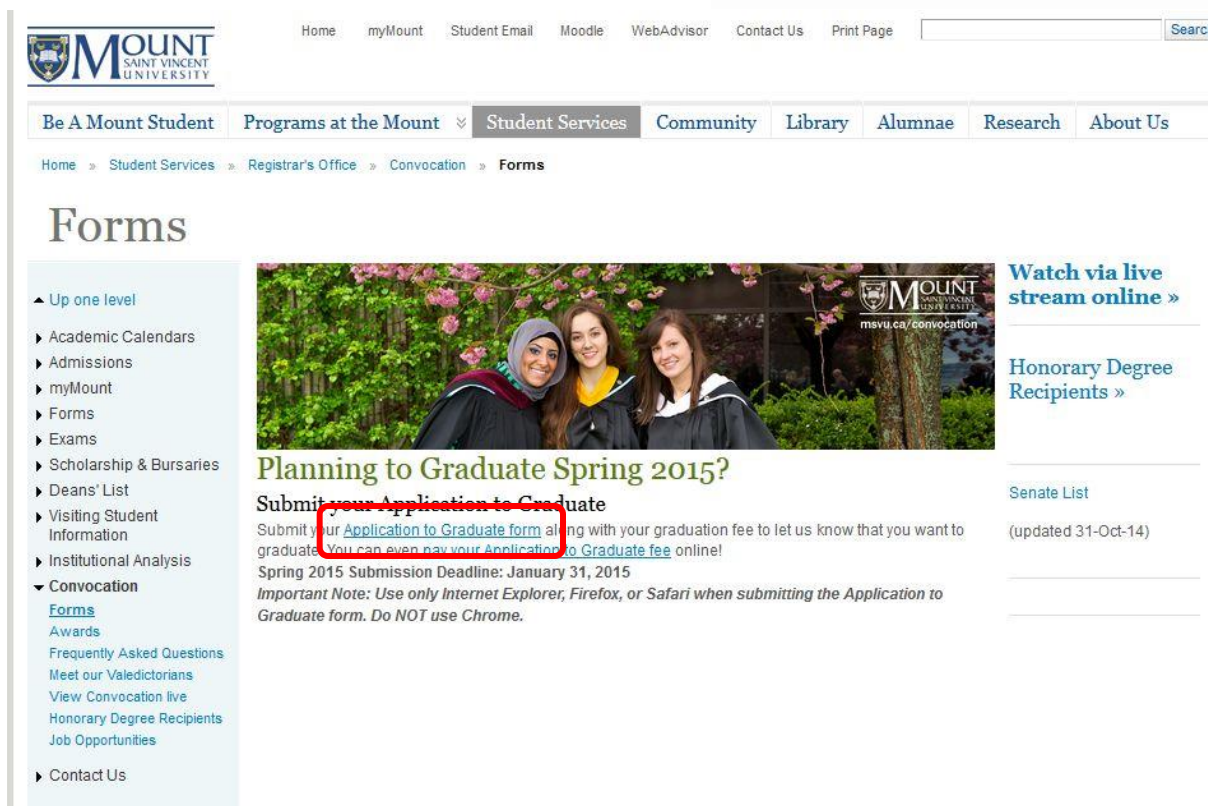


Application to Graduate form – How to Submit

Registrar's Office Halifax NS B3M 2J6
 (902) 457-6117
 FAX (902) 457-6498
registration@msvu.ca

On the Convocation Forms page (www.msvu.ca/graduationforms), click the *Application to Graduate form* link (highlighted in red below).



The screenshot shows the university's website navigation menu with 'Student Services' selected. The breadcrumb trail is: Home » Student Services » Registrar's Office » Convocation » Forms. The main heading is 'Forms'. A sidebar on the left lists various services, with 'Convocation' expanded to show 'Forms' as a sub-link. The main content area features a banner for 'Planning to Graduate Spring 2015?' with a red box around the 'Application to Graduate form' link in the text: 'Submit your **Application to Graduate form** along with your graduation fee...'. To the right, there are links for 'Watch via live stream online', 'Honorary Degree Recipients', and 'Senate List'.

You will be directed to log into myMount.

Note: If you require assistance logging into myMount contact the IT&S helpdesk at helpdesk@msvu.ca or call 902-457-6538.



