

# Advising Training

4/7/2021

Graduation Checkout

## Step 1: Run an Audit

Check for:

- ✓ 120 total hours
- ✓ 3/400 level credit
- ✓ Hours of Residency
- ✓ Applied to Graduation
- ✓ Foundational Studies
- ✓ Major Requirements
- ✓ Minor Requirements

## Step 2: Make Needed Corrections to Plan

Work with student on how they plan to finish their remaining courses.

## Step 3: Apply to Graduation (Undergraduates)

1. Log into ISU Portal
2. Click "Student Self Service App"
3. Click "Apply to Graduation Undergraduates Only"
4. Click on intended graduation date
5. Click "Yes" or "No" for walking in commencement
6. Click "Submit"

## Step 4: Fill Out Petitions

<https://www.indstate.edu/health/department/advising-chhs/advising-information-students/undergraduate-advising>



## Summer Graduation Initiative

### Summer Graduation Initiative

Qualifications:

- Started ISU in Fall 2017 as a new freshman
- Complete a plan of study with academic advisor to ensure you are eligible
- Register for all summer classes necessary to meet graduation requirements
- Successfully complete all summer classes

*ISU will discount summer tuition by 50% if you pass all of your classes and graduate by August*

Link:

<https://www.indstate.edu/financial-aid/summer-aid>



# Graduate Level

## Graduation Checkout Meeting

- Advisors should communicate with Program Directors on the status of whether students are eligible to graduate.
- Program Directors complete electronic pre-graduation checks and also final electronic graduation checks.
- Remember, Programs of Study should be done initially with graduate students, signed and dated.
- Programs of Study should be sent to the CGPS who will upload the documents in ImageNow.

## Barnes & Noble

### Graduation Cap and Gown

Link: <https://indianastate.shopoakhalli.com/purchasewizard/Welcome>  
Advisors should direct their students to the Barnes & Noble bookstore or the link listed above to order their cap and gown.



**Need a Job?**  
Career Center

Dustin Bryant

Title Career Services Coordinator  
Office Career Center 130D  
Telephone 812-237-2106  
Dustin.Bryant@indstate.edu

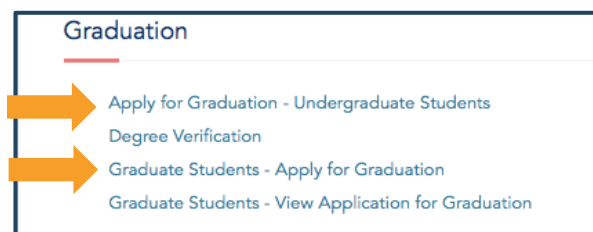
# Graduation Application

## How to Guide Your Students

Undergraduate students are eligible to apply for graduation after they have accumulated 75 hours.

**Remember! Students will not be able to register for courses in terms beyond their graduation date without reapplying to the university or changing their graduation date.**

### GUIDING STUDENTS TO APPLY FOR GRADUATION



- First, have your student log into the ISU homepage, [www.indstate.edu](http://www.indstate.edu), and click on the link to their MyISU portal at the top of the page and log in.
- Once they have logged in with their Sycamore ID and password, have them select the "Student Self-Service" badge, shown here.
- Once in the Student Self-Service area, you'll find the graduation applications under the "Graduation" header.

## Commencement vs. Graduation

There is a great deal of confusion among students regarding **commencement** and **graduation**. *Graduation* is the culmination of a student's plan of study and the awarding of the degree. *Commencement* is the ceremony celebrating the completion of the academic program. Students who apply to graduate in spring or summer are invited to the May commencement ceremony and those who apply for fall graduation are invited to the ceremony in December. A student does not have to participate in the ceremony; a student can participate in the ceremony prior to all degree requirements being met.

