

Purpose:

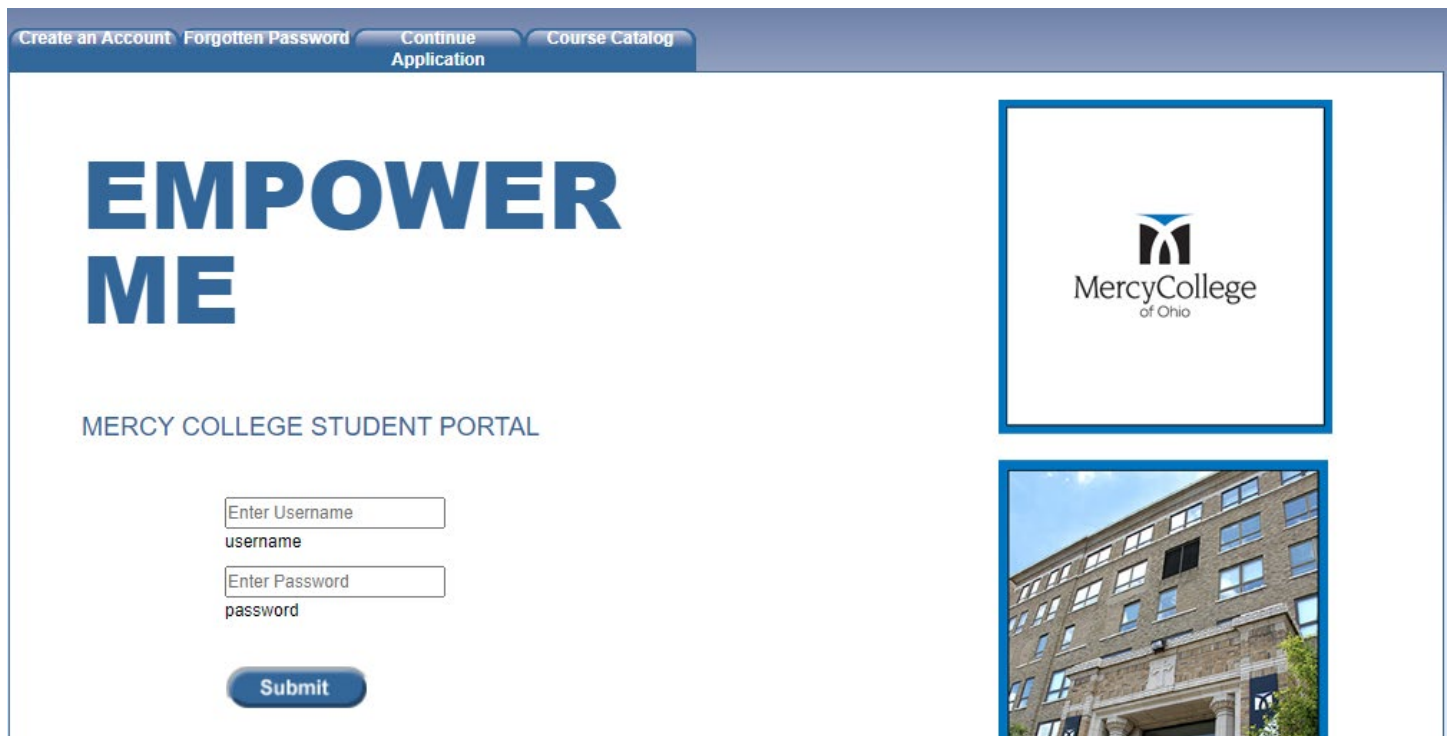
At Mercy College to graduate, students must apply for graduation one term prior to completion of coursework in order to obtain their degree or certificate. The following process details how students apply for graduation at the College.

Procedure:

Graduation Checklist

Prior to completing their application for graduation students are required to review their data within the system and ensure that all details are current and accurate. To do this, students must perform the following:

- 1) Log into your [EmpowerMe](https://www.mercycollege.edu/empower) account at www.mercycollege.edu/empower.



