




# Screenshots of the Graduation Application in Self-Service


## 1. Log into Self-Service and click on Graduation Overview


Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.


 **Register Now**  
Click the button to see available terms and sections.


 **Student Finance**  
Here you can view your latest statement and make a payment online.

 **Tax Information**  
Here you can change your consent for e-delivery of tax information.

 **Employee**  
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

 **Course Catalog**  
Here you can view and search the course catalog.

 **Graduation Overview**  
Here you can view and submit a graduation application.

 **Transcript Requests**  
Here you can view and request a transcript.

2. One in the application, you can view commencement information, review your academic progress and then click “Apply”.

## 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
Graphic Design BS	Graphic Design	<a href="#">Apply</a>

3. Review and fill in all of the highlighted areas.
  - a. If your degree information is not correct, do not proceed and contact your academic advisor.
  - b. Graduation Term: the term you will finish your degree requirements.
  - c. Preferred Name on Diploma: Enter the way you want your name to appear on the diploma
  - d. Primary Location : Select Owings Mills
  - e. Commencement Details: Indicate whether you plan to attend the May ceremony
  - f. Diploma Mailing Address: Select the current address or enter a new one where you diploma should be mailed.
  - g. Pay the \$25 graduation fee

## Name and Information

Full Name  
Mickey Mouse

### Graduation Term \*

### Preferred Name on Diploma \*

### What is your primary location?

## Program of Study

Graphic Design BS

Degree  
BACHELOR OF SCIENCE

Major  
Graphic Design

## Commencement Details

Will you attend commencement?

### Diploma Mailing Address

Ship to preferred mailing address

123 Test Address  
Vacation Home Drive  
Tampa, FL 02129

Ship to a new address

## Payment Details

Click Proceed to Payment to pay the graduation application fee.

### Payment Methods \*

4. After Proceeding to Payment you will see the following screen. Select “Pay Now”.

## Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
Graduation Application Fee	\$25.00
Total Payment Amount	\$25.00

Payment Method: MasterCard

## Stevenson University

Tuition and Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

### Payment Amount

\$  .

### Payment Method

Card Number      Expiration Date      Security Code      [What is this?](#)

- -      - -     



[Cancel](#)

Please note you will not be charged until you Submit at end.

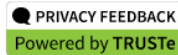
[Continue](#)

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**Stevenson University**  
Tuition and Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

## Review & Accept Terms

Payment Method	Amount
 Ending in 1117	\$25.00

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Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

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Please note you will not be charged until you Submit at end.

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**Stevenson University**  
Tuition and Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

REVIEW & SUBMIT

Payment Method	Amount
 Ending in 1117	\$25.00

Account Information	Name	Value
	<b>Name</b>	Minnie Minnie Mouse
	<b>Street Address</b>	228 Magical Kingdom Dr.
	<b>City</b>	Disneyland
	<b>State</b>	FL
	<b>Zip code</b>	22297
	<b>Country</b>	United States
	<b>Daytime phone</b>	(202) 111 - 1111
	<b>Email</b>	rsstokes@stevenson.edu
	<b>GenTranMappingId</b>	90422634
	<b>User-Sesn-PType-SID</b>	WEBCASHIER-46334-SFPAY-0896755

[Back](#) | [Cancel](#)

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

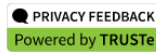
**Submit**

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- Once you have paid, your graduation application has been submitted and you are done with the process. If you go back to Graduation Overview in Self-Service you should see confirmation of the date you applied.

## Graduation Application

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[Review My Academic Progress](#)

Program of Study	Major	Application Status
Graphic Design BS	Graphic Design	✓ Application submitted on 3/1/2022

You will also receive a payment receipt from Student Accounts (if you entered your e-mail for the payment)

Reply Reply All Forward IM

Tue 3/1/2022 2:02 PM



StudentAccounts  
Payment Acknowledgement

To Rhonda S. Stokes

If there are problems with how this message is displayed, click here to view it in a web browser.

## Stevenson University Inc

### Payment Acknowledgement

**Receipt Number**

000413748

**Date/Time**

03-01-2022 14:01:32

**Merchant**

Stevenson University Inc  
100 Campus Circle  
Owings Mills MD 21117

443-334-3500

[studentaccounts@stevenson.edu](mailto:studentaccounts@stevenson.edu)

**Payer**

Minnie Minnie Mouse

#### Account Payments

Accountholder	Account Type	Term	Location	Description	Amount
Pref: Ms. Minnie Mouse	STUDENT RECEIVABLES	Spring 2022 Reporting Term		Graduation Application Fee	\$25.00

#### Payments Tendered

Payment Method	Control Number	Authorization Code	Transaction Number	Amount
Discover	1117	123456	90422634	\$25.00