

Online Intent to Graduate Form

Students who meet the following criteria will now be able to file their intent to graduate card using Self-Service:

- Associates Degree Students - 42 overall, earned hours and a minimum 2.0 cumulative GPA
- Bachelor's Degree Students – 102 overall, earned hours and a minimum 2.0 cumulative GPA
- Graduate Level Students – 18 overall, earned hours and a minimum 2.0 cumulative GPA

Any students that do not meet the above criteria but still feel they can graduate will need to contact the Office of Admissions, Records and Registration to complete the paper form. Students can contact Michele McGinnis or Jodi Moore in the Office of Admissions, Records and Registration for further assistance. Please e-mail graduation@astate.edu or contact (870)972-2031

How to complete the online intent card:

1. Login to myCampus and click on the Self Service icon in the left-hand panel



2. You should now be at the Self Service main menu. Click the **Student** link.

Main Menu

Welcome, Jackie L. Dotson, to Arkansas State University Self-Service! Last web access on Nov 19, 2012 at 05:09 pm

[Personal Information](#)

Update addresses, contact information; Change your PIN.

Please keep your address and telephone number current to help ensure that you receive important ASU communications.

[Student](#)

Apply for Admission, Register, View your academic records and Financial Aid.

3. You should now be on the Student and Financial Aid menu. Click the **Student Records** link.
- #### Student and Financial Aid

[Admissions](#)

Apply for Admission or Review Existing Applications

[Registration](#)

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

- See your advisor to discuss your academic plan. Your advisor will remove your advising hold after you have met.
- Clear any registration holds with the appropriate office. Check to see that holds are then cleared.
- If you are required to complete MATH 0003 or MATH 0013, please select your CRN for the preferred section and contact Advising Services (972-3001) for registration into the class before you can continue with additional registration.
- All remedial holds are handled in Advisement Services.

[Student Records](#)

View your holds, grades, transcripts and account summary. Set up payment plans or deposits.

Students should view their Account Summary to make sure that their account is clear. Registration and transcript holds are placed on all accounts with outstanding balances.

[Financial Aid](#)

Apply for Financial Aid, review status and loans

RELEASE: 8.5.3

4. You should now be on the Student Records menu. Click the [Application/Intent to Graduate](#) link.

Arkansas State University

Personal Information **Student** Faculty Services Employee

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Records

myBill

View eBill, make a payment or deposit and establish Online Installment Plan.

[Account Summary by Term](#)

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

Final Grades for Spring 2016 Session 1 courses will be available by 5:00 PM (Central Time) March 11.

Final Grades for Spring 2016 courses will be available by 5:00 PM (Central Time) May 13.

Final Grades are not viewable before those scheduled times.

[Academic Transcript](#)

Students can print an unofficial transcript for free.

[Request Official Transcript](#)

Students can request an official transcript for free from the Transcripts Department.

[View Status of Transcript Requests](#)

[View Test Scores](#)

View official test scores received by ASU. (ACT, SAT, etc.)

[Degree Evaluation](#)

For more information, please consult our [Frequently Asked Questions](#) page

[Course Catalog](#)

[View Student Information](#)

[Class Schedule](#)

[Enrollment Verification through Student Clearinghouse](#)

[Tax Notification](#)

View your 1098-T Tax Statement.

[Select Tax Year](#)

[Application/Intent to Graduate Form](#)

Associate degree students must have completed a minimum 42 overall earned hours and a minimum 2.0 overall GPA.

Bachelor's degree students must have completed a minimum 122 overall earned hours and a minimum 2.0 overall GPA.

Masters/Specialist/Doctoral degree students must have completed a minimum 15 overall earned hours and a minimum 2.5 overall GPA.

[Proxy Menu](#)

RELEASE: 8.7

5. You should now be on the Curriculum Term Selection menu. You will then select the term for which you will be filing your intent to graduate.

Curriculum Term Selection

Select a term to determine curriculum for graduation application.

Select a Term: 2013 Spring

Submit

RELEASE: 8.5.3.1

6. If you attempt to file an intent to graduate but do not meet the eligibility requirements or have already completed your intent to file application, you will receive the following message:

Select one curriculum for this graduation application.

If the information below is inaccurate or you believe you have met the criteria to be eligible for graduation, please contact Office of Admissions, Records and Registration at graduation@astate.edu or 870-972-2031.

Select Curriculum

• You are currently not eligible to apply for graduation online. If you have already filed your intent to graduate application, please click on 'View Graduation Applications' at the bottom of this page to review any existing applications. Please contact Office of Admissions, Records and Registration at graduation@astate.edu or 870-972-2031.

- 7.** Students who have not completed their intent to graduate form and meet the eligibility requirements to complete the form will see their curricula listed. If a student believes that their curricula is incorrect or missing information (e.g. concentration, minor, etc.) they will need to visit with their academic advisor before completing the intent form to get the information corrected. If your curricula are correct, select the program and click Continue.

