

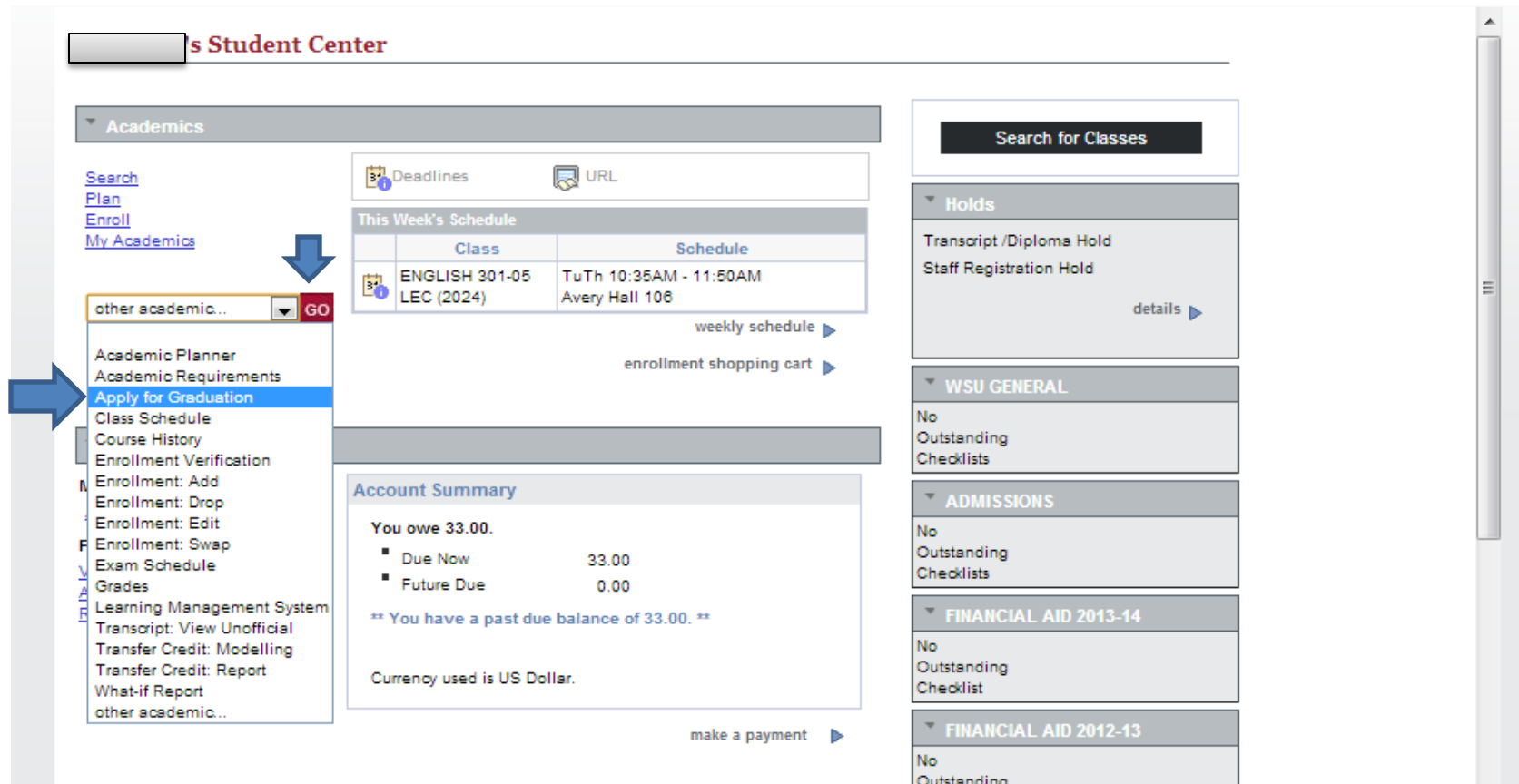
How to Apply for Graduation online in zzsis

Presentation is from the Student's View

Please note eligibility requirements:

- Students must have ≥ 90 earned credits
- Students must be certified in the major(s)

Step 1: From zzsis Student Center, click the drop-down and select “Apply for Graduation.”
Click the  button.



The screenshot displays the Student Center interface. At the top left, the text "s Student Center" is visible. Below this, a navigation menu is expanded under the "Academics" header. The menu items include: Search, Plan, Enroll, My Academics, other academic... (selected), Academic Planner, Academic Requirements, **Apply for Graduation** (highlighted), Class Schedule, Course History, Enrollment Verification, Enrollment: Add, Enrollment: Drop, Enrollment: Edit, Enrollment: Swap, Exam Schedule, Grades, Learning Management System, Transcript: View Unofficial, Transfer Credit: Modelling, Transfer Credit: Report, What-if Report, and other academic... A blue arrow points to the "Apply for Graduation" option. To the right of the menu, a "GO" button is visible. Below the menu, the "This Week's Schedule" section shows a table with one entry: ENGLISH 301-05 LEC (2024) on TuTh from 10:35AM to 11:50AM in Avery Hall 108. Below this, there are links for "weekly schedule" and "enrollment shopping cart". The "Account Summary" section indicates a balance of 33.00, with 33.00 due now and 0.00 future due. A note states: "** You have a past due balance of 33.00. **". A "make a payment" link is at the bottom. On the right side, there are sections for "Search for Classes", "Holds" (Transcript /Diploma Hold, Staff Registration Hold), "WSU GENERAL" (No Outstanding Checklists), "ADMISSIONS" (No Outstanding Checklists), "FINANCIAL AID 2013-14" (No Outstanding Checklist), and "FINANCIAL AID 2012-13" (No Outstanding).

