

Self Service 'Apply for Graduation' Instructions

Step 1: Log into your Self Service account. Links to the self service system can be found on the Academy's main website (www.academyart.edu) as well as the MyAcademy website (my.academyart.edu)

Sign On

User ID:

Password:

Sign In

Self Service Support/Info

Call our Self Service Hotline at 1-888-703-ARTS (Monday thru Friday 8:00am-7:00pm) or 415-618-6500.

Self Service FAQ

Self Service Frequently Asked Questions

How do I sign in using the User ID / Password? I tried following the case sensitivity instructions but I still can't sign in.

Be sure that you are using a compatible browser. See Browser Requirements. You may also need to clear the cache by deleting cookies and off line file content on Internet Explorer Tools/Internet Options. If all these procedures have been followed without success, then it is possible that the password needs to be reset by our IT department. Call our Self Service Hotline at 1-888-703-ARTS (Monday thru Friday 8:00am-7:00pm, and Saturday 10am-3pm) or 415-618-6500. You can also reach us by e-mail at studentselfservice@academyart.edu. If you have forgotten your password, try the "Forgot My Password" link below the sign in box.

I'm getting error messages, what do they mean? What should I do?

If you encounter error messages, sign out and close your browser window, then restart the browser. If you continue to have problems, please call our Self Service Hotline at 1-888-703-ARTS (Monday thru Friday 8:00am-7:00pm, and Saturday 10am-3pm) or 415-618-6500. You can also reach us by e-mail at studentselfservice@academyart.edu.

Enter your UserID and password. Both fields are **case sensitive**.

Step 2: Select the 'Apply for Graduation' option from your Academics section of Self Service

Test's Student Center

Academics

SEARCH FOR CLASSES

You are not enrolled in classes.

enrollment shopping cart ▶

Enrollment Agreement

other academic... ▼▶

Academic Planner

Apply for Graduation

Class Schedule

Course History

Degree Progress Report

Enrollment Verification

Enrollment: Add

Enrollment: Drop

Enrollment: Edit

Enrollment: Swap

Grades

Transcript: View Unofficial

Transfer Credit: Report

What-if Report

other academic... ▼▶

other financial... ▼▶

You have no outstanding charges at this time.

make a payment ▶

Holds

NO REFUND

Enrollment Agreement Required

details ▶

2007 Spring Petition to Grad.

2007 Summer/Fall Petition

BFA Enrollment Agreement

details ▶

Enrollment

Open Enrollment Dates

Advisor

Cynthia Leo

Personal Information

Contact Information

1. Select the 'Apply for Graduation' option in the drop down menu found under the Academics section

2. Click on the arrows to make your selection

Step 3: Select the program your program.

You may see multiple programs, or a program more than once. This is not a problem. Simply select the program in which you expect to graduate during the upcoming graduation cycle.

Test Student

go to ...

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program

[Academic Program](#) [Bachelor of Fine Arts](#) [Career](#) [Undergraduate](#)

Degree Bachelor of Fine Arts

Major BFA Fashion

Emphasis BFA Fashion - Merchandising

Select the appropriate Academic Program.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ...

Note: If you are planning to graduate with your Associate of Arts degree and continue your studies towards a Bachelor of Fine Arts (or graduating with a Bachelor of Fine Arts and continuing for a Master of Fine Arts) be certain to select the program you will be graduating in during this graduation cycle...not your final degree outcome with the Academy.

Step 4: Select the correct term from the available options.

Test Student

go to ...

Search

Plan

Enroll

My Academics

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program	Bachelor of Fine Arts	Career	Undergraduate
Degree	Bachelor of Fine Arts		
Major	BFA Fashion		
Emphasis	BFA Fashion - Merchandising		

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

2010 Spring

Select the term in which you expect to graduate. Multiple options may be available, depending on the time of year.

SELECT DIFFERENT PROGRAM

CONTINUE

Step 5: Continue...

