

To file for graduation log onto CUNYfirst and click on your Self Service tab, from there click Student Center and then click on My Academics.

The screenshot displays the CUNYfirst Student Center interface. At the top, the browser address bar shows the URL: [https://hrsa.cunyfirst.cuny.edu/psp/cnyhprd/EMPLOYEE/HRMS/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?pt\\_fname=HC\\_PERSONAL\\_INFO](https://hrsa.cunyfirst.cuny.edu/psp/cnyhprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=HC_PERSONAL_INFO). The CUNYfirst logo is visible in the top left corner, with the tagline "Fully Integrated Resources & Services Tool". Navigation links for "Home", "Worklist", "Add to Favorites", and "Sign out" are located in the top right.

A left-hand navigation menu is expanded, showing a search field and a list of categories. The "Student Center" category is highlighted with a blue bar and a white arrow pointing to the main content area. Below "Student Center", several sub-items are listed, including "Manager Self Service", "Recruiting", "Campus Community", "Records and Enrollment", "Curriculum Management", "Student Financials", "Academic Advisement", "Set Up HRMS", "Set Up SACR", "Worklist", "Reporting Tools", "PeopleTools", "Careers", and "firstSolutions Knowledge Base".

The main content area is titled "ID:" and features several service tiles:

- Academics:** Includes a "SEARCH FOR CLASSES" button, a "Deadlines" section with a "URL" field, a "This Week's Schedule" table with columns for "Class" and "Schedule", and links for "weekly schedule" and "enrollment shopping cart".
- Finances:** Includes a "My Account" section with a "Financial Aid" sub-section. A message states: "You have no outstanding charges at this time." with a "make a payment" link. The institution is set to "Brooklyn College".
- Personal Information:** Includes a "Contact Information" section with fields for "Home Address", "Mailing Address", and "Mobile Phone".
- Other Tiles:** "Holds" (No Holds), "To Do List" (Sign Up Now for CUNY Alert), "Enrollment Dates" (Open Enrollment Dates), "Advisor" (Program Advisor: None Assigned), "CUNY Websites" (CUNY Home, TIPPS), "Academic Advisement" (Official Transcript Ordering, Advisement Degree Audit), and "Other Links" (TuitionPay, Payment Plan, FAFSA).

Click on Apply for graduation.

The screenshot shows a web browser window displaying the CUNYfirst Student Center. The browser's address bar shows the URL: [https://hrsa.cunyfirst.cuny.edu/psp/cnyhprcd/EMPLOYEE/HRMS/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL?FolderPath=PORTA](https://hrsa.cunyfirst.cuny.edu/psp/cnyhprcd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORTA). The page features a navigation menu on the left with categories like 'My Favorites', 'Self Service', and 'Manager Self Service'. The 'Self Service' menu is expanded, showing options such as 'Personal Information', 'Job Information', 'Payroll and Compensation', 'Learning and Development', 'Recruiting Activities', 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', 'Review Transactions', 'Student Center', 'Community Directory Search', and 'Manage Delegation'. The 'Student Center' option is highlighted. The main content area is titled 'My Academics' and contains several sections: 'Advisors' with a link to 'View my advisors'; 'Transfer Credit' with a link to 'View my transfer credit report'; 'Course History' with a link to 'View my course history'; 'Transcript' with a link to 'View my unofficial transcript'; 'Enrollment Verification' with a link to 'Request enrollment verification'; and 'Graduation' with links to 'Apply for graduation' and 'View my graduation status'. The 'Apply for graduation' link is highlighted with a red box and an arrow pointing to it. At the bottom of the page, there is a search bar and a 'go to ...' dropdown menu. The browser's top bar includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help' menus, and a search bar with 'Google' as the search engine.

Click apply for graduation again to verify that you are sure you want to file.

The screenshot shows a web browser window with the URL [https://hrsa.cunyfirst.cuny.edu/psp/cnyhcrpd/EMPLOYEE/HRMS/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL?FolderPath=PORTA](https://hrsa.cunyfirst.cuny.edu/psp/cnyhcrpd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORTA). The page header includes the CUNYfirst logo and navigation links for Home, Worklist, Add to Favorites, and Sign out.

On the left side, there is a navigation menu with the following items:

- enu
- Search: [input field]
- My Favorites
- CUNY
- CUNY Student Summary View
- Self Service
  - Personal Information
  - Job Information
  - Payroll and Compensation
  - Learning and Development
  - Recruiting Activities
  - Class Search / Browse
  - Catalog
  - Academic Planning
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree
  - Progress/Graduation
- Transfer Credit
- [Review Transactions](#)
- Student Center**
- [Community Directory Search](#)
- [Manage Delegation](#)
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Set Up HRMS
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
- [Careers](#)
- [firstSolutions Knowledge Base](#)

The main content area features a navigation bar with buttons for Search, Plan, Enroll, and My Academics. Below this is a section titled "Apply for Graduation" with a sub-heading "Submit an Application for Graduation". A message states: "Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information."

A table displays the following information:

Program: Undergraduate
Brooklyn College   Undergraduate
Degree: Bachelor of Arts
Major: Children and Youth Studies

An "Apply for Graduation" link is highlighted with a black rectangular box.

