

## SIU Registrar's Office

### ***How to Apply to Graduate using SalukiNet:***

Most students should apply to graduate online within [SalukiNet](#). If you are unable to apply in SalukiNet, please use a [paper application](#). Graduation application deadlines for a given term can be found in the [Graduation Deadlines and Ceremony Dates Calendar](#).

*Note: A non-refundable graduation application fee is required when submitting your application. The application fee is \$50 if the application is submitted by the initial deadline noted in the above Calendar, while the fee is \$75 if the application is submitted by the second deadline noted. If an application is accepted after the second deadline, your academic work can be reviewed for degree completion, but your name may not appear in the Commencement booklet.*

### **Getting Started**

Navigate to [SalukiNet](#) and sign in, then go to the [Registrar -- Academic Records & Graduation](#) task center to launch the [Submit Your Graduation Application Online](#) task.

Please note that if you experience problems with the online application process in your web browser, you may wish to try a different browser. We recommend trying common browsers such as Firefox or Chrome or Edge or Safari or Opera.

There are three main steps involved in this application process, and they are as follows.

### **Step 1: Choose Your Degree Information**

Here is what you will be asked to do during the online application process (up to the point of making a pre-payment):

1. Select the graduation term (at the end of which you anticipate **completing** all of your degree requirements);
2. View and select your current degree program (select one program at a time if you have more than one shown);
3. Indicate if you plan on attending one of the Commencement ceremonies held in Carbondale;
4. View your legal name that the University has on file for you (and which will appear on your diploma);
5. Provide a mailing address for your diploma (which can be an address we already know or a new one);
6. Review a summary of your selections up to this point (representing the information needed for the application).

*Note: Please be careful about navigating through the online application using your browser's Back and Forward buttons, or the Reload (Refresh) button, especially when you get to the payment section that is described next. We cannot predict what may happen with information stored in the browser's memory if you go to certain pages multiple times (or reload*

them), and we really don't want you to be charged the fee more times than necessary. If you need to jump out of the application without finishing it, please try to use the "Self-Service" links near the top of the page to do so.

## **Step 2: Make Your Payment**

Next, you will be taken to our payment processor's web site (Authorize.net) to pre-pay the non-refundable application fee. Here is what you will be required to provide in order to make a successful online payment:

1. A valid credit or debit card number, card expiration date, and 3- or 4-digit card security code:
  - ❖ credit/debit cards from Visa, MC, AmEx, and Discover are the only payment choices you have;
2. A valid billing name and billing address [associated with that card](#);
3. A valid e-mail address (preferably your SIUC e-mail address);
4. A correct typing out of the 5 embedded letters/digits inside the [CAPTCHA](#) image at the bottom of the form:
  - ❖ there is an option for those letters/digits to be read out loud to you if you cannot decipher them.

*Note: If you are unable to pay with a credit or debit card from [Visa](#), [Master Card](#), [American Express](#), or [Discover](#), you will not be able to successfully submit your graduation application using SalukiNet. In such a case, you may instead submit a [paper application](#) along with a check or money order as payment.*

## **Step 3: Confirm and Submit Your Application**

Once you have successfully completed the payment, you will be taken to a page that confirms your payment (with a few details). That page states, "**NOTE: YOUR APPLICATION MUST BE COMPLETED BY CONFIRMING BELOW**" in big bold red print at the top, along with a [Complete Application](#) button at the bottom. [You must press that button at the bottom of that page; otherwise, your application will not be submitted, but you will still be charged the application fee.](#) If you [do](#) press that button, you will be taken to the Graduation Application Confirmation Page where you will be told that your application has been submitted. At that point, you are done (unless you have another degree to apply for).

You should expect to receive two e-mails as a result of this process. The first e-mail will be another confirmation of your payment. It will be sent almost immediately to the e-mail address you noted on the payment page. *It will be sent even if you forget to press the [Complete Application](#) button and thus fail to submit your application.*

The second e-mail will acknowledge the receipt of your graduation application (*assuming that you did press the [Complete Application](#) button*). You should normally receive this e-mail the next morning at your SIUC e-mail address. It will have details related to graduation, the completion of your degree requirements, the Commencement ceremonies, and the mailing of your diploma. It will also provide office contact information in case you have any questions or if you need to make any changes to this application (such as changes to the diploma mailing address or the name that should appear on the diploma).

