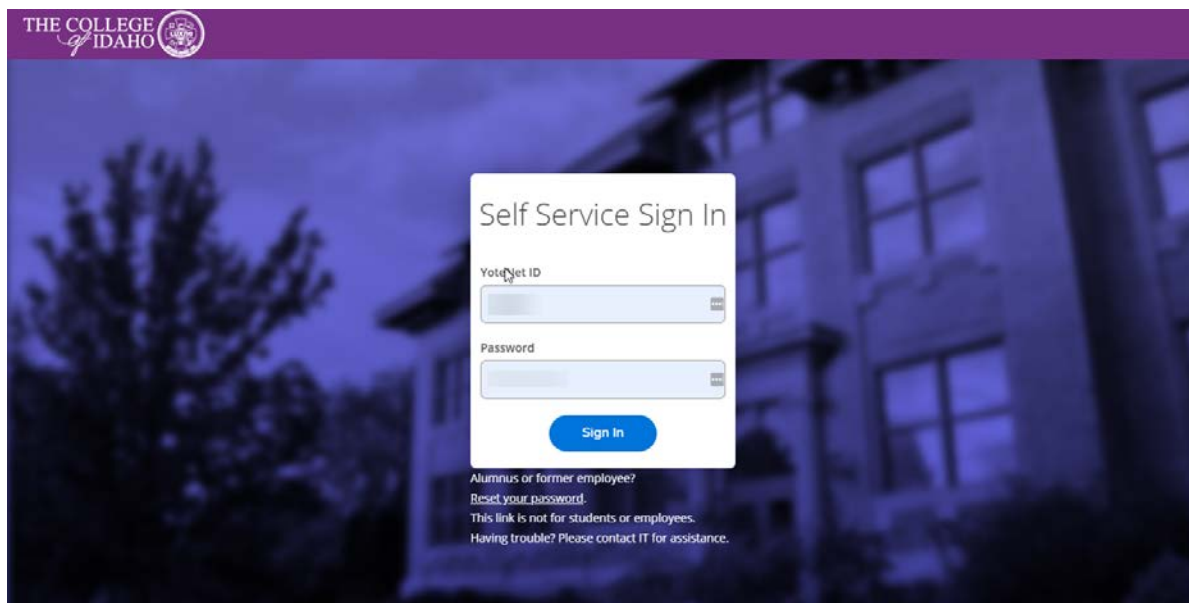


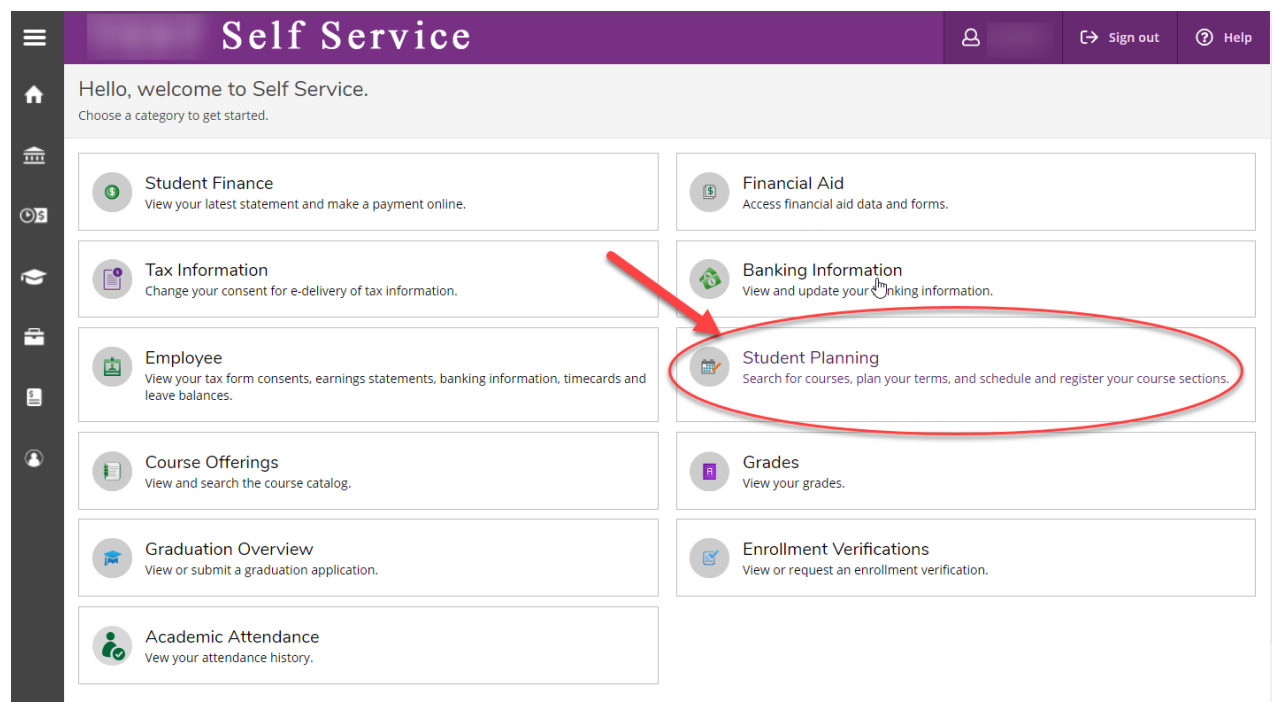
This document describes how to complete a Graduation Application via SelfService. Before you begin the process, meet with your academic advisor(s) to plan the courses you need to graduate.