The screenshot shows the myMount login interface. At the top left is the Mount Saint Vincent University logo. Below it, there is a 'Security' section with radio buttons for 'This is a public or shared computer' and 'This is a private computer'. A note states: 'You no longer need to enter themount\ before your username.' Below the note are input fields for 'Username:' and 'Password:', followed by a 'Log On' button. At the bottom, there is a copyright notice: '© 2009 Microsoft Corporation. All rights reserved.'

The *My Profile* page will load as shown below detailing your information. Review the information found on this page then proceed to submit your application to graduate by clicking the link titled *Click Here to Submit your Application for Graduation* (highlighted in red below).

www.msvu.ca | Library | Moodle | WebAdvisor | [Redacted]

Search this site...

Site Actions

myMount Student Registration Centre

myMount > Student > WebAdvisor

WebAdvisor for Prospective Students
WebAdvisor for Students
WebAdvisor for Faculty
WebAdvisor for Employees

VIEW YOUR PREFERRED LIST

Functionality on this page may be unavailable during the nightly backup window from 1:45AM to 5:00AM AST.

My profile

Recent address changes made via the web may not be displayed until verified by the Registrar's Office.

Registration Information
If you experience challenges with registration please send an email to registration@msvu.ca or stop by Evaristus and speak with one of our Records Assistants.

Tax Form Tips
If you are experiencing problems viewing your tax forms please check for the following:
• Disable pop-up blockers with the Firefox and Chrome browsers
• Ensure you have PDF reading software installed, such as Adobe Reader or Foxit Reader
• If you receive the message "Form is not available", please contact Financial Services

Application to Graduate Information
Before submitting your Application to Graduate, please ensure that your Academic Program (shown below) appears correctly and includes all majors, minors, concentrations, certificates and/or diplomas. Your graduation assessment will be based on the program information indicated below. If information is missing or does not appear as you expect, contact the Registrar's Office (registration@msvu.ca) and submit a Change of Program form.

Do not submit your Application to Graduate until your Academic Program (shown below) appears as you expect.

Click Here to Submit your Application to Graduate

Note: you will be prompted to login again.

Personal Information
Full Name [Redacted]
Preferred Name [Redacted]
Student ID 01 [Redacted]
Address [Redacted]
[Redacted]
[Redacted]
Phone Number Extension Type

You will be prompted to re-enter your myMount login information.

myMOUNT
EVIDENCE-BASED LEARNING

CURRENT STUDENTS LOG IN MAIN MENU CONTACT US

CURRENT STUDENTS Welcome Guest!

Log In

Please log in.

Login (your Mount email userID in lowercase) [Input Field]
Your Mount email password (case sensitive) [Input Field]
Hint [Input Field]

SUBMIT

CURRENT STUDENTS LOG IN MAIN MENU CONTACT US
WebAdvisor 3.0
POWERED BY IBM

Select your program. Put a check in the box by your program and click SUBMIT.

Application for graduation

Select your program and click Submit to proceed to the Application for Graduation form.

Use One	Eligible Programs	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
<input checked="" type="checkbox"/>	DBS.BUSIN Diploma in Business Administration	DBS		2012	BUSIN		

Read through the information on the Application screen and complete the form as required.

Note: If you are graduating in May, select the Winter term from the drop down (this is for billing purposes).

Application for Graduation

By clicking submit, you agree that you have reviewed your Academic Program in "My Profile" and all programs (including majors, minors, concentrations, certificates and/or diplomas) are correct. Your graduation assessment will be based on the program information indicated in "My Profile." If information is missing or does not appear as you expect, contact the Registrar's Office and submit a Change of Program Form.

Please note: The Birth Place field is used to indicate the hometown you want to appear in the programme.

IMPORTANT:

- Do not use the browser's back button.
- Google Chrome is not supported with the form. Please use Internet Explorer, Firefox or Safari instead of Chrome
- Only submit this Application for Graduation once. Multiple submissions will result in multiple charges of the \$65 graduation fee.

If you have questions and/or concerns about your application for graduation, please contact the Registrar's Office prior to submitting this form.

* = Required

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
DBS.BUSIN Diploma in Business Administration	DBS		2012	BUSIN		

Name on diploma*

Anticipated Graduation Term*

E-mail Address

Birth Place*

Application Fee

Application Fee Amount Due

Once you click SUBMIT your application will be processed. You will receive a confirmation page and a confirmation email for your records.