

# Student Self-Service for Students

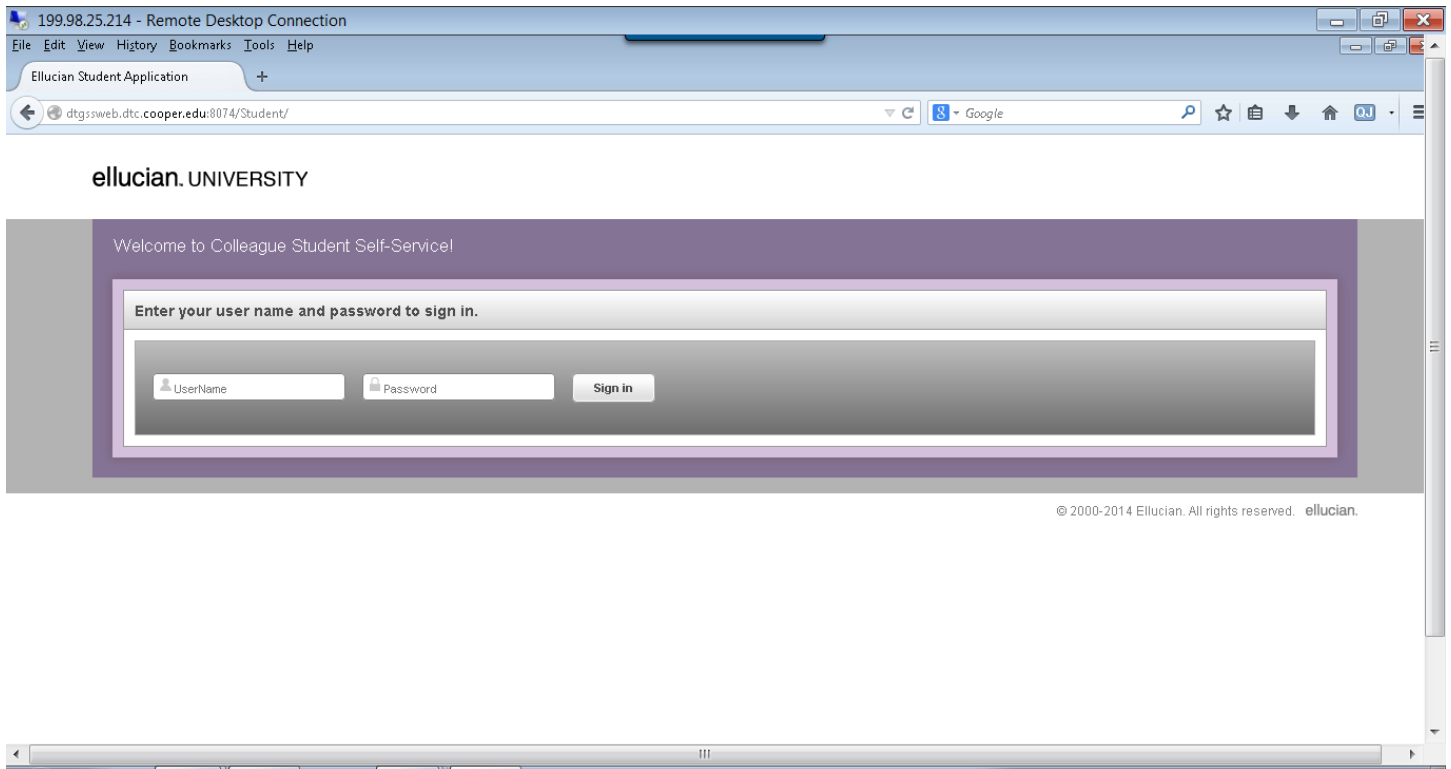
## Graduation Tab

The Graduation tab is for graduating seniors and master's students.