Sign into **SelfService**.



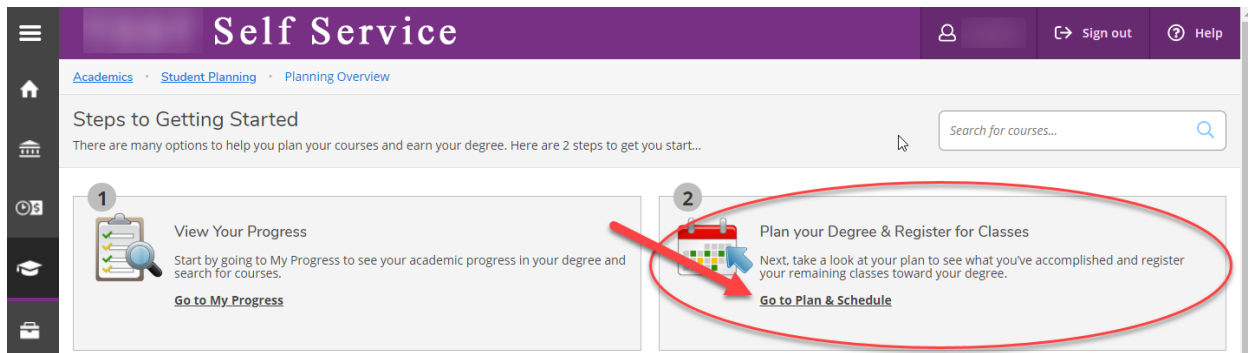
The image shows the 'Self Service Sign In' screen of The College of Idaho. At the top left is the college's logo. The background is a blurred image of a building. In the center is a white sign-in box with the title 'Self Service Sign In'. Below the title are two input fields: 'YoteNet ID' and 'Password'. A blue 'Sign In' button is at the bottom of the box. Below the box, there is a link for 'Alumnus or former employee? Reset your password.' and a note stating 'This link is not for students or employees. Having trouble? Please contact IT for assistance.'

1. Before you start your graduation application, you must plan the courses you expect to take during your remaining semesters. To do this, first go to **Student Planning**.



