

Graduate Graduation Application

eForm Tutorial for Students



MyHusky

Bloomsburg University of Pennsylvania

Favorites Main Menu

Personalize Content Layout Fri, Aug 12, 16 1:24 PM

My Husky Menu

[Student Center](#)

Use the student center to manage school related activities.



**Log on to MyHusky
and click on the
Student Center link**

Welcome!

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

MyHusky

Welcome to the
Bloomsburg University
Student Information Portal.

Click on the Electronic Forms link

Student Center

Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)
- [Electronic Forms](#)

other academic... >>

Deadlines URL

2016 Fall Schedule

	Class	Schedule
	ANTHRO 102-01 LEC (1611)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0218
	BIOLOGY 271-01 LEC (1955)	MoWeFr 11:00AM - 11:50AM Hartline Science Center 0G38
	BIOLOGY 271-01C LAB (1958)	Th 3:00PM - 5:45PM Hartline Science Center 0099
	CHEM 230-01 LEC (2900)	MoWeFr 2:00PM - 2:50PM Hartline Science Center 0G42
	CHEM 230-01A LAB (2897)	Th 9:30AM - 12:20PM Hartline Science Center 0263
	EGGS 105-01 LEC (1645)	MoWeFr 10:00AM - 10:50AM Hartline Science Center 0B36

[weekly schedule](#)

[enrollment shopping cart](#)

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor
Steven Rier
[details](#)

Student Records

[Students](#)
[Registrar](#)

Other Links

Related Content

[BZRC_SCORECARD- MyCore - GEP Requirements](#)

Electronic Forms

[Prior Approval of Transfer Credit](#)

[UGRD Application for Graduation](#)

[Graduate Application for Grad](#)


[Application for Certificate](#)

[Add / Change Major / Minor](#)

[View Previously Completed/Submitted Forms](#)

**Click on this link to submit
a Graduate Graduation
Application**

**Click here to view
the status of
previously
submitted forms.**

 Notify



STUDENT INFORMATION

Student Name: **John Smith**

Student ID: **123456**

STUDENT CONTACT INFORMATION

Please verify that the contact information below is correct. If the information is correct make no changes. If it is incorrect select "Modify Name" or "Modify Address" in the respective verification box. Please enter the correct information in the popup fields.

This is how your name will appear on your diploma and in the graduation program. The name provided must be your legal name. Nicknames are not allowed.

Diploma Name: **John J Smith**

Modify Name?

Address: **123 ABC Lane**

Modify Address?

City, State, Zip: **Yourtown, Pa 12345**

Address Type: HOME

Student Personal Email: **jsmith@abc.com**

Modify Personal Email?

Student BU Email: **jjs12345@huskies.bloomu.edu**

Date: 08/26/2016

Student Phone: **123-456-7890**

This is the name that will be printed on your diploma. To change this click "Modify Name"

This is the address your diploma will be mailed to. To change this click "Modify Address:"

To modify your personal email click here

Search

Next

Click Next

Choose the term you will complete all graduation requirements. Walking in a ceremony does not constitute graduating. Graduation is realized in the term when all academic requirements are completed.

- Choose Spring if you will complete all requirements in the Spring Semester.
- Choose Summer if you will complete all requirements in the Summer Semester even if you walk in the Spring ceremony.
- Choose Fall if you will complete all requirements in the Fall Semester.
- Choose Winter if you will complete all requirements in the Winter Semester even if you walk in the Fall ceremony.

Graduation Term* 2018 Spring

Participating In* Ceremony? Yes

Select Ceremony: MAY

Graduation Term* 2018 Summer

Participating In* Ceremony? Yes

Select Ceremony:

- DECEMBER
- MAY

Choose the term you wish to graduate in from the drop down

Indicate yes or no for ceremony participation. If you choose Spring -OR- Fall the system will default to either May or December. If you choose Summer or Winter you must choose the ceremony you wish to participate in from the drop down, either May or December.

CURRENT MAJOR/S MINOR/S

Please confirm / reject each Major/s and Minor/s by selecting Yes or No.

*Confirmed	Type	Plan	Plan Description	Subplan
1	Major	EDL-MED	Educational Leadership MED	EDLPC-MED
2	Major	EDL-MED	Educational Leadership MED	EDLCI-MED

THESIS OR DEPARTMENTAL PAPER

Thesis Title

Departmental Paper Title

Advisor

Either Thesis Title or Departmental Paper Title must be entered here if either is required by your program of study

Academic Advisor name must be entered here.

TOTAL CREDITS

	Earned Credits	+ Current Credits	= Total Credits
1	15.000000	3.000000	18.000000

Click here to verify all information is correct.

ACTION ITEMS

Message Text	Description
1 <input type="checkbox"/> All Contact Information is Correct	I have verified that all displayed contact information is correct.

COMMENTS

Search

Previous

Submit

You may enter comments here by clicking on the arrow, entering your comment and then click submit

Upon submission of your Graduation Application you will be directed to the Form Finalized page which will display the status of your form.

TASK : Graduate Graduation Application eForm ID: 194

Form Finalized

Basic Stage

G3FORM_ID=194:Pending

Basic Path

Pending


Multiple Approvers
PA_BUEF_UGRD_Apply +123456 > Mary Jones

TRANSACTION / SIGNATURE LOG

Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1 09/23/2016 10:24:23AM					789321	John Smith	Submit	

ACTION ITEM LOG

Message Checkbox	Message Set Number	Message Number	Message Text	Description	User ID	Empl ID	Action Date/Time
1 <input checked="" type="checkbox"/>	24846	4	All Contact Information is Correct	I have verified that all displayed contact information is correct.	789321	789321	09/23/16 10:24:22.000000AM

 Print

Click the print button to obtain a copy of your submitted Graduation Application

Report Name: GRAD App for Grad

From the drop down in the Report Name Field choose GRAD App for Grad

Print Selection

Then click "Print Report"

Report Name: GRAD App for Grad



February 21, 2018
9:59 AM

Graduate Application for Graduation

Form ID: 22675
 Date Submitted: 2018-02-20
 Student: **Jane Doe**
 Term Applied For: 2018 Spring (2182)
 Ceremony: May
 Participating: Y GCOED

Modify Name: N
 Last: **Doe** Suffix:
 First: **Jane** Middle: Lawrence

Modify Address: N
 Addr1: 15 3rd St
 Addr2:
 Addr3:
 Addr4:
 City: Benton State: PA Country: USA
 Zip: 17814

Modify Personal Email: N
 Orig: Modified:
 BU Email: **janedoe@bloomu.edu**

Preferred Phone:
 Credits: **123-456-7890**

Earned Credits	+ Current Credits	= Total Credits
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Majors/Minors:

Plan Code	Plan Desc	Plan Type	Track	Track Desc	Confirmed
EDL-MED	Educational Leadership MED	MAJ	EDLPC-MED	K-12 School Principal Cert	Y

After completion of the print function you will produce a pdf of the information contained in your Graduation Application that you may print and/or save for your records.

- Once your application for graduation has been submitted to the Office of the Registrar:
 1. Your department will be notified you have applied to graduate
 2. A determination will be made as to whether you have or have not met all graduation requirements.
 3. You will be notified by your department with any issues regarding you application to graduate.