- 2) Select the *Student Records* tab
- 3) Select the *Graduation Application* link
- 4) Review each of the following items identified in the Graduation Checklist:



The screenshot shows a web application interface for a graduation checklist. At the top, there is a navigation bar with tabs: Admissions, Student Records, Financials, Student Services, and Settings & Tools. Below this, the title "Graduation Checklist" is centered. On the left, the student's name "Student Cunningham, Richie" is displayed. Below the name, there is a section titled "Steps" with a list of four items, each preceded by a checkmark: "Review Personal Information", "Review Degree Audit", "Review Student Record Information", and "Review Student Billing Account". This list is enclosed in a red rectangular box. To the right of the list, there are four blue buttons, each labeled "Review Data", corresponding to the four steps. Below the list, there is a button labeled "Apply for Degree". On the far right, there is a section titled "Messages" with two items: "Update outstanding" and "Balance Outstanding".

- a. Review Personal Information by selecting the Review Data button next to
 - i. Select the Review Data button next to the Review Personal Information text.
 1. Review and confirm that your address information and phone numbers are up to date and accurate.
 2. Instructions for updating this information can be found [here](#).
 - ii. Select the Back to Graduation Check List link
- b. Review Degree Audit
 - i. Select the Review Data button next to the Review Degree Audit text.
 - ii. Select the Degree Audit button
 1. Review your degree audit to ensure that it is current and accurate and that you will have no outstanding requirements after the term you intend to graduate.
 2. Instructions for how to read your degree audit can be found [here](#).
 3. If you believe that there are problems with your degree audit, please contact your advisor or email registrar@mercycollege.edu.
 - iii. Select the Back to Graduation Check List link
- c. Review Student Record Information
 - i. Select the Review Data button next to the Review Student Records Information text.

1. Review each program and verify that these are correct. Make certain that the program you are applying for graduation is listed in either the First, Second, or Third major/program.



Student: Cunningham, Richie Change Request Status: NEW

Current Degree Information on Record


1. Degree ?

Current Program Information on Record Most Recent Term - Fall 2021 ?

First

Division	Humanities/Social Sciences	?
Program	Assoc in Health Sciences	?
	2020-2021 Catalog	?
Major	Assoc Health Sciences	?
Type	Fresh Start Program	?

- a. If the program of study is not your primary program, you may need to select the down arrow next to "Second" or "Third" to expand the second or third program you are studying.



Student: Cunningham, Richie Change Request Status: NEW

Current Degree Information on Record

1. Degree ?

Current Program Information on Record Most Recent Term - Fall 2021 ?

First

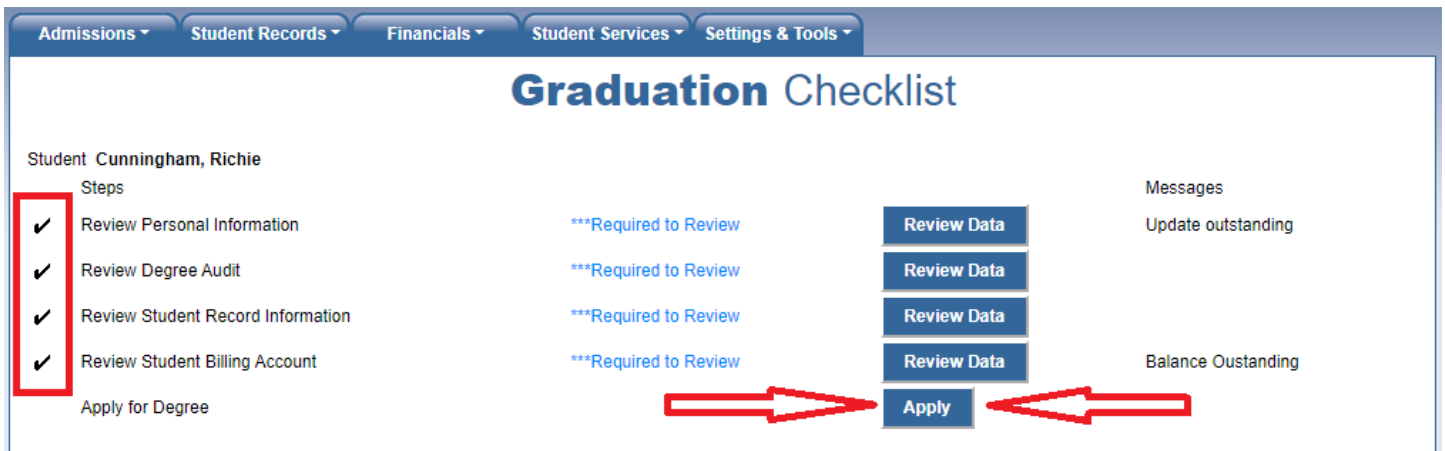
Division	Humanities/Social Sciences	?
Program	Assoc in Health Sciences	?
	2020-2021 Catalog	?
Major	Assoc Health Sciences	?
Type	Fresh Start Program	?

