

# Job Aid – Student Applying for Graduation

## 09/26/2014

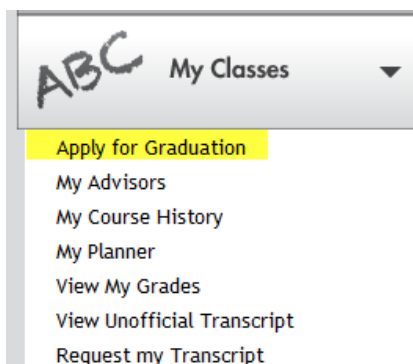
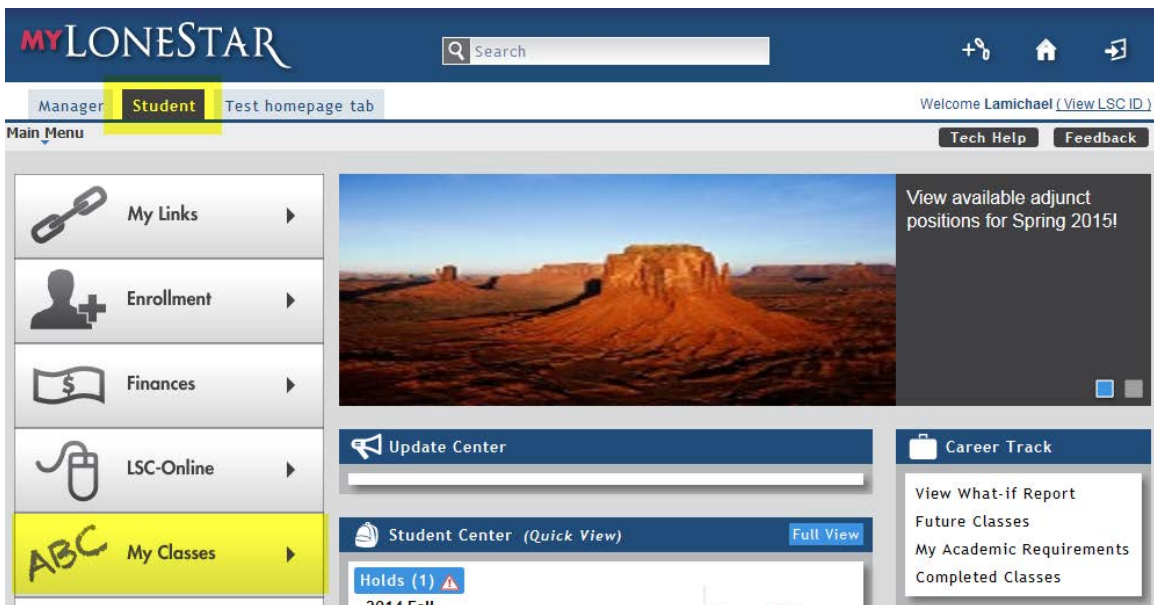
---

### *Application for Graduation*

Students will go through their myLoneStar in order to apply for graduation. It is located in two places within myLoneStar: the Student Center under the Academics drop down and as a link on their Student tab in the portal under the “My Classes” link.

