

A large, stylized blue graphic that resembles a bird's wing or a feathered tail, positioned behind the text. It has a jagged, feather-like edge on the left side and a smooth, curved edge on the right side.

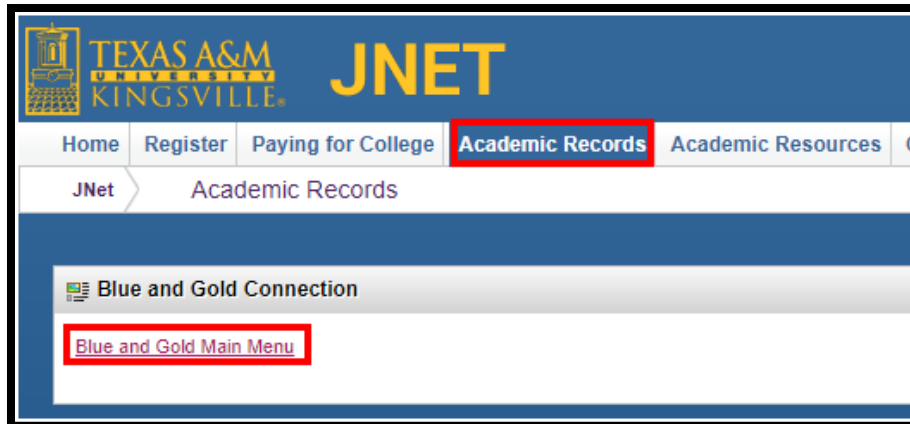
# Graduation Application

Step by Step Process

**Texas A&M University- Kingsville**

## 1 JNET to Blue & Gold to Main Menu

Go to [jnet.tamuk.edu](http://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

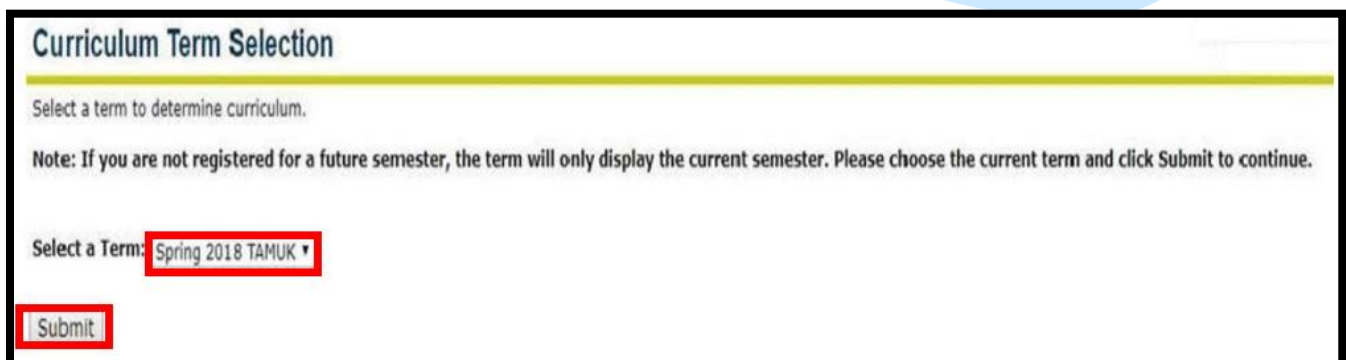
Online Graduation Application for Students

#### View Application to Graduate

View graduation applications here - **BETA**.

## 2 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.



**Curriculum Term Selection**

Select a term to determine curriculum.

Note: If you are not registered for a future semester, the term will only display the current semester. Please choose the current term and click Submit to continue.

Select a Term: **Spring 2018 TAMUK**

**Submit**

### 3 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**.

**Curriculum Selection** Oct 26, 2018

Select one curriculum for this graduation application.

**Masters/Doctoral students: Non-Degree seeking students are not eligible to graduate.**

**If the information is not correct, contact 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 programs, 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:** Undergraduate

**Major and Department:** Alternate Pre-Engineering, Industrial Mgmt & Technology

**Minor:** Business Administration

**Continue**

### 4 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**.

**Graduation Date Selection**

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 & Technology

**Minor:** Business Administration

**Select Graduation Date**

**Graduation Date:\*** Date: May 18, 2018 ▾

**Continue**

## Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

### Select Ceremony Attendance

Attend Ceremony:

Yes

No

Undecided

Continue

## 5 Diploma Details

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. 😊

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

## Diploma Name Selection

This is the diploma name information. If the information below is not correct, please contact the Office of the Registrar.

### Name

Name:

John Doe

Current Diploma Name:

John Doe

Make sure this is CORRECT

Continue

## Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

Diplomas may be mailed up to 8 weeks after graduation. If you are entering a diploma address that is different than your permanent address, please make sure that the new address is valid up to 8 weeks after graduation.

\* Indicates required field

Current Diploma Mailing Address  
Select an Address for your Diploma

One of your Addresses:\*

None

Continue

Please enter or edit a new mailing address for your diploma.

\* indicates required field

**Mailing Address For Diploma**

Street Line 1:\*

Street Line 2:

Street Line 3:

City:\*

State or Province:

ZIP or Postal Code:

Nation:

Continue

Make sure this is CORRECT

123 Main St.	
Anytown	
Pennsylvania	v
17101	
United States	v



## 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)593-106.
- If you need to make a name change go the Registrar's website <https://www.tamuk.edu/registrar/>
  - 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 [registrar@tamuk.edu](mailto:registrar@tamuk.edu)

# Congratulations on Graduating!