Second ?

Additional Division	Allied Health Division	?
Additional Program	Certificate in Polysomnography	?
	2021-2022 Catalog	?
Additional Major	Polysomnographic Technology	?

Third ?

- b. If this program is not listed, please complete the Undergraduate or Graduate Change of Program of Study Form located at <https://mercycollege.edu/academics/student-records/student-records-forms> prior to finishing your application for graduation.
 2. If you believe that there are problems with your program(s) of study, please contact your advisor or email registrar@mercycollege.edu.
- ii. Select the Back to Graduation Checklist button.
- 5) Once all items are reviewed a checkmark will appear by each Step.
- 6) Select the Apply button next to the Apply for Degree step to go to the Application for Graduation screen.



Graduation Checklist

Student: Cunningham, Richie

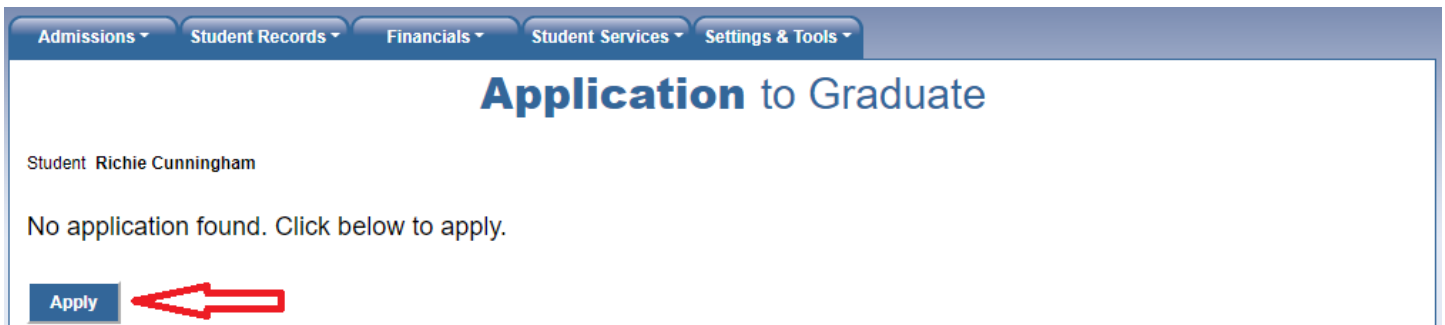
Steps

Step	Status	Action
Review Personal Information	***Required to Review	Review Data
Review Degree Audit	***Required to Review	Review Data
Review Student Record Information	***Required to Review	Review Data
Review Student Billing Account	***Required to Review	Review Data
Apply for Degree		Apply

Messages: Update outstanding

Balance Outstanding

- 7) On the Application for graduation screen you can submit an application for graduation or review a previously submitted application and check its status
 - a. To submit an application for graduation select the Apply button to open the application form.



Application to Graduate

Student: Richie Cunningham

No application found. Click below to apply.

Apply


- b. In the 'Degree' drop down menu, select the degree that you wish to submit an application for.