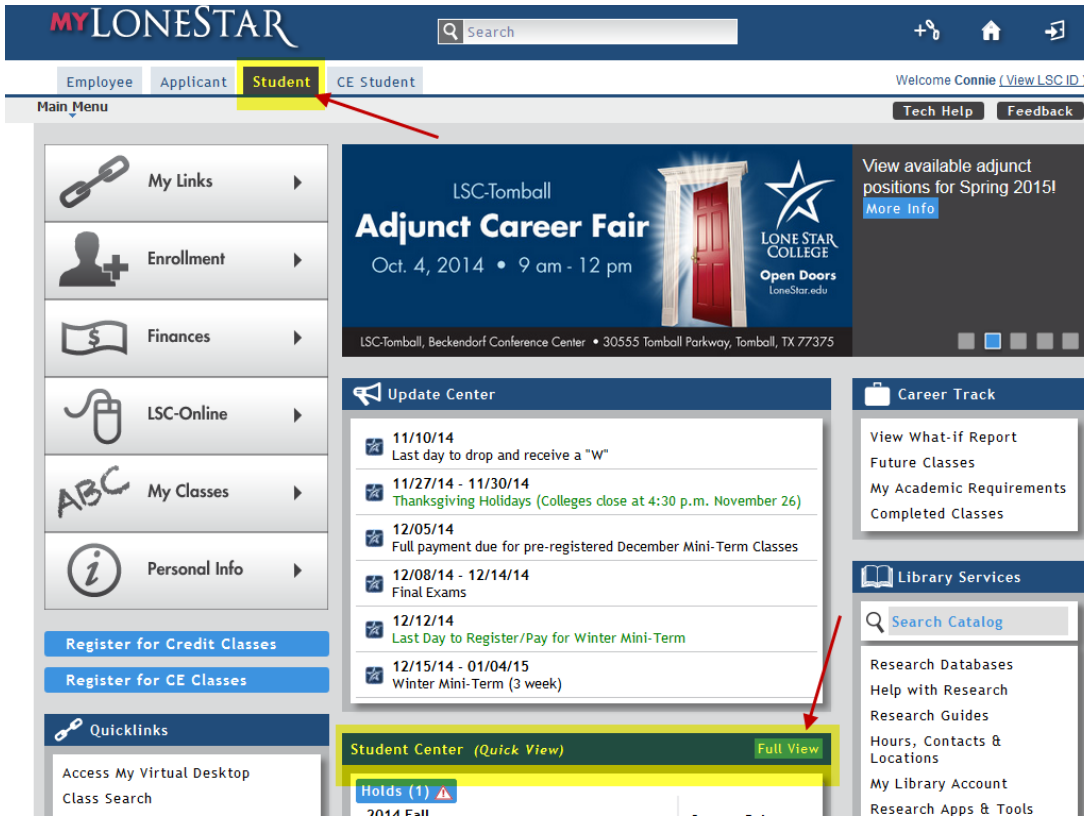
### SCREEN TO APPLY FOR GRADUATION – 1<sup>ST</sup> NAVIGATION

1. Student logs into myLoneStar and clicks on the “Student” tab. Click on “My Classes” and then Apply for Graduation. The navigation takes the student straight to the application.

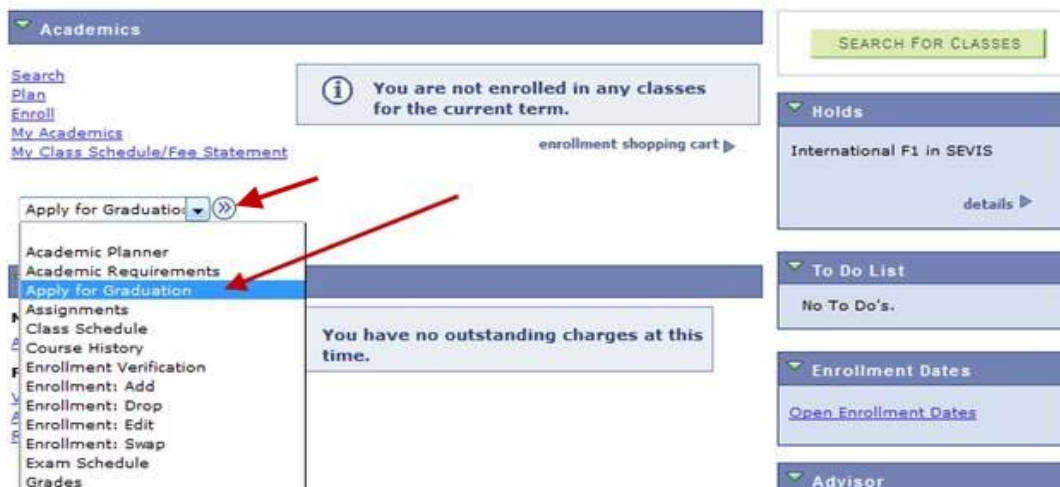


## SCREEN TO APPLY FOR GRADUATION – 2<sup>ND</sup> NAVIGATION

1. Student logs into myLoneStar and clicks on the “Student” tab. Go the ‘Student Center’ area and click on Full View.



2. This view takes the student to the Student Center. From there use the drop down under Academics and click on “Apply for Graduation” and click the Go .



## SCREEN TO APPLY FOR GRADUATION – APPLICATION

1. The student clicks on the Academic Program they want to apply for and then clicks Continue.

### Apply for Graduation

---

#### Select Program and Degree

**Application Deadlines:** Fall -- October 1 Spring -- February 1 Summer -- April 1

Please do not fill out the graduation application until you are one semester from completing your degree or certificate.

Select the academic program in which you wish to apply for graduation by clicking on the link.

If the degree or certificate in which you are applying for graduation is NOT listed, please see an advisor on campus as soon as possible.