At the bottom of the page, there is another navigation bar with buttons for Search, Plan, Enroll, and My Academics, and a "go to ..." dropdown menu.

Choose the term from the drop down menu listed. If you do not see the term you wish to file for it might be too early to file. Click continue after term is selected.

The screenshot shows the CUNYfirst Student Center interface. The left sidebar contains a navigation menu with categories like 'My Favorites', 'CUNY', 'CUNY Student Summary View', 'Self Service', 'Personal Information', 'Job Information', 'Payroll and Compensation', 'Learning and Development', 'Recruiting Activities', 'Class Search / Browse', 'Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', 'Review Transactions', 'Student Center', 'Community Directory Search', 'Manage Delegation', 'Manager Self Service', 'Recruiting', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Student Financials', 'Academic Advisement', 'Set Up HRMS', 'Set Up SACR', 'Worklist', 'Reporting Tools', 'PeopleTools', 'Careers', and 'firstSolutions Knowledge Base'. The main content area is titled 'Apply for Graduation' and 'Select Graduation Term'. It includes a search bar, navigation buttons for 'Search', 'Plan', 'Enroll', and 'My Academics', and a 'go to ...' dropdown. The 'Expected Graduation Term' dropdown menu is open, showing the following options: 2014 Fall Term, 2015 Fall Term, 2015 Spring Term, 2015 Summer Term, and select term ... A red box highlights the dropdown menu, and a red arrow points to it with the text 'Select term'. Below the dropdown menu, there are two buttons: 'SELECT DIFFERENT PROGRAM' and 'CONTINUE'.

Verify your graduation information is correct and then click submit application.

The screenshot shows a web browser window with the URL [https://hrsa.cunyfirst.cuny.edu/psp/cnyhcprd/EMPLOYEE/HRMS/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL?FolderPath=PORTA](https://hrsa.cunyfirst.cuny.edu/psp/cnyhcprd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORTA). The browser's address bar shows the Google search engine. The page header includes the CUNYfirst logo and navigation links for Home, Worklist, Add to Favorites, and Sign out.

The left sidebar contains a 'Menu' section with a search field and a list of navigation options:

- My Favorites
- CUNY
- CUNY Student Summary View
- Self Service
  - Personal Information
  - Job Information
  - Payroll and Compensation
  - Learning and Development
  - Recruiting Activities
  - Class Search / Browse Catalog
  - Academic Planning
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree
    - Progress/Graduation
  - Transfer Credit
  - Review Transactions
- Student Center
- Community Directory Search
- Manage Delegation
- Manager Self Service
  - Recruiting
  - Campus Community
  - Records and Enrollment
  - Curriculum Management
  - Student Financials
  - Academic Advisement
  - Set Up HRMS
  - Set Up SACR
  - Worklist
  - Reporting Tools
  - PeopleTools
  - Careers
  - firstSolutions Knowledge Base

The main content area features a navigation bar with buttons for Search, Plan, Enroll, and My Academics. Below this, the 'Apply for Graduation' section is displayed, followed by the 'Verify Graduation Data' section. The 'Verify Graduation Data' section shows the following information:

**Program: Undergraduate**  
**Brooklyn College | Undergraduate**

Degree: Bachelor of Arts  
Major: Children and Youth Studies

**Expected Graduation Term** 2014 Fall Term

**Graduation Instructions**

Please visit our website at [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu) and log into the BC Portal to view information on graduation and the Commencement Ceremony details.

Below the instructions, there are three buttons: 'SELECT DIFFERENT PROGRAM', 'SUBMIT APPLICATION' (highlighted with a black box), and 'SELECT DIFFERENT TERM'. At the bottom of the page, there is a search bar and a navigation bar with buttons for Search, Plan, Enroll, and My Academics.



- Menu**
- Search:
- ▶ My Favorites
  - ▶ CUNY
  - ▶ CUNY Student Summary View
  - ▼ Self Service
    - ▶ Personal Information
    - ▶ Job Information
    - ▶ Payroll and Compensation
    - ▶ Learning and Development
    - ▶ Recruiting Activities
    - ▶ Class Search / Browse Catalog
    - ▶ Academic Planning
    - ▶ Enrollment
    - ▶ Campus Finances
    - ▶ Campus Personal Information
    - ▶ Academic Records
    - ▶ Degree Progress/Graduation
    - ▶ Transfer Credit
    - ▶ Review Transactions
    - Student Center
    - Community Directory Search
    - Manage Delegation
  - ▶ Manager Self Service
  - ▶ Recruiting
  - ▶ Campus Community
  - ▶ Records and Enrollment
  - ▶ Curriculum Management
  - ▶ Student Financials
  - ▶ Academic Advisement
  - ▶ Set Up HRMS
  - ▶ Set Up SACR
  - ▶ Worklist
  - ▶ Reporting Tools
  - ▶ PeopleTools
  - Careers
  - firstSolutions Knowledge Base

go to ...

Search Plan Enroll My Academics

### Apply for Graduation

### Submit Confirmation

✔ You have successfully applied for graduation.

Search Plan Enroll My Academics

go to ...