Admissions ▾ Student Records ▾ Financials ▾ Student Services ▾ Settings & Tools ▾

Application to Graduate

Student: **Richie Cunningham** Application Status: **NEW**

HOME	E-mail Address:	registrar@mercycollege.edu	?
HOME	Mailing Address:	2221 Madison Avenue Toledo OH 43604 USA	
HOME	Phone Number:	1 (419) 251-8989	

Degree: ***Select Degree*** ▾ 

Desired Name on Degree:

Expect Completion Term: Fall 2021 ▾

Student's Comments:

- c. In the 'Desired Name on Degree' field, spell out exactly how you wish your name to appear on your diploma. **Please include all proper capitalization and punctuation.**


Admissions ▾ Student Records ▾ Financials ▾ Student Services ▾ Settings & Tools ▾

Application to Graduate

Student: **Richie Cunningham** Application Status: **NEW**

HOME	E-mail Address:	registrar@mercycollege.edu	?
HOME	Mailing Address:	2221 Madison Avenue Toledo OH 43604 USA	
HOME	Phone Number:	1 (419) 251-8989	

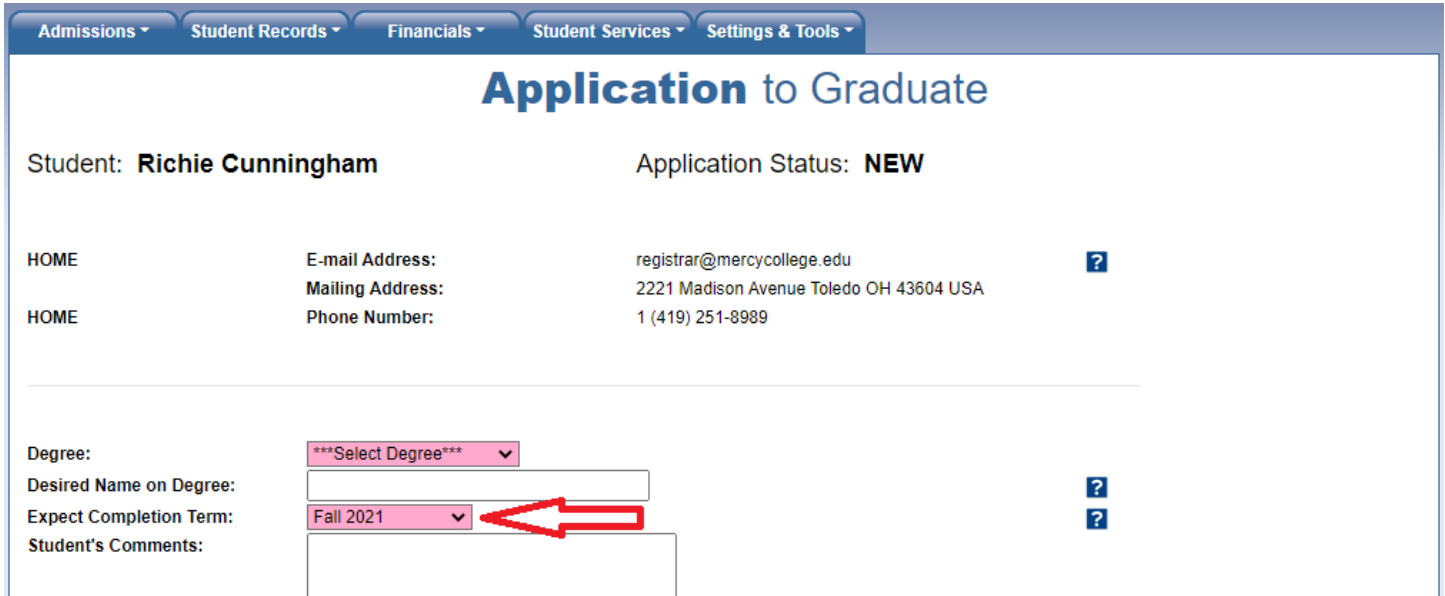
Degree: ***Select Degree*** ▾

Desired Name on Degree: 