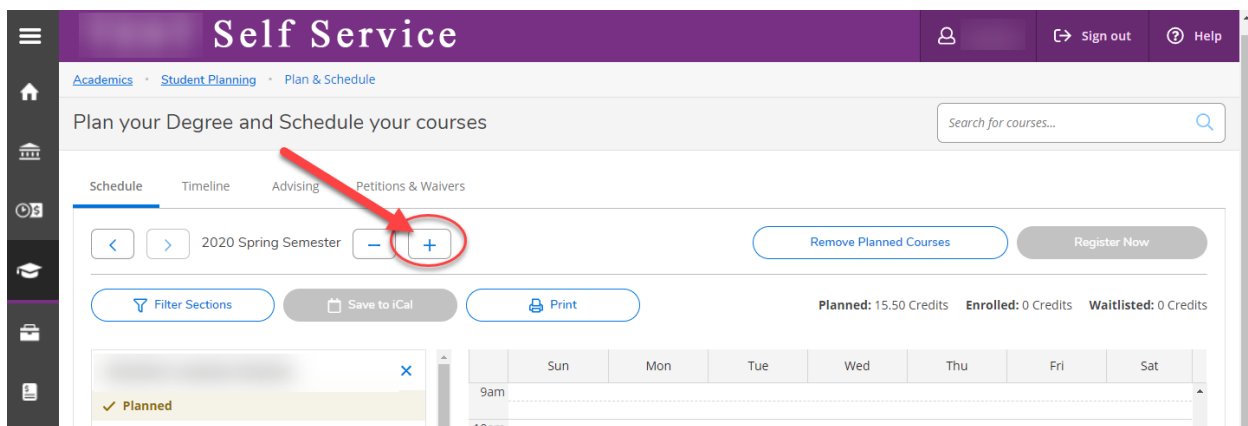
The image shows the 'Self Service' dashboard. At the top is a purple header with the text 'Self Service' and links for 'Sign out' and 'Help'. Below the header is a grey bar with the text 'Hello, welcome to Self Service. Choose a category to get started.' The main area contains a grid of service tiles. A red arrow points to the 'Student Planning' tile, which is circled in red. The tiles include: 'Student Finance' (View your latest statement and make a payment online.), 'Financial Aid' (Access financial aid data and forms.), 'Tax Information' (Change your consent for e-delivery of tax information.), 'Banking Information' (View and update your banking information.), 'Employee' (View your tax form consents, earnings statements, banking information, timecards and leave balances.), 'Student Planning' (Search for courses, plan your terms, and schedule and register your course sections.), 'Course Offerings' (View and search the course catalog.), 'Grades' (View your grades.), 'Graduation Overview' (View or submit a graduation application.), 'Enrollment Verifications' (View or request an enrollment verification.), and 'Academic Attendance' (View your attendance history.).

2. Next, go to **Plan & Schedule**.

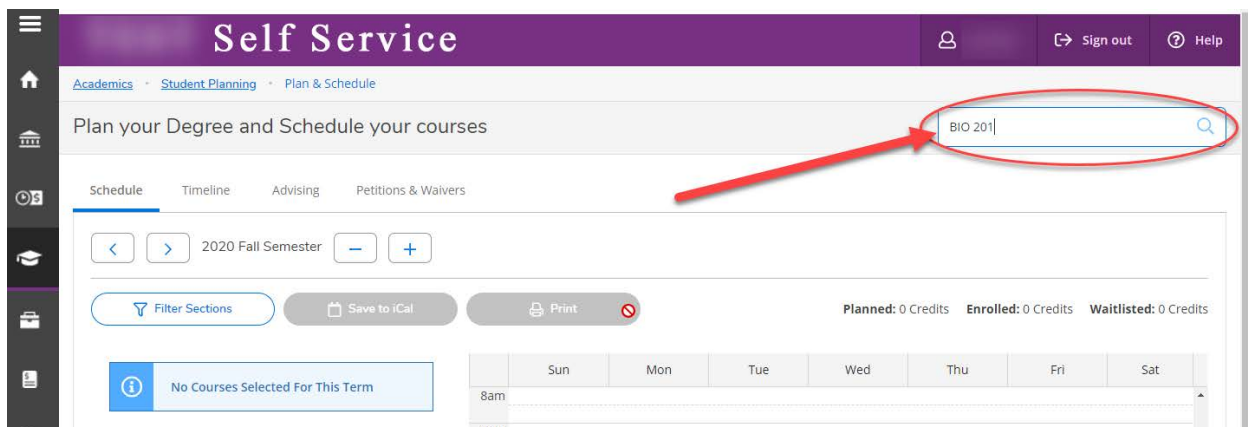


3. Now you need to plan courses for future terms. Add a term by clicking the “+” button. A dropdown menu will pop up, where you select the next term you expect to take classes. For instance, if you are currently taking courses in the **2020 Spring Term**, add **2020 Fall Term**.

NOTE: You do **NOT** get to register for these courses.



4. Type in a course number (i.e. *BIO 201*), course name (i.e. *molecules to cells*), or subject (i.e. *biology*) into the search box in the upper right-hand corner of the screen.



5. When you have found the course you want, **Add the Course to your Plan**. You will **NOT** be able to select a course section or grading option (*Graded or Pass/Fail*) until you register for that term.

