ONLINE GRADUATION PROCESS

Processing -Pete Penguin Y00510398

Graduation Applications are currently being taken for - Summer 2013

**** At this time, You are unable to apply Online for Graduation in an Undergraduate Semester
** Your Academic Advisor has not cleared you for Graduation for Summer 2013**

Your information on file in the **REGISTRAR'S** Office is as follows
(PRIMARY)
College - Liberal Art and Social Science
Degree - Bachelor of Arts
Major - English

**** Please contact your advisor in the Dean's Office for assistance at the numbers listed below**

- College of Liberal Arts and Social Sciences (330) 941-3413
- College of Science, Technology, Engineering, and Mathematics (330) 941-2512
- Health and Human Services (330) 941-1820
- Fine and Performing Arts (330) 941-3728
- Beeghly College of Education (330) 941-3270
- Business Administration (330) 941-3066

- If you have been cleared to apply for graduation by your advisor you will be instructed to select a term on the next screen. The term will not always be the term you are applying to graduate.

Graduation Applications are currently being taken for - Summer 2013

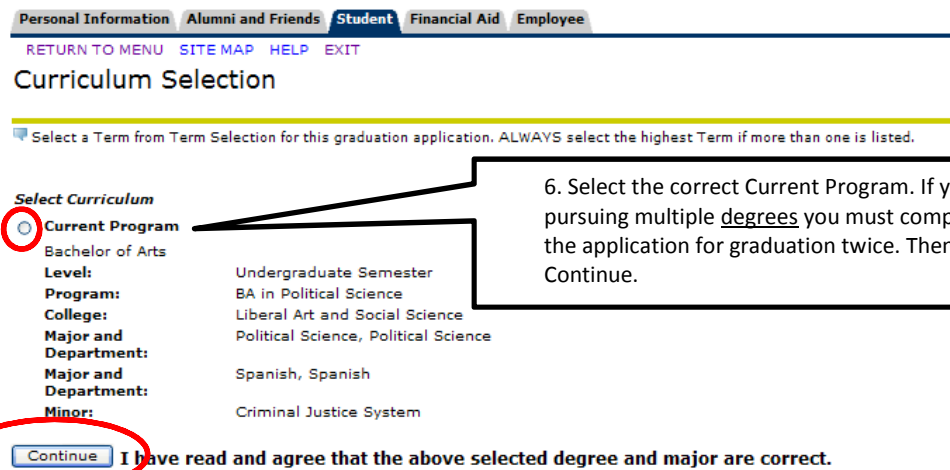
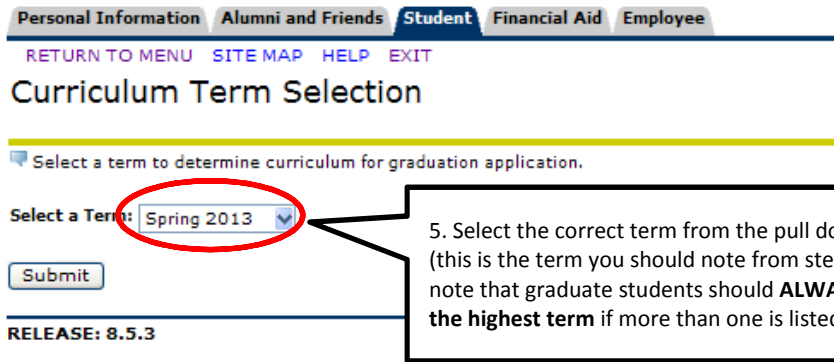
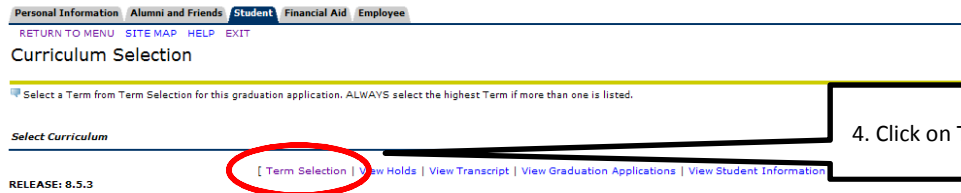
**** You will be applying for Graduation in a Undergraduate Semester**

Your APPROVED information on file in the **ADVISOR'S** Office is as follows
 College - Liberal Art and Social Science
 Degree - Bachelor of Arts
 Major - Spanish
 Secondary Major - Political Science Minor - Criminal Justice System

**** Select --- Spring 2013 --- on the next TERM selection screen to get your Available curriculum.**

3. Note the term, and then click below to proceed. (Graduate students should select the HIGHEST term on the next screen.)