Select an Academic Program		
Academic Program	Career	Credit
<u>AS-CyFair</u>		
Program of Study	Associate of Science	Associate of Science (AS)

2. If there is no active Program/Plan, the student will receive a message stating there is no active program.

### Apply for Graduation

---

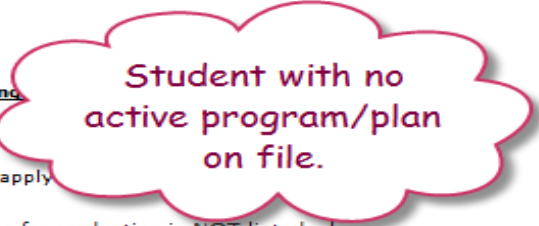
#### Select Program and Degree

**Application Deadlines:** Fall -- October 1 Spring

Please do not fill out the graduation application until you are one semester from completing your degree or certificate.

Select the academic program in which you wish to apply for graduation by clicking on the link.

If the degree or certificate in which you are applying for graduation is NOT listed, please see an advisor on campus as soon as possible.



Student with no active program/plan on file.

#### No Active Academic Programs

**There is currently no active program/degree plan on your record. Please visit with a campus advisor and they will assist you in choosing an appropriate degree program.**

##### Information on advisors

**LSC-CyFair**  
281.290.3200  
[cfc.info@lonestar.edu](mailto:cfc.info@lonestar.edu)  
9191 Barker Cypress Rd.  
Cypress, TX 77433 CASA-100

**LSC-Montgomery**  
936.273.7236  
[mc.advising@lonestar.edu](mailto:mc.advising@lonestar.edu)  
3200 College Park Dr.  
Conroe, TX 77384, Building C

**LSC-Tomball**  
281.351.3310  
[tcinfo@lonestar.edu](mailto:tcinfo@lonestar.edu)  
C-100  
30555 Tomball Parkway  
Tomball, TX 77375

**LSC-Kingwood**  
281.312.1613  
[kingwood.advising@lonestar.edu](mailto:kingwood.advising@lonestar.edu)  
20000 Kingwood Dr.  
Kingwood, TX 77339, SCC-106

**LSC-North Harris**  
281.618.5481  
[nh-advisor@lonestar.edu](mailto:nh-advisor@lonestar.edu)  
2700 W.W. Thorne Dr.  
Houston, TX 77073, SSB-109

**LSC-University Park**  
281.401.5370  
[UPAdvising@lonestar.edu](mailto:UPAdvising@lonestar.edu)  
B13.200  
20515 SH249  
Houston, TX 77070

- The student chooses the appropriate term they expect to graduate and then clicks Continue.

## Apply for Graduation

---

### Select Graduation Term

The academic program and degree(s) listed below were selected to apply for graduation. Only those where requirements are met by the expected graduation term will be considered. Degrees where requirements are not met by the expected graduation term will require a new graduation application one semester before completing the degree or certificate.

Program	AS-CyFair	Career	Credit
Degree	Associate of Science		
Major	Associate of Science (AS)		

---

Select a valid term to apply for graduation by selecting a term from the drop down list below.

Only terms in which you are able to apply for graduation will be displayed.

**Expected Graduation Term** 2014 Fall ▼

---

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)

- The student then can continue or change the program or term.

## Apply for Graduation

---

### Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, click the "Select Different Program" button to select a different value.

If the term is not correct, click the "Select Different Term" button to select a different value.

If everything is correct, click the "Continue" button to continue the process.

Program	CERT-Tomball	Career	Credit
Degree	Level 1 Certificate		
Certificate	Accounting (CERT)		

---

**Expected Graduation Term** 2014 Fall

---

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)

[SELECT DIFFERENT TERM](#)

5. If the student clicks on Continue and they have already submitted an application for graduation for this program/plan and this expected graduation term, the system will show the following messages.



## Apply for Graduation

---

### Verify Graduation Data

Verify that all data is correct.