Expect Completion Term: Fall 2021 ▾

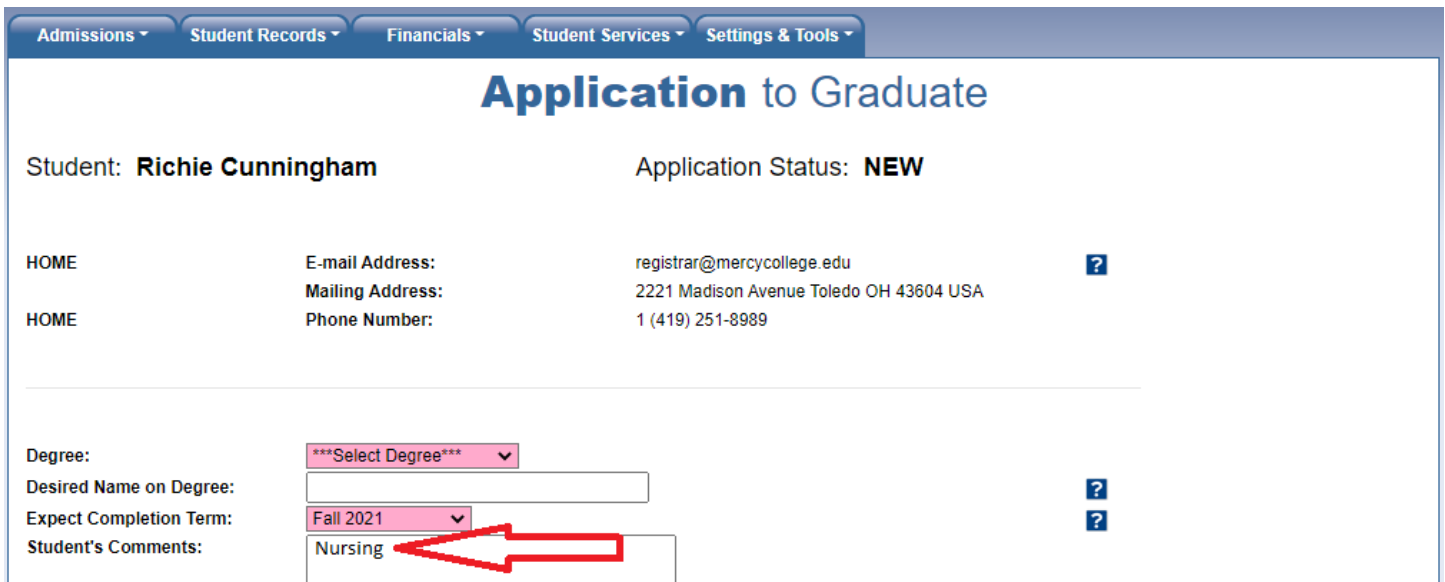
Student's Comments:

- d. In the 'Expect Completion Term' drop down menu, select the term you believe that you will finish your degree by.



The screenshot shows the 'Application to Graduate' form for student **Richie Cunningham** with an application status of **NEW**. The form includes contact information (HOME, E-mail Address, Mailing Address, Phone Number) and a section for degree selection. The 'Expect Completion Term' dropdown menu is set to 'Fall 2021', which is highlighted with a red arrow. The 'Student's Comments' field is empty.

- e. In the 'Student's Comments' field please enter the major or program you are intending to apply for. This is very important for students that are in multiple programs.



The screenshot shows the same 'Application to Graduate' form, but now the 'Student's Comments' field is filled with the text 'Nursing', which is highlighted with a red arrow. All other fields remain the same as in the previous screenshot.

- f. Review the data and make any corrections necessary.

- g. Select the 'Submit' button at the bottom of the screen to submit your application for graduation to return to the Application for Graduation screen.

Admissions

Student Records

Financials

Student Services

Settings & Tools

Application to Graduate

Student: **Richie Cunningham** Application Status: **NEW**

HOME

E-mail Address:

registrar@mercycollge.edu

?

HOME

Mailing Address:

2221 Madison Avenue Toledo OH 43604 USA

HOME

Phone Number:

1 (419) 251-8989

Degree:

Select Degree

?

Desired Name on Degree:

?

Expect Completion Term:

Fall 2021

?

Student's Comments:

Email Address:

registrar@mercycollge.edu

Submit

No Change - Exit

- 8) If you wish to review your application status you can do so by selecting the date button next to the application.

Admissions

Student Records

Financials

Student Services

Settings & Tools

Application to Graduate

Student **Richie Cunningham**

Date Submitted	Degree	Status
03/04/2022	Associate of Science	SUBMITTED

Apply

After submitting an application, you will receive an email from a staff person in Student Records indicating the receipt of an application for graduation.

If you experience any difficulties with applying for graduation, need to cancel your submitted or approved application, or need to resubmit an application for a new term, talk with your academic advisor and then email registrar@mercycollege.edu.