mySFA Application to Graduate
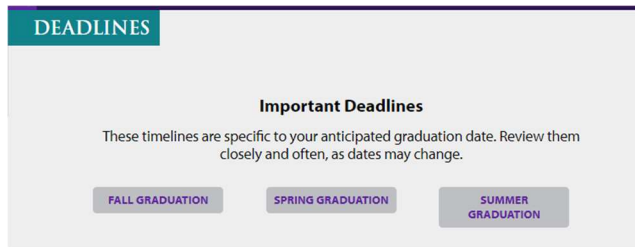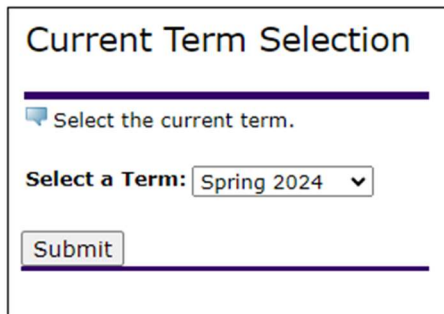
Start here: sfasu.edu/graduation
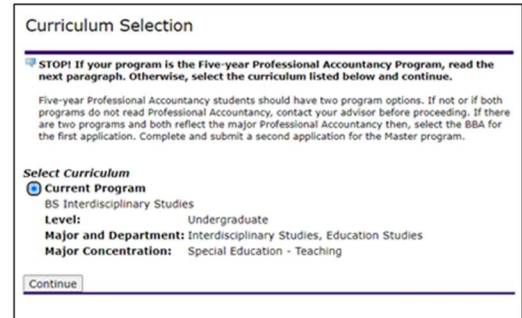
1. Click the appropriate Important Deadlines link to see the timeline for your expected graduation date. Application dates can be found at the top of each timeline. To avoid late fees, apply during these dates.

DEADLINES

Important Deadlines

These timelines are specific to your anticipated graduation date. Review them closely and often, as dates may change.

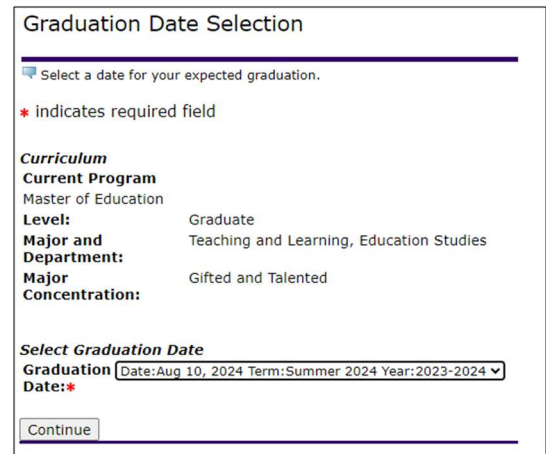FALL GRADUATION   SPRING GRADUATION   SUMMER GRADUATION

2. In your timeline, click the appropriate Apply button.

3. **If you are unable to apply online,** additional approvals may be necessary. Click Apply Late via Email. You will be redirected to the Email Application instructions. Complete steps 1-5 there instead of continuing with these instructions.

4. **To apply via mySFA**, select the current term (NOT your graduation term) then "Submit."

Current Term Selection

Select the current term.

Select a Term: Spring 2024

Submit

5. Choose the Curriculum, then, "Continue."
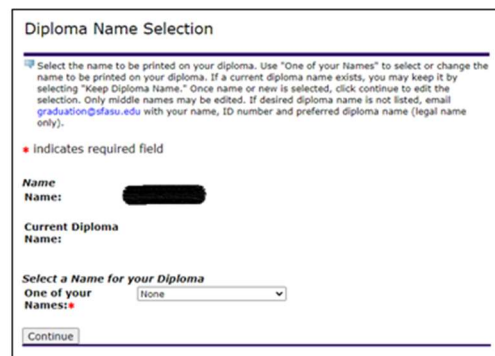   * (5-Year MPAC students should use the 5-Year MPAC instructions, not these!)

Curriculum Selection

STOP! If your program is the Five-year Professional Accountancy Program, read the next paragraph. Otherwise, select the curriculum listed below and continue.

Five-year Professional Accountancy students should have two program options. If not or if both programs do not read Professional Accountancy, contact your advisor before proceeding. If there are two programs and both reflect the major Professional Accountancy then, select the BBA for the first application. Complete and submit a second application for the Master program.

Select Curriculum
○ Current Program
  BS Interdisciplinary Studies
  Level: Undergraduate
  Major and Department: Interdisciplinary Studies, Education Studies
  Major Concentration: Special Education - Teaching

Continue

6. Verify your program. Select your Graduation Date then click "Continue."

Graduation Date Selection

Select a date for your expected graduation.

* indicates required field

Curriculum
Current Program
Master of Education
Level: Graduate
Major and Department: Teaching and Learning, Education Studies
Major Concentration: Gifted and Talented

Select Graduation Date
Graduation Date:* Date:Aug 10, 2024 Term:Summer 2024 Year:2023-2024

Continue

7. Select Ceremony Attendance then "Continue." (* Any "Undecided" is viewed as "Yes".)

8. Select a Diploma Name. (* Only middle names may be edited. If you have a special character in your name, read the instructions carefully.) Click "Continue."

Diploma Name Selection

Select the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name." Once name or new is selected, click continue to edit the selection. Only middle names may be edited. If desired diploma name is not listed, email graduation@sfasu.edu with your name, ID number and preferred diploma name (legal name only).

* indicates required field

Name
Name: ▬▬▬▬▬

Current Diploma Name:

Select a Name for your Diploma
One of your Names:* None

Continue

9. Select a mailing address for your diploma then "Continue."

10. Review the address, and click "Continue."

11. Review your Graduation Application Summary, and click "Submit Request". (There may be a delay. Click it only once.)

12. <u>Please read</u> the Application Acceptance Page and save or print it for your records.

Congratulations!

You have applied for graduation!

What's Next?

1. Bookmark our Graduation webpages, https://www.sfasu.edu/graduation. Here you will find most of your questions answered. Order your graduation regalia and watch those deadlines!

2. Complete the <u>one question</u> survey on mySFA Home tab -> Self-Service Banner (SSB) -> Personal Information Tab.

3. If you would like an "*I have applied to graduate*" card, please visit the **Transcript Office in the Rusk Building**, 2nd floor. If you are an online student, please email graduation@sfasu.edu with your mailing address, and we will mail one to you.

4. Lastly, if things change, email graduation@sfasu.edu with your campus ID number!