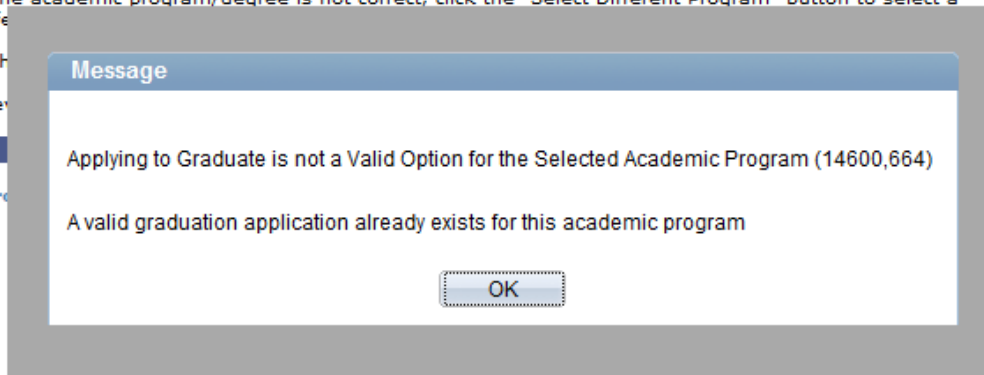
If the academic program/degree is not correct, click the "Select Different Program" button to select a different program.

If the

If ev

Pro

Pro



---

**Expected Graduation Term**      2014 Fall

---

SELECT DIFFERENT PROGRAM

CONTINUE

SELECT DIFFERENT TERM

6. Once the student continues they see a verification screen of their name, address, check if they are a member of PTK and if they were enrolled in honors. They can change the diploma name and diploma address at this time.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#) [My Class Schedule/Fee Statement](#)

## Apply for Graduation

### Verify Graduation Data

EmplID: [REDACTED]

It has been determined that you will be graduating from: **Lone Star College-CyFair**

**Note:** The college will evaluate your graduation application based on the degree requirements of the LSCS catalog for the program and catalog year you have been following. A letter will be sent to you regarding the application(s) for which you applied. If you do not meet the requirements during the graduation term indicated on this application, you will be required to reapply for graduation.

**Application Deadlines:** [Fall -- October 1](#) [Spring -- February 1](#) [Summer -- April 1](#)

The name below is how your diploma will be printed. Please make any changes by clicking on the link "Change Diploma Name".

Diploma Name	
Name: [REDACTED] Scott, Jr	<a href="#">Change Diploma Name</a>

The address below is where the diploma will be mailed. Please change the address by clicking the "Change Address".

Diploma Address			
Address: [REDACTED] Lane			<a href="#">Change Address</a>
City: Katy	State: TX	Postal: 77449	

If your diploma address changes after this application is submitted, please login to myLoneStar and change the diploma address under Demographic Data.

Phi Theta Kappa	
<input type="checkbox"/> Are you a member of Phi Theta Kappa?	<b>Please Note: PTK membership must be in the campus chapter where you are graduating. Contact the PTK advisor if you need to transfer your membership.</b>

Honors Program	
<input type="checkbox"/> Are you participating in the Honor's Program?	

[Cancel](#)

[Continue](#)

- If they change the name, they must click on the 'Confirm Name.' The same thing for diploma address – must 'Confirm Address.'

Diploma Name			
First Name:	<input type="text"/>	Middle:	<input type="text"/> G.
Last Name:	<input type="text"/> Scott	Suffix:	<input type="text"/> Jr
			<a href="#">Confirm Diploma Name</a>

- Once the student finishes that page, it shows a summary of the application for confirmation.

**Apply for Graduation**

---

**Submit Confirmation**

**Summary to Confirm**

*Lone Star College System holds commencement ceremonies in May of each academic year.*

Please review the following information. If you are satisfied and wish to submit the "Application for Graduation", click on the "Confirm/Submit Application" button at the bottom of the page. If you wish to go back and review/modify any information please click on the "Back" button.

Commencement Questions	
<b>Are you planning on attending the graduation ceremony?</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>Do you want your name and address released to the commencement photographer?</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

Academic Program Information	
Academic Program:	AS-CyFair
Academic Plan:	Associate of Science (AS)
Academic Sub Plan:	
Grad Term Desc:	2014 Fall
Graduation Campus:	Lone Star College-CyFair