Click to proceed with your Graduation Application



**** The Records Office will have Final Authorization in Approving Graduation Curriculum ****

Personal Information Alumni and Friends **Student** Financial Aid Employee

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Graduation Date Selection

Select a date for your expected graduation

* indicates required field

Curriculum
Current Program: Bachelor of Arts
Level: Political Science
Program: Political Science
College: Political Science, Political Science
Major and Department: Political Science, Political Science
Minor: Spanish, Spanish
Criminal Justice System

Select Graduation Date
Graduation Date:

7. Choose the Graduation Date from the drop down menu and then select Continue.

Personal Information Alumni and Friends **Student** Financial Aid Employee

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Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony

Select Ceremony Attendance
Attend Ceremony: Yes No

8. Choose whether you will or will not attend the commencement ceremony and then select Continue.

Enter Cap and Gown Information

Pete Penguin Y00510398
Degree: Bachelor of Arts

** Information will be entered for Graduation Term Summer 2013
** You must enter Information for a Graduation Gown, even if you indicated you will not be attending ceremony

Enter your height in feet and inches:
Enter your weight in pounds:

9. Fill in your height and weight for your graduation gown and then select Continue. (You can verify your height and weight on the screen.)

Cap and Gown information

Pete Penguin Y00510398

Graduation Gown information on file will be -
Height - 6'2
Weight - 185

10. Review your information and select Continue.

Enter Contact Phone Number and Email

11. Enter your email address and phone number, then select Continue and verify on the next page.

Please supply your current email address:

Please supply your current phone number:

** This information will be used to contact you if there is a problem with your Graduation Application.

Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or ch

* indicates required field

Name

Name: Pete Penguin

Current Diploma Name:

Select a Name for your Diploma

One of your Names:*

Current Name (Pete Penguin)

Continue

CLICK Continue to Review/Edit your Diploma Name

**** Please contact the Records Office, Cathy Pokrivnak at crpokrivnak@ysu.edu or 330-941-2942, if you have accents or unique characters in your DIPLOMA NAME.**

12. You can select one of your current names on file or New Name (please note that the name printed on your diploma must be a legal name on file with the Registrar's Office). Then select Continue.

Please contact Records if you have an accent or unique character in your name such as José Quiñones or Renée Bäumlér that you would like printed on your diploma.

Diploma Name Selection

Enter the name to be printed on your diploma. (You must use your legal name)

* indicates required field

Name For Diploma

First Name:*

Pete

Middle Name:

Andrew

Last Name:*

Penguin

Continue

CLICK Continue to Review/Edit your Diploma Name

**** Please contact the Records Office, Cathy Pokrivnak at crpokrivnak@ysu.edu or 330-941-2942, if you have accents or unique characters in your DIPLOMA NAME.**

13. You can edit one of your current names on file (please note that the name printed on your diploma must be a legal name on file with the Registrar's Office). You may use your middle name, middle initial or opt for no middle name to be printed on your diploma. Then select Continue.

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

Select Jones Hall to pick up your Diploma at YSU, Jones Hall-Room 1013

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma

One of your Addresses:*

Permanent (410 Wick)

Continue

14. You can choose a current address on file to mail your diploma, type in a new address to mail your diploma or select Jones Hall if you will pick up your diploma at the end of the term. Choose the appropriate option from the pull down menu and then select Continue.

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

* indicates required field

Mailing Address For Diploma

Street Line 1:*

Street Line 2:

Street Line 3:

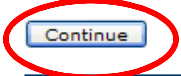
City:*

State or Province:

ZIP or Postal Code:

Nation:

15. You can verify and edit the address and then select Continue. Please do not make changes to the Jones Hall pick up location.



