

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.

Employee-facing registry x Student Center x

https://hrsa.cunyfirst.cuny.edu/psp/cnyhqprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=HC_PERSONAL_INFO

CUNYfirst
Fully Integrated Resources & Services Tool

Home | Worklist | Add to Favorites | Sign out

Menu

Search:

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- Self Service
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- Set Up SACR
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ID:

Academics

Search Deadlines URL

This Week's Schedule

Class	Schedule

weekly schedule ►
enrollment shopping cart ►

other academic... ►►

Finances

My Account
[Account Inquiry](#)

*Institution Brooklyn College ▼

Financial Aid
[View Financial Aid](#)
[Accept/Denline Awards](#)
[Direct Loan Processing Form](#)
[Supplement Form](#)

make a payment ►

other financial... ►►

Personal Information

[Emergency Contact](#)

other personal... ►►

Contact Information

Home Address	Mailing Address
	None

[Mobile Phone](#)
None

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
[Sign Up Now for CUNY Alert](#)
more ►

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned

CUNY Websites
[CUNY Home](#)
[TIPPS](#)

Academic Advisement
[Official Transcript Ordering](#)
[Advisement Degree Audit](#)

Other Links
[TuitionPay Payment Plan](#)
[FAFSA](#)

Click on Apply for graduation.

File Edit View History Bookmarks Tools Help

Student Center

https://hrsa.cunyfirst.cuny.edu/psp/cnyhpcprd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORTA

Google

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go to ...

Search Plan Enroll My Academics

My Academics

Advisors	View my advisors
Transfer Credit	View my transfer credit report
Course History	View my course history
Transcript	View my unofficial transcript
Enrollment Verification	Request enrollment verification
Graduation	Apply for graduation View my graduation status

My Program:

- Institution - Brooklyn College
- Career - Undergraduate
- Program - Undergraduate
- Major - Children and Youth Studies

Search Plan Enroll My Academics

go to ...

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

The screenshot shows a web browser window with the address bar displaying the URL: https://hrsa.cunyfirst.cuny.edu/psp/cnyhcrpd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORTA. The browser's address bar also shows a Google search bar.

The page header features the CUNYfirst logo and navigation links: Home, Worklist, Add to Favorites, and Sign out.

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

- My Favorites
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The main content area has a navigation bar with buttons: Search, Plan, Enroll, and My Academics. Below this, the section is titled "Apply for Graduation".

The text reads: "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."

Below the text, there is a table with the following data:

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

At the bottom of the page, there is another navigation bar with buttons: Search, Plan, Enroll, and My Academics. Below this, there is 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.

Employee-facing registry x Student Center x

https://hrsa.cunyfirst.cuny.edu/psp/cnyhcrpd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=HC_PERSONAL_INFO ☆

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Search: [input]

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go to ... [dropdown] [go]

Search Plan Enroll My Academics

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: Undergraduate

Brooklyn College | Undergraduate

Degree: Bachelor of Arts
Major: Children and Youth Studies

Expected Graduation Term [dropdown] **↔ Select term**

Graduation Instructions

Please visit our website at www.brooklyn.cuny.edu for information on graduation and the form.

2014 Fall Term
2015 Fall Term
2015 Spring Term
2015 Summer Term
select term ...

SELECT DIFFERENT PROGRAM CONTINUE

Search Plan Enroll My Academics

go to ... [dropdown] [go]

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

File Edit View History Bookmarks Tools Help

Student Center

https://hrsa.cunyfirst.cuny.edu/psp/cnyhcprd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORTA

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go to ... >>

Search Plan Enroll My Academics

Apply for Graduation

Verify Graduation Data

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 and log into the BC Portal to view information on graduation and the Commencement Ceremony details.

SELECT DIFFERENT PROGRAM

SUBMIT APPLICATION

SELECT DIFFERENT TERM

Search Plan Enroll My Academics

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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 ... >>