Please understand that once you have submitted your application successfully within SalukiNet, you will not be able to go back and correct it there yourself or even review it there, so please be sure to keep this second e-mail for your records.

[If you do not receive that second e-mail within a day or two, it probably means that you did not successfully submit your application, in which case you should return to SalukiNet and try to start the process over again. If the current degree program for which you had attempted to apply still shows up there, then you were not successful. If it does not show up, then there is probably just an issue with the e-mail system. \(Please note that if you were not successful, you should receive](#)

a different e-mail from us about three or four days after attempting to apply that will tell you such and direct you to try again.)

### **If You Are Applying for Multiple Degrees**

*Note: If you have two current degree programs shown to you during this process within SalukiNet – and you are ready to apply for graduation from both of those programs – you should select one of them and complete the process, then return and select the other one and complete the process. (If you have three programs, do each one individually as well.) This will end up resulting in more than one graduation application, which is normal for your type of situation.*

*While the system itself will require you to pre-pay for multiple applications for the same term, because only one application fee is normally required in such cases, our office will ensure that you are credited back the amount necessary to result in just one application fee for that term. Credits are issued as soon as possible – you will get an e-mail confirming the credit once it's done – but they can take up to several weeks to process. Please plan accordingly. Thank you for your patience.*

### **If You Need More Information or Are Having Problems**

Again, **most students can and should apply online**, especially currently-enrolled students. Those who are not currently enrolled, but who were very recently enrolled, should be able to apply online as well, but those who have not been actively enrolled for a period of time will probably not be able to apply online. Anyone who will not be able to apply online will get a message once they try to start the process telling them that they will have to stop and instead use a [paper application](#) to apply to graduate.

Graduation application deadline dates – along with other dates and deadlines related to the graduation process – are noted in the calendar available at <https://registrar.siu.edu/calendars/graduation.php>.

More information about graduation may be found at <https://registrar.siu.edu/students/graduation.php>. More information about the Commencement ceremonies that are held in May and December may be found at <https://commencement.siu.edu/>.

### **Important Things to Keep in Mind (Especially After You Have Applied)**

1. You can track the status of your graduation application in [SalukiNet](#) by signing in and going to the [Registrar -- Academic Records & Graduation](#) task center and launching the **View Your Filed Graduation Application Status** task. This task will show you the graduation term, the [status of your application](#) (e.g., *applied for degree, degree awarded, diploma released*), your degree and major(s) and minor(s) and specializations(s)/concentration(s), whether or not you will be attending a Carbondale ceremony, your name as it will appear on the diploma, and the address to which to mail the diploma. The task also gives instructions to follow if information needs to be changed or if there are any questions about the information that is shown.

2. If you are an undergraduate student with a catalog term of Summer 2012 or later, you should monitor your degree progress in [SalukiNet](#) by going to the [Registrar -- Academic Records & Graduation](#) task center and launching the **Degree Works** task. After running a Degree Works audit, if you have any questions or concerns about degree requirements that show as not being met on your audit, you should address those to your [academic advisor](#).

**3.** If you will be having out-of-town guests come to watch you at a Carbondale ceremony and those guests will need to have overnight lodging in the area, we highly recommend that they make their lodging arrangements as far in advance as possible. Lodging choices in Carbondale may be found at <https://www.carbondaletourism.org/business/category/stay-a-while/40>. For the weekend of the May ceremonies, it is not uncommon for Carbondale lodging to be almost completely booked by the preceding January. If your guests are not able to secure Carbondale lodging, there are choices in other southern Illinois cities that may be found at <https://www.enjoyillinois.com/plan-your-trip/places-to-stay> (though that may mean that they will be staying up to an hour or more away from Carbondale for this particular weekend).

**4.** Undergraduate degrees are evaluated and posted by the Registrar's Office, graduate degrees are evaluated and posted by the Graduate School, and Law degrees are evaluated and posted by the School of Law. Except for diplomas handed out to Ph.D. and certain other students at Commencement, diplomas for awarded undergraduate and other graduate degrees will be mailed out by the appropriate office just noted. You should expect to wait up to ten weeks after Commencement for your diploma to arrive.