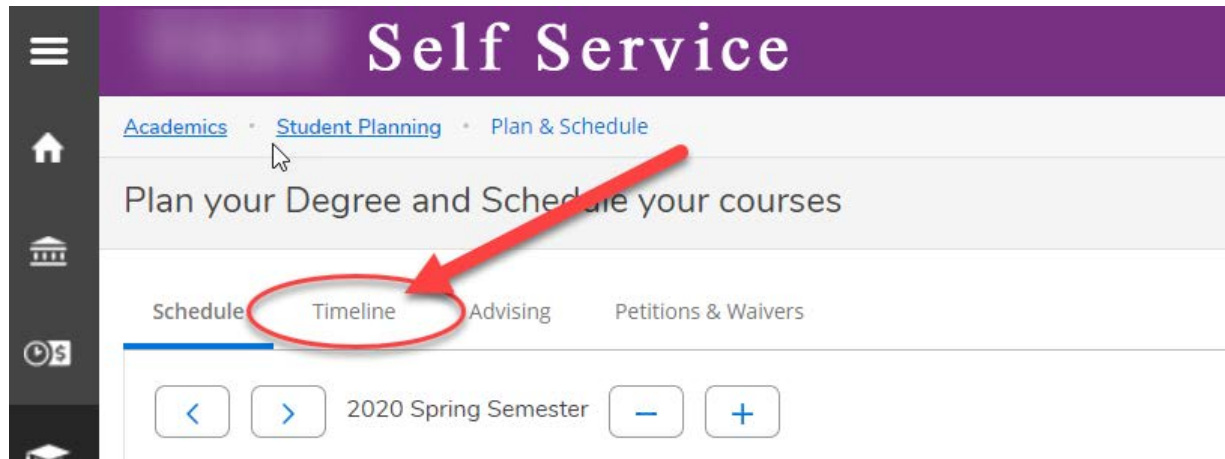
The screenshot shows the 'Self Service' portal with a search bar and filter results. The search results for 'BIO-201 Molecules to Cells (3 Credits)' are displayed. A red arrow points to the 'Add Course to Plan' button. The course description states: 'This is the first course in a three semester sequence for biology majors. Course topics will cover fundamental concepts including biomolecular structure and function, energy metabolism (respiration and photosynthesis), the biology of inheritance, and gene structure, function, and expression. Focus on frontier areas of biology with an emphasis on molecular and cellular processes. Examples may include human genetics, bioinformatics, or cancer biology. Emphasis on scientific problem-solving, including collection, analysis, and interpretation of biological data. This course is designed for students who plan to take further coursework in biology or related disciplines. BIO-210 may be substituted for BIO-201 for all academic programs.' The prerequisites are listed as 'BIO-201L must be taken concurrently with BIO-201. - Must be taken at the same time as this course.' The course is offered 'Fall Only, All Years'. A dropdown menu for 'View Available Sections for BIO-201' is visible.

6. In the dropdown menu, select the term you want to add the course to. Note any prerequisites or co-requisites the class requires (*such as a lab section*), and check with your advisor that you can meet these requirements. Click **Add Course to Plan** to confirm.

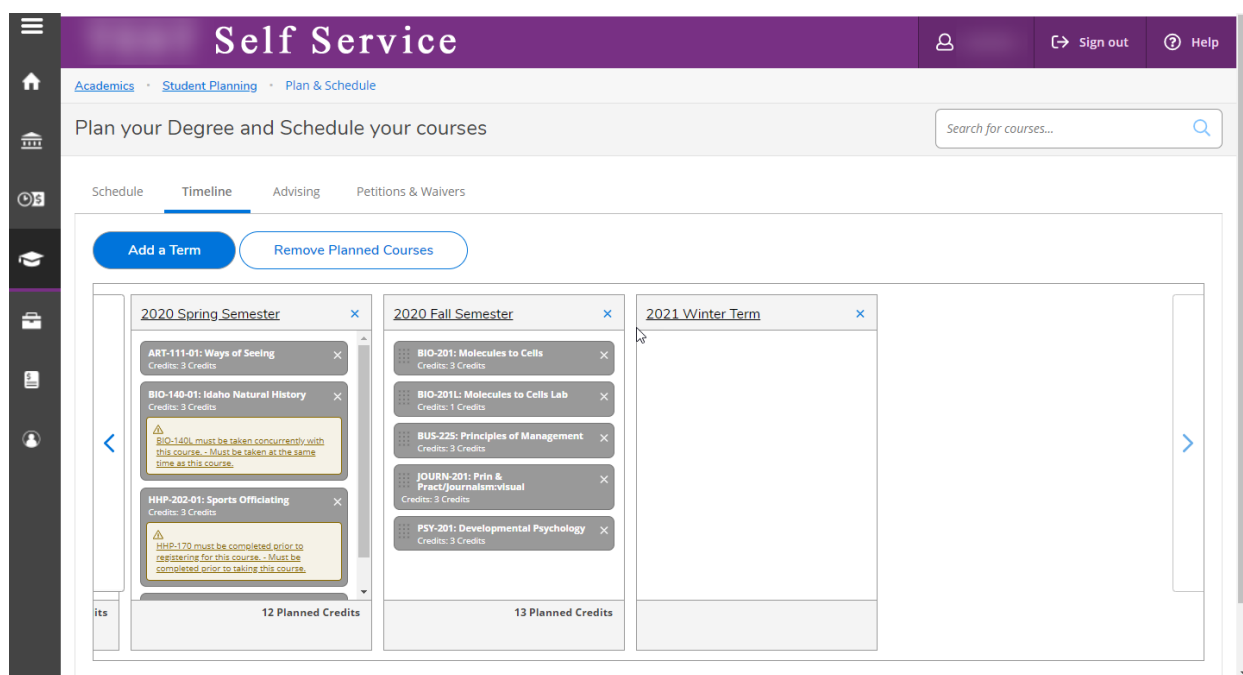
**NOTE:** You can only add courses to a term that you have already created in **Step 3**.