Curriculum Selection

Select one curriculum for this graduation application.

If the information below is inaccurate or you believe you have met the criteria to be eligible for graduation, please contact Office of Admissions, Records and Registration at graduation@astate.edu or 870-972-2031.

Select Curriculum

Current Program

Master of Accountancy

Level: Graduate

Program: Master of Accountancy

College: Business

Major and Department: Accounting, Accounting and Law

Continue

- a.** Please note, that if you are graduating with as a double major, two majors in the same program (e.g. Bachelor of Science in Accounting and Management) both of those will be listed under the same program. The screenshot below provides an example of how this would look in Self Service for those students who will be receiving a double major in the same program.

Select Curriculum

Current Program

Bachelor of Science

Level: Undergraduate

Program: Bachelor of Science

College: Business

Major and Department: Management, Management and Marketing

Major and Department: Accounting, Accounting and Law

Major 1

Major 2

Continue

- b.** If you are graduating with a double degree (e.g. Bachelor of Science in Management and Bachelor of Arts in History) then both of those programs will be listed in Self Service. You will only be able to select one program at a time. What this means is that after you submit an intent form for one of the programs, you will need to go back in and submit an intent form for the other program that you have not submitted an intent card for in the system.

Select Curriculum

Current Program

Bachelor of Science

Level: Undergraduate
Program: Bachelor of Science
College: Business
Major and Department: Management, Management and Marketing


Current Program

Bachelor of Arts

Level: Undergraduate
Program: Bachelor of Arts
College: Humanities and Social Sciences
Major and Department: History, History

- 8.** After selecting your program, you will see the graduation date selection screen. Here you will submit the date you are filing for your intent to graduate.

Graduation Date Selection

 Select a date for your expected graduation.

* indicates required field

Curriculum

Current Program

Bachelor of Science

Level: Undergraduate
Program: Bachelor of Science
College: Business
Major and Department: Management, Management and Marketing

Select Graduation Date

Graduation Date:*

Date: May 11, 2013 Term: 2013 Spring Year: 2012-2013
None
Date: May 11, 2013 Term: 2013 Spring Year: 2012-2013

9. The next screen will be the graduation attendance page. Here you will select if you plan to walk or not. It is important to select an option as we use this to plan seating for the ceremonies.

Graduation Ceremony Selection

This form is for confirmation of attendance or non-attendance of the ASU-Jonesboro ceremonies. If you are graduating from one ceremony as well if you choose to do so. If you do not plan on attending the ASU-Jonesboro ceremonies, please select No as

Please indicate if you plan to attend the graduation ceremony.

To view the times that your college will graduate during the upcoming Commencement, please visit the Graduation webpage he

Select Ceremony Attendance

Attend Ceremony:

Yes

No

Undecided

Continue

10. The next screen will be the diploma name screen. This is where you will select the name that you want to appear on your diploma. This can be modified after clicking Continue if the default name is incorrect. The name you submit will be the name that is printed on your diploma.

Diploma Name Selection

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

* indicates required field

Name

Name:

Jackie Dotson Jr

Current Diploma Name:

Select a Name for your Diploma

One of your Names: *

Continue

Current Name (Jackie L. Dotson)	▼
None	
New	
Alumni (Jackie L. Dotson)	
Current Name (Jackie L. Dotson)	
Transcript Name (Jackie L. Dotson)	

Diploma Name Selection

Enter the name to be printed on your diploma.

* indicates required field

Name For Diploma

First Name:

Jackie

Last Name: *

Dotson

Suffix:

Jr

Continue

- 11.** After selecting your address, you will select the applicable graduation fee. This fee will be charged to your account and can be paid through Self Service or at the Cashier's Window.

Arkansas State University

[Personal Information](#) / **[Student](#)** / [Faculty Services](#) / [Employee](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Graduation Application Payment

* Select a method of payment for the graduation application.

* indicates required field

Select Payment Method

Payment Method:*

None
None
Masters Graduation Fee \$65.00 Bill Account-Masters Grad Fee
Masters Graduation Fee \$65.00 Credit Card-Masters Grad Fee

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

- 12.** After selecting the graduation fee, you will now see a summary of your intent to graduate form. Please verify that everything you have submitted is correct. If it is correct, click Submit.

Graduation Application Summary

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

Graduation Date

Date: May 11, 2013
Term: 2013 Spring
Year: 2012-2013

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name: Jackie
Last Name: Dotson

Diploma Mailing Address

Street Line 1: 123 Main St
City: Jonesboro
State or Province: Arkansas
ZIP or Postal Code: 72401

Curriculum

Current Program

Bachelor of Science
Level: Undergraduate
Program: Bachelor of Science
College: Business
Major and Department: Management, Management and Marketing

Graduation Charges

Fee: \$45.00
Payment Method: Bill Account-UG Graduation Fee

- 13.** Congratulations! You have submitted your intent to graduate. You should receive confirmation of this after your submission as well as the graduation fee that has been charged to your account.