Graduation Application Payment

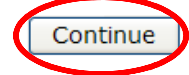
Select a method of payment for the graduation application.

* indicates required field

Select Payment Method

Payment Method:*

16. Choose the fee from the drop down menu and then select Continue.

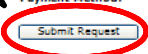


Graduation Application Summary

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

Graduation Date	
Date:	Aug 17, 2013
Ceremony	
Attend Ceremony:	Yes
Diploma Name	
First Name:	Pete
Middle Name:	Andrew
Last Name:	Penguin
Diploma Mailing Address	
Street Line 1:	YSU Registration & Records
Street Line 2:	Jones Hall, 1013
Street Line 3:	One University Plaza
City:	Youngstown
State or Province:	Ohio
ZIP or Postal Code:	44555
Curriculum	
Current Program	
Bachelor of Arts	
Level:	Undergraduate Semester
Program:	BA in English
College:	Liberal Art and Social Science
Major and Department:	English, English
Graduation Charges	
Fee:	\$65.00
Payment Method:	Graduation Fee

17. Review your application information and then select Submit Request.



18. Select your payment option (either Credit Card or Electronic Check). Then enter your payment information and select continue.

Amount and Method > **Payment Information** > Submit Payment > Payment Receipt

Description: Graduation Application
Payment amount: \$65.00
Payment method: Electronic Check

Account Information
 *Indicates required fields
 *Account type:
 Checking Savings
 *Routing number: (View example)

 *Account number:

Billing Information
 *Name on account:

 My billing address is international

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. Corporate checks are not allowed.
Credit Card - We accept the following credit cards.

Amount and Method > Payment Information > **Submit Payment** > Payment Receipt

Submit Payment

Please review the transaction details, then submit your payment.

Description: Graduation Application
Payment amount: \$65.00
Payment type: Credit Card
Card account number: xxxxxxxxxxxx5454
Name on card: Pete A. Penguin
Card expiration date: 0314
Credit card type: MasterCard
Billing address: 410 Wick Ave.
City: Youngstown
State/Province: OH
Postal code: 44555
Country: UNITED STATES
E-mail: srkessler@ysu.edu

19. Verify your payment information and then select Submit Payment.

Submit Payment Change Cancel

- Next you will receive a message to wait while the payment is processed. Do not close the window.

Please wait while we process your payment.
 Do not click the stop or back buttons at this time.
 (This could take several minutes.)

Payment Receipt



Your payment in the amount of \$65.00 was successful. A confirmation email was sent to srkessler@ysu.edu. Please print this page for your records, then click Continue to complete your task in progress.

Confirmation number: 20130329000000
 Payment date: Friday, March 29, 2013 9:18:00 AM CDT

Description: Graduation Application
 Amount paid: \$65.00
 Paid to: Youngstown State University
 One University Plaza
 Youngstown, OH 44555
 999-999-9999
 http://www.ysu.edu/vpadmin/studaccts/importantinfo.shtml

Account number: xxxxxxxxxxxx5454
 Name on card: Pete A. Penguin
 Credit card type: MasterCard
 Authorization code: 091753
 Transaction type: Purchase
 Card not present for this transaction.

Print

Continue

20. You must select continue for your application to be processed.

Graduation Application Signature Page

Your graduation application has been submitted.

21. Once you receive this message your application for graduation has been submitted. Congratulations!

- An email confirming the payment will be sent to the email address you provide.

Thank you for your payment

accounts@ysu.edu

Sent: Fri 3/29/2013 10:18 AM

To: Pete Penguin

THANK YOU FOR YOUR PAYMENT!

This is an automated message to confirm that your payment has been submitted. Please note that this payment is subject to approval and final verification.

===== PAYMENT DETAILS

Payer -- [Pete A. Penguin]
 Payment Method -- [xxxxxxxxxxxx5454]
 Amount -- [\$65.00]
 Confirmation Number -- [20130329000000]

For Questions contact:

- Alumni & Donors - cacala@ysu.edu
- Admissions, Undergraduate - enroll@ysu.edu