The screenshot shows the 'Self Service' portal with a search bar and filter results. The search results for 'BIO-201 Molecules to Cells (3 Credits)' are displayed. A red arrow points to the 'Add Course to Plan' button. The 'Course Details' modal is open, showing the following information: Credits: 3, Locations Offered: TBD, Requisites: BIO-201L must be taken concurrently with BIO-201. - Must be taken at the same time as this course. This course is typically offered: Fall Only. This course is typically offered: All Years. The Term dropdown menu is set to '2020 Fall Semester'. The 'Add Course to Plan' button is highlighted.

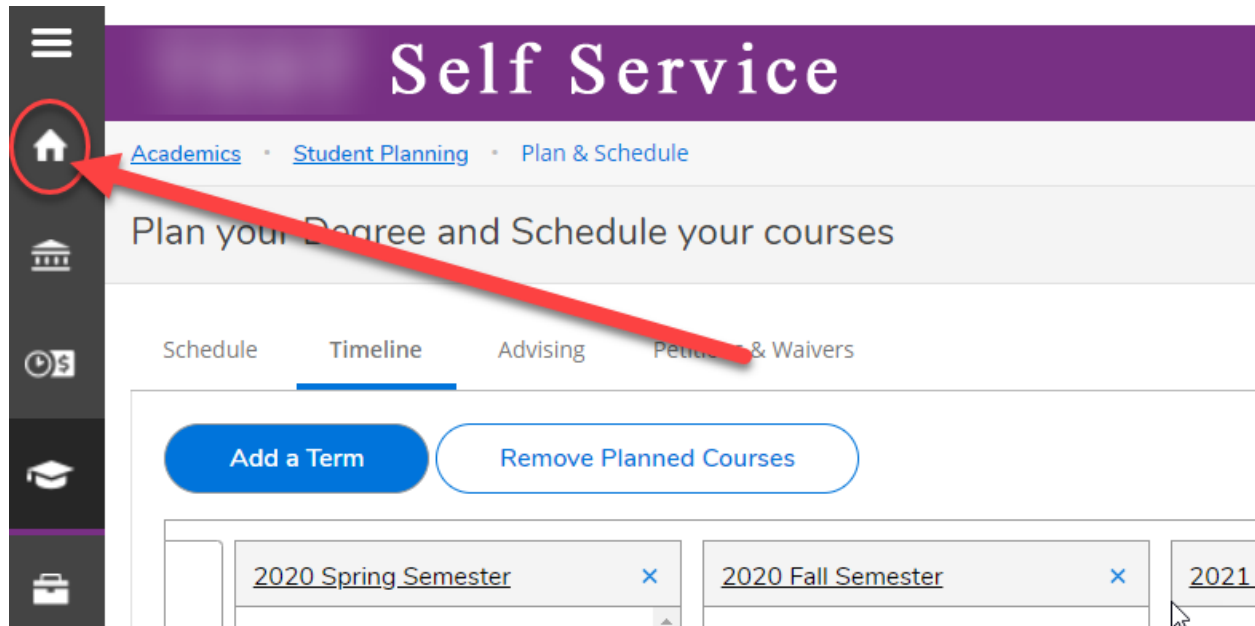
7. After you have added all your courses for future terms, return to the **Plan & Schedule** screen (Step 2). Here, you can view all of your courses (*completed, current, and future*) by clicking on the **Timeline**.



