

Important Processes to (1) Declaring a Minor, (2) Application for Minor Certification, (3) Application for Graduation

****NOTE: All forms and instructions are available in the Academic Programs Office, Room 3408.**

Fall 2009 Graduation Timeline: ALL APPLICATIONS, BOTH ON-LINE AND PAPER, FOR DECEMBER 2009 GRADUATION MUST BE SUBMITTED NO LATER THAN MONDAY, OCTOBER 26, 2009.

Declaring a Minor:

- Student completes the “Declare a Minor” form **available from the Registration & Records (R&R) website,**
<http://www.ncsu.edu/registrar/forms/pdf/minor.pdf>.
- Student obtains the signature of the minor advisor to add the minor.
- Student **returns the form to R&R for processing.**
- The student’s minor will be added as a plan on the student’s transcript.

Graduating With a Minor:

- Students must have previously declared their minor; then the student must apply for the minor when applying for graduation in their major(s).
- **After registration, but prior to first day of a student’s last semester prior to graduation** students will need to complete a North Carolina State University Application for Minor Certification with their minor advisor (form available in Academic Program Office, 3408). **Once signed off at the departmental level, this form will be submitted to the College Graduation Coordinator and utilized by the College to clear the student in their minor.**
- The College Graduation Coordinator will clear the minors within their college through graduation approval in SIS and the minor will post on their transcript with their degrees.

Applying for Graduation:

***Note:** There are 2 steps to applying – through the portal and also a paper “blue card” which is available in the Academic Programs Office, 3408. **There is a designated “blue card” for Textile Engineering applicants, also available in 3408.**

- Log in to the MY PACK PORTAL and click Student Self Service from the menu.

- Click FOR STUDENTS tab at the top of the page and select DEGREE PROGRESS/GRADUATION and then APPLY FOR GRADUATION.
- Click the description of the academic program for which you wish to apply for graduation (applies only to students with 2nd or 3rd majors).
- Indicate the major(s) and minor(s) you are applying to graduate and your expected graduation term. You may have to submit more than one application if you have multiple majors or minors in different programs.
- If you have multiple majors within a program you can select to (1) apply for all of them, or (2) indicate that you are going to return and complete a degree or (3) do not plan to complete the degree.
- If you have comments for your department or college graduation officer, indicate in the comments section
- Click “CONTINUE”.
- Review your application and either submit by clicking “Submit Application” or follow the instructions to amend. The graduation program and diploma will display the name indicated here so please review. To change your name complete the **Name Change/Marital Status Change** form available from the Registration & Records website: <http://ncsu.edu/registrar/forms/index.html>
- If you wish to have your diploma sent to an address other than your Home/Mail address, select the "**CREATE DIPLOMA ADDRESS**" button. Select "ADD A NEW ADDRESS" button on the addresses page, enter your diploma address, and click ok. On the new page, select the Diploma Checkbox and save the address.