Go to URL: <http://dtgssweb.dtc.cooper.edu/Student>

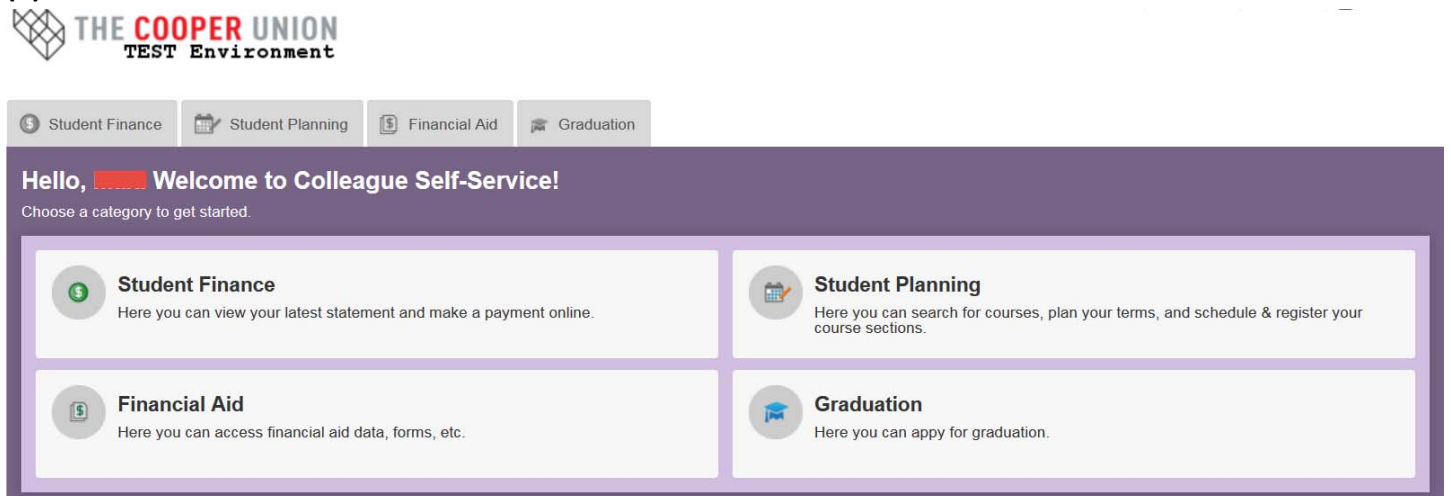
Your log in user name and password are the same as your Web Advisor credentials

### (1) Login screen:



The screenshot shows a remote desktop connection window titled "199.98.25.214 - Remote Desktop Connection". The browser window displays the "ellucian. UNIVERSITY" login page. The page has a purple header with the text "Welcome to Colleague Student Self-Service!". Below the header is a white box with the text "Enter your user name and password to sign in." and two input fields labeled "UserName" and "Password", followed by a "Sign in" button. The footer of the page reads "© 2000-2014 Ellucian. All rights reserved. ellucian."

### (2) Welcome screen: Click "Graduation"



The screenshot shows the "THE COOPER UNION TEST Environment" logo at the top. Below the logo is a navigation bar with four tabs: "Student Finance", "Student Planning", "Financial Aid", and "Graduation". The main content area has a purple header with the text "Hello, [redacted] Welcome to Colleague Self-Service!" and "Choose a category to get started." Below the header are four white boxes, each with an icon and a title: "Student Finance" (dollar sign icon), "Student Planning" (calendar icon), "Financial Aid" (dollar sign icon), and "Graduation" (graduation cap icon). Each box contains a brief description of the service.

(3) Click the word “Apply”.



Student Finance Student Planning Financial Aid Graduation

### 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 [Review My Academic Progress](#)

**Programs of Study**

Program of Study	Major	Application Status
Bachelor of Architecture	Architecture	<a href="#">Apply</a>

**i** If you are requesting to graduate from a different program of study please go to

(4) Please confirm the “Graduation Term” by clicking the drop-down menu and then your name as you would like it to appear on your diploma. If you prefer a certain pronunciation of your name, please type it in next to “Phonetic Spelling”.

Student Finance Student Planning Financial Aid Graduation

< Back to Programs of Study

### Graduation Application

Full Name		Bachelor of Architecture
Graduation Term*	Please Select	Diploma Bachelor of Architecture
Preferred Name on Diploma*		Major Architecture
Phonetic Spelling		

**Commencement Details**

Will you attend commencement? ☒ YES

Diploma Mailing Address ☒ Ship to preferred mailing address

☐ Ship to a new address

Cancel Submit

5) If you are attending commencement, you will receive your diploma then. If you are **not** attending commencement, then click the “Yes” toggle to change your response to “No”. You may either pick up your diploma anytime after commencement or ask us to mail it to you. If you want it mailed, then, confirm your preferred mailing address displayed below. If the preferred address displayed is incorrect, then type in your new address. Then click “Submit”.

[Student Finance](#) [Student Planning](#) [Financial Aid](#) [Graduation](#)

[Back to Programs of Study](#)

### Graduation Application

Full Name		Bachelor of Architecture	
Graduation Term*	Please Select	Diploma	Bachelor of Architecture
Preferred Name on Diploma*		Major	Architecture
Phonetic Spelling			

#### Commencement Details

Will you attend commencement?

☒ YES ☐ NO

Diploma Mailing Address

☒ Ship to preferred mailing address

☐ Ship to a new address

**\*\*You will receive a confirmation message indicating your application was submitted successfully\*\***

[Student Finance](#) [Student Planning](#) [Financial Aid](#) [Graduation](#)

[Back to Programs of Study](#)

Your graduation application has been successfully submitted.