Diploma Name	
Name:	<input type="text"/> Scott, Jr

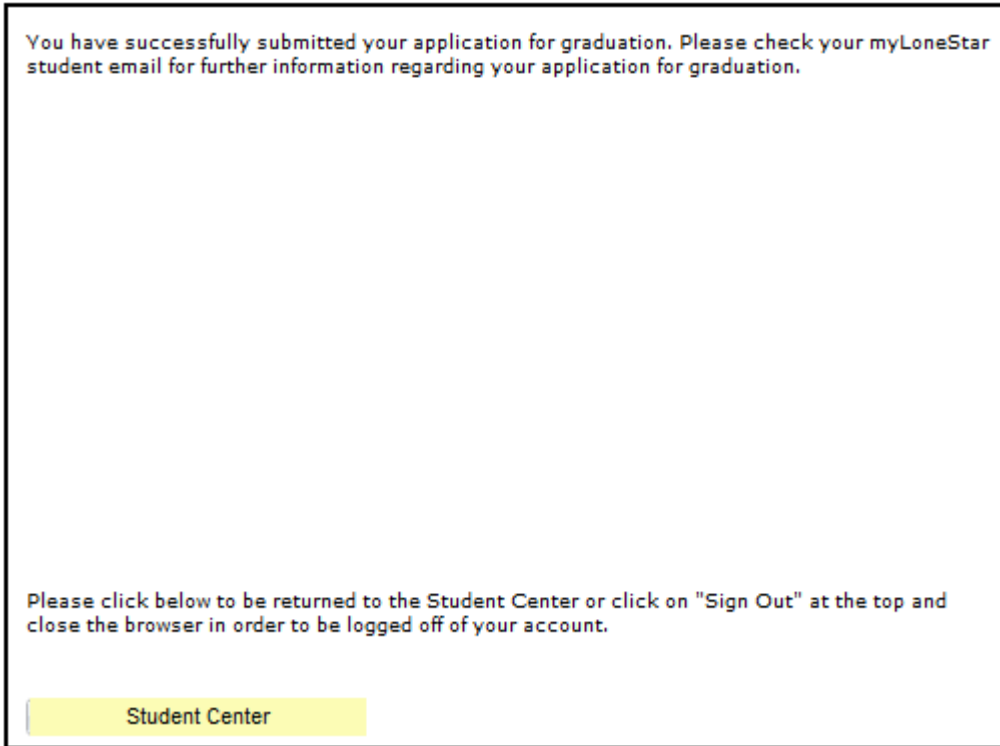
Diploma Address			
Address:	<input type="text"/> Lane		
City:	Katy	State:	TX
Postal:	77449		

Phi Theta Kappa	
Membership Campus:	Lone Star College-CyFair
Calendar Year:	2013

Honors Program	
You have indicated that you are participating in a Honor's program.	

[Back](#)
[Cancel](#)
[Confirm/Submit Application](#)

9. Once the student clicks on 'Confirm/Submit Application' they will get this immediate message.



10. They can then close the browser, sign out and browse somewhere else, or click on the 'Student Center' to go back and continue to something else.
11. The student also receives an immediate email to their myLoneStar email of the following:



We have received your application for graduation. Your application will be evaluated to ensure you have met all graduation requirements. Information regarding your graduation application status will be sent to your LSC student email. Once all requirements have been completed and confirmed, your degree will be posted to your student record.

You can review the status of your progress towards your degree plan or certificate through your [myLoneStar](#) student account. To see which academic requirement(s) you have completed, not completed, or that are in progress for your degree or certificate:

1. Sign into [myLoneStar](#)
2. Select 'Student Center' tab
3. Select 'Academic Requirements' from the drop down menu



Changes or updates to the information you provided in your graduation application (diploma name, diploma address, phone numbers, personal email, etc.) can be submitted through your [myLoneStar](#) student account:

1. Sign into [myLoneStar](#)
2. Select 'Student Center' tab
3. Select 'Personal Information/Demographic Data' from the drop down menu

Details about the commencement ceremony for each campus are provided on the [LSC Graduation website](#).

### **Application Summary**

Academic Program: AAS-Tomball

Academic Plan: Occupational Therapy Assistant

Academic Sub Plan: Physical Therapist Assistant

The diploma name will read: Madison Mckenzie Beaird

The diploma will be mailed to the following address:

73 Deerfield Road  
Huntsville, TX 77340

You have indicated that you want your address released to the commencement photographer.  
You have indicated that you will be participating in the commencement ceremonies.

The campus graduation email addresses are as follows:

LSC-CyFair	<a href="mailto:cfgradapps@lonestar.edu">cfgradapps@lonestar.edu</a>
LSC-Kingwood	<a href="mailto:kwgraduation@lonestar.edu">kwgraduation@lonestar.edu</a>
LSC-Montgomery	<a href="mailto:montgomery.graduationdepartment@lonestar.edu">montgomery.graduationdepartment@lonestar.edu</a>
LSC-North Harris	<a href="mailto:nhgraduation@lonestar.edu">nhgraduation@lonestar.edu</a>
LSC-Tomball	<a href="mailto:tcgraduation@lonestar.edu">tcgraduation@lonestar.edu</a>
LSC-University Park	<a href="mailto:upgraduation@lonestar.edu">upgraduation@lonestar.edu</a>

Thank you,  
Lone Star College System