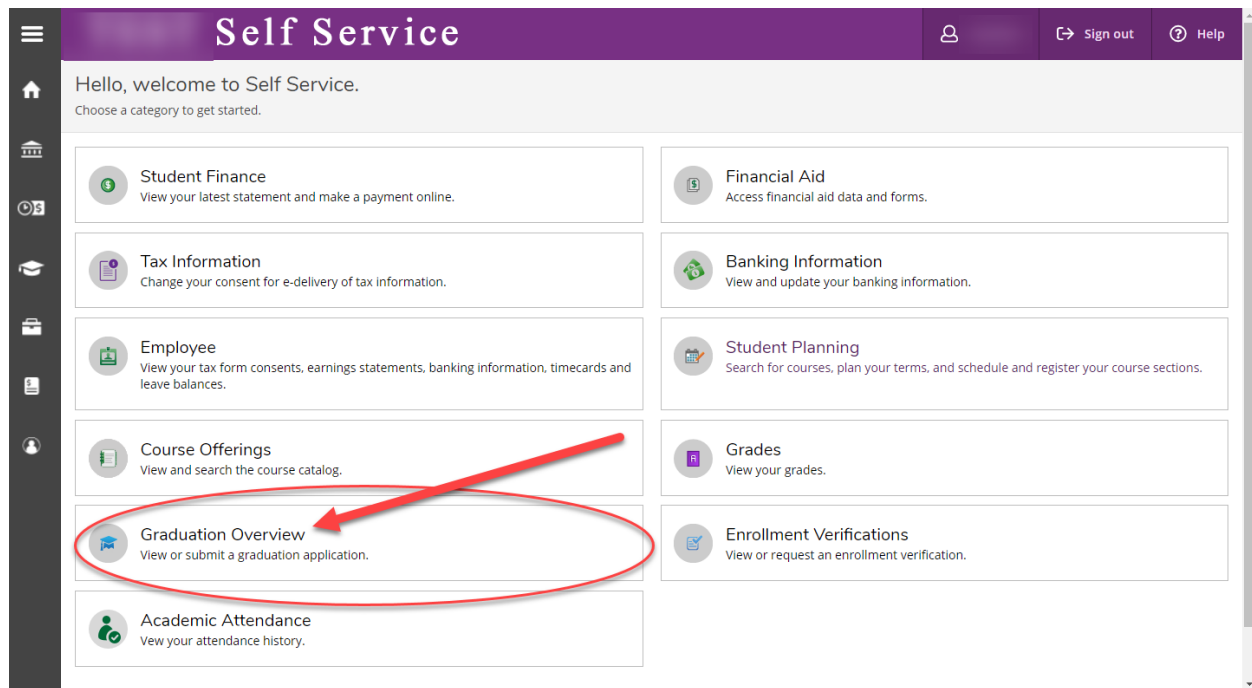
The **Timeline** screen is helpful when reviewing your plan with your advisor.



8. With your remaining terms all planned, proceed to **Home** to get started on your Graduation Application.



9. Click **Graduation Overview**. Here you can submit your application, and later view its status.



10. On this screen you can view **Commencement Information**, **Review My Academic Progress**, or complete your Graduation Application. Click **Apply** to fill out your application.

Self Service

Academics - Graduation Overview

Graduation Application

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

[Review My Academic Progress](#)

Program of Study	Major	Application Status
		<a href="#">Apply</a>

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11. Fill in the blank spaces and click **Submit**. **DO NOT** submit until your advisor has given you the OK.

Self Service

Academics - Graduation Overview

Graduation Application

[Back to Programs of Study](#)

**Name and Hometown**

Full Name

Graduation Term \*

Please Select Graduation Term

Preferred Name on Diploma \*

Phonetic Spelling \*

Hometown and State/Province

**Program of Study**

Diploma

Bachelor of Science

Major

Minors

**Commencement Details**

☒ Will you attend commencement?

☒ Do you plan to pick up the diploma?

Number of Guests (Maximum 10)

0

What is your military status?

Please Select Military Status

Do you or your guests need any special accommodations?

Special Accommodations

**Cap and Gown**

To order your cap and gown go to: [Cap And Gown Orders](#)

Cap size

Please Select Cap Size

Gown size

Please Select Gown Size

[Cancel](#) [Submit](#)

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12. You have completed your application! A confirmation email will be sent to your @yotes email account.

NOTE: Your application **WILL NOT** be reviewed for approval until your advisor(s) Approve and Archive your **Course Plan/Timeline**.

After all of your advisors complete this step, please give at least two weeks for your application status to update. You will also receive an email at your @yotes account when your application has been processed.