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program Bachelor of Fine Arts **Career** Graduate

Degree Bachelor of Fine Arts

Major BFA Fashion

Emphasis BFA Fashion - Merchandising

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

Graduation Instructions

After submitting the 'Apply for Graduation' process, you must do the following:

- * **Schedule an appointment with your academic advisor for a program review. To schedule your appointment:**
Undergraduate students call Student Services at 415-618-6508. Graduate students call 415-274-8617.
- * **Schedule an appointment with you Department Director for a portfolio review and to determine any classes you need to take during your final semester(s). Specific departmental requirements can be found at http://my.academyart.edu/academicresources/petition_to_graduate.html**
- * **Submit a Career Survey, which can be found at <http://apply.academyart.edu/careersvsgradtrack/>**
- * **If you are a graduate student, in addition to the aforementioned, you will need to meet with the Final Review Coordinator in the Graduate School to schedule a Final Review date.**

Students receiving Federal Student Loans must have an exit interview with the Financial Aid Department. This must be scheduled no earlier than 30 days prior to graduation.

Appointments fill up quickly and this process takes a few days. It is advised that you start this process as early as possible. Please remember that the deadline date for Spring 2010 Petitions to Graduate is January 22, 2010. If you do not complete all the required steps prior to this date your graduation will be delayed until the next graduation cycle in Summer 2010.

Verify that the correct program has been selected

Verify that the correct term has been selected

Carefully read the instructions for completing the application process. Pay close attention to the deadline date listed.

If all information is correct, select 'Continue', otherwise select 'Select Different Program'

SELECT DIFFERENT PROGRAM

CONTINUE

Step 6: Final Review and Submission

If everything is correct, click the Submit Application button to continue the process.

Program	Bachelor of Fine Arts	Career	Undergraduate
Degree	Bachelor of Fine Arts		
Major	BFA Fashion		
Emphasis	BFA Fashion - Merchandising		
<hr/>			
Expected Graduation Term	2010 Spring		

Make a final verification that all information is correct and that you understand the steps you must complete after submitting this application

Graduation Instructions

After submitting the 'Apply for Graduation' process, you must do the following:

*** Schedule an appointment with your academic advisor for a program review. To schedule your appointment:**

Undergraduate students call Student Services at 415-618-6508. Graduate students call 415-274-8617.

*** Schedule an appointment with you Department Director for a portfolio review and to determine any classes you need to take during your final semester(s). Specific departmental requirements can be found at http://my.academyart.edu/academicresources/petition_to_graduate.html**

*** Submit a Career Survey, which can be found at <http://apply.academyart.edu/careersvsgradtrack/>**

*** If you are a graduate student, in addition to the aforementioned, you will need to meet with the Final Review Coordinator in the Graduate School to schedule a Final Review date.**

Students receiving Federal Student Loans must have an exit interview with the Financial Aid Department. This must be scheduled no earlier than 30 days prior to graduation.

Appointments fill up quickly and this process takes a few days. It is advised that you start this process as early as possible. Please remember that the deadline date for Spring 2010 Petitions to Graduate is January 22, 2010. If you do not complete all the required steps prior to this date your graduation will be delayed until the next graduation cycle in Summer 2010.

'Submit Application' if all information is correct

SELECT DIFFERENT PROGRAM

SUBMIT APPLICATION

SELECT DIFFERENT TERM

If the incorrect Program or Term has been selected, use the appropriate button to make a new selection

Step 7: You have successfully applied for graduation.

Test Student

go to ...

Search Plan Enroll My Academics

Apply for Graduation

Submit Confirmation

 You have successfully applied for graduation.

Search Plan Enroll My Academics

go to ...

After submitting the 'Apply for Graduation' process, you must do the following:

* Schedule an appointment with your academic advisor for a program review. To schedule your appointment:

Undergraduate students call Student Services at 415-618-6508.
Graduate students call 415-274-8617.

* If you are an undergraduate student you must schedule an appointment with your Department Director for a portfolio review and to determine any classes you need to take during your final semester(s). Specific departmental requirements can be found at http://my.academyart.edu/academicresources/petition_to_graduate.html

* If you are a graduate student, you will need to contact the Final Review Coordinator in the Graduate School to schedule a Final Review date. You may contact them at 415-618-6297 or finalreview@academyart.edu

Students receiving Federal Student Loans must have an exit interview with the Financial Aid Department. This must be scheduled no earlier than 30 days prior to graduation.

Appointments fill up quickly and this process takes a few days. It is advised that you start this process as early as possible.

You must complete all of the above requirements prior to the deadline date. Failure to do so will cause a delay in your graduation.