# **Graduation Application**

Step by Step Process

**Texas A&M University- Kingsville** 

### JNET to Blue & Gold to Main Menu

Go to jnet.tamuk.edu and sign in using your ku ID and university password. Click on **Academic Records** and then on **Blue and Gold**. This will open up on the Blue and Gold's Main Menu.



On the Blue and Gold Main Menu click on Apply to Graduate.

#### Main Menu

Check your Admission Status View the status of your submitted applications. Personal Information Update addresses, contact information or marital Apply to Graduate Online Graduation Application for Students

View Application to Graduate View graduation applications here - BETA.



#### **Term Selection**

Click on the drop down box and **Select the Term** /semester you will be graduating. If you are not registered for a future semester the current semester will automatically be selected.



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#### Selecting the Curriculum

Select the Curriculum/ degree that you are eligible to graduate with. If you see an issue or something does not look right contact your advisor immediately. If everything looks good select the **Current Program** and click **Continue.** 

The select one curriculum for this graduation	application.
Masters/Doctoral students: Non-Deg	ree seeking students are not eligible to graduate.
If the information is not correct, con	tact your Senior Academic Advisor/Graduate Coordinator before submitting your application.
If you receive the message, "No curricula	available for graduation application", contact your Academic Advisor/Graduate Coordinator.
To Apply to Graduate for multiple program	ns, complete one application, click "Return to Menu" and then choose "Apply to Graduate" to complete any other applications needed.
If you have additional questions, please	contact your Senior Academic Advisor/Graduate Coordinator.
Select Curriculum	
Current Program	
Bachelor of Science	
Level: Un	dergraduate
Major and Department: Alte	ernate Pre-Engineering, Industrial Mgmt & Technology
Minor: Bus	siness Administration



#### **Graduation Details**

After Submitting the Curriculum Details you will be asked to select the graduation date and choose whether or not you plan on attending graduation. After each selection be sure to click **Continue.** 

Select a date for your expected	graduation.
indicates required field	
Curriculum	
Current Program	
Bachelor of Science	
Level:	Undergraduate
Major and Department:	Alternate Pre-Engineering, Industrial Mgmt & Technolog
Minor:	Business Administration
Select Graduation Date	2000 C
Graduation Date:*	Date: May 18, 2018 •

Graduation Ceremony Selection		
Please indicate if you plan to attend the gra	duation ceremony.	
Select Ceremony Attendance Attend Ceremony:  Yes	O No	O Undecided
Continue		

#### **Diploma Details**

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If you see this section come up please pay close attention to detail. Make sure that your name is spelt correctly and the mailing address for your diploma is correct. Be sure to think months in advance to mail your diploma to a secure place where you know the address will not change. Diplomas are sent *after all grades have been submitted for that semester.* Once all the grades are submitted it takes 6-8 weeks for the diploma to be shipped to the designated address, which is what you are just about to fill out. ③

\*\*If you do not see this section please refer to our Address and Phone User guide to add the Diploma Mailing Option.

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that is different than your permanent address, please make sure that the	Glasses optar or odd a new mailing address for your r	diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.
	Prease enter or east a new maning address for your t	raduation. If you are entering a diploma address that is different than your permanent address, please make sure that the lation.
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<ul> <li>indicates required field</li> </ul>	Make sure this is CORRECT
Mailing Address For Diploma	
Street Line 1:*	123 Main St.
Street Line 2:	
Street Line 3:	
City:	Anytown
State or Province:	Pennsylvania v
ZIP or Postal Code:	17101
Nation:	United States v
Continue	

## Graduation Application Summary

Make sure that once you are done with the application you take time to overlook the application. Check for spelling, typos, and incorrect information. Here at TAMUK we want to make sure you do not have to worry about anything after you receive your diploma. To help prevent any future issues we highly recommend double checking everything. Diplomas will have the name as indicated in the TAMUK student information system and your degree.

Note: For certain Colleges, the degree and major will be indicated on the diploma. Diplomas DO NOT include minors or concentrations. Minors are shown on the University official transcript. If you have lost or damaged your original diploma and/or wish to have a duplicate copy of your diploma you can fill out a Duplicate Diploma Order Form. Additional diplomas are \$25.

#### **Contact Information**

- For further information about your diploma and graduation contact the Provost Office at (361)593-3106.
- If you need to make a name change go the Registrar's website <u>https://www.tamuk.edu/registrar/</u>
  - Click on Forms > Students > and under General Forms click on Change of Personal Data Form.
     Fill out the form and email it to the Office of the Registrar at <u>registrar@tmauk.edu</u>

## **Congratulations on Graduating!**