Step 2: Click the Apply for Graduation link for desired degree

Bill Cougar


[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Apply for Graduation

Submit an Application for Graduation

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.

PROGRAM: BUSINESS ADMINISTRATION, BA	
Washington State University Undergraduate	
Degree: BA Business Administration Major: International Business Minor: Communication	View Graduation Status

PROGRAM: COMMUNICATION, BA	
Washington State University Undergraduate	
Degree: BA Communication Major: Journalism & Media Production Additional Major: Accounting	Apply for Graduation 

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

*Please note that if the degree or sub-plan is incorrect the student should not continue with the application. Students should contact their advisor for assistance.

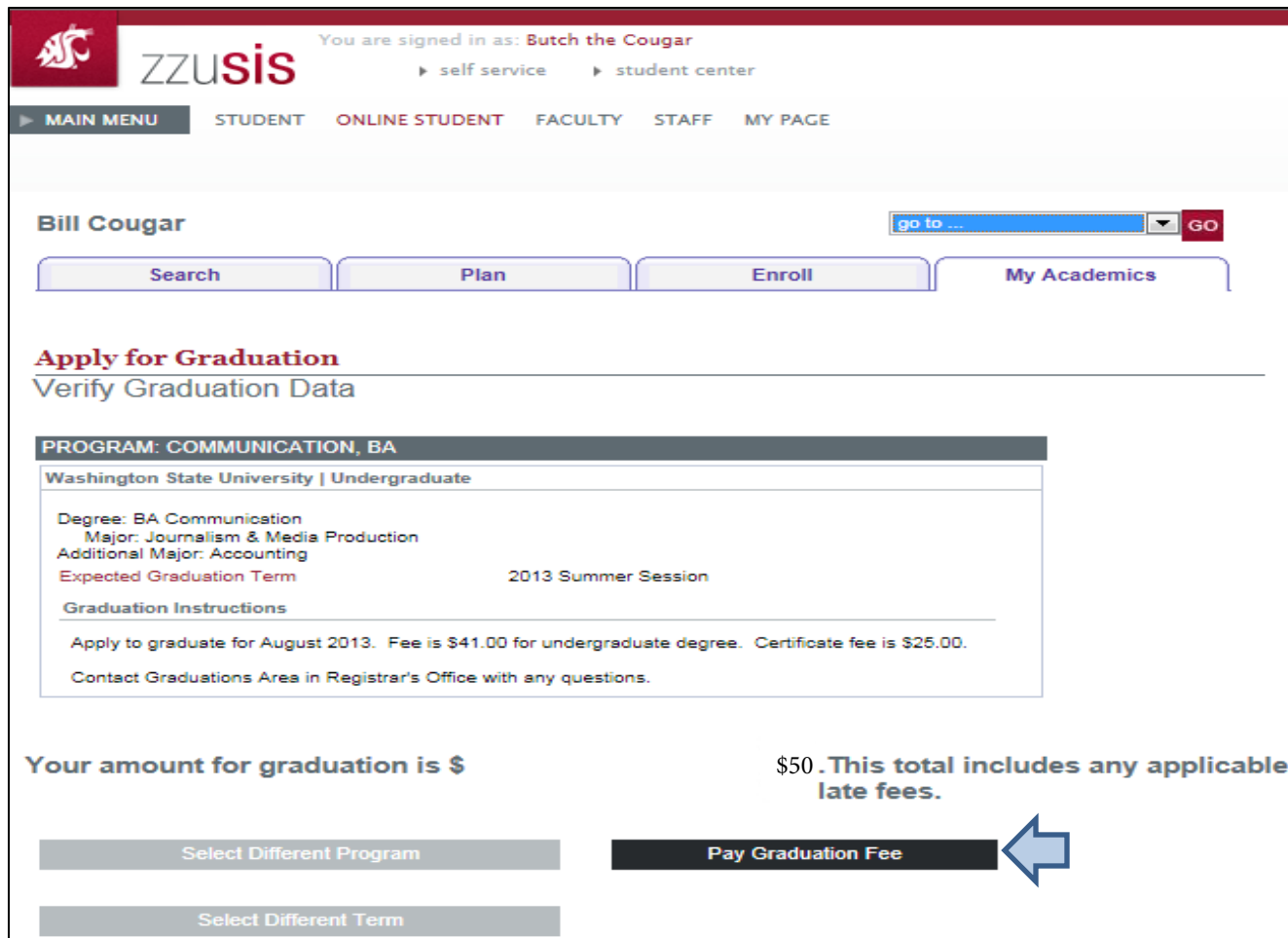
Clicking the “Apply for Graduation” indicates the student is confirming the Degree and sub-plan.

Step 3: Click the drop-down menu and select the desired graduation term.
Click the **Continue** button.

*Please note that applications are only available for (3)three upcoming terms.

The screenshot shows the ZzuSis website interface. At the top, the user is signed in as 'Butch the Cougar'. The navigation menu includes 'MAIN MENU', 'STUDENT', 'ONLINE STUDENT', 'FACULTY', 'STAFF', and 'MY PAGE'. Below the navigation, there is a search bar with the name 'Bill Cougar' and a 'GO' button. There are four buttons: 'Search', 'Plan', 'Enroll', and 'My Academics'. The main content area is titled 'Apply for Graduation' and 'Select Graduation Term'. It contains instructions: '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.' and '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.' The program details are: 'PROGRAM: COMMUNICATION, BA', 'Washington State University | Undergraduate', 'Degree: BA Communication', 'Major: Journalism & Media Production', and 'Additional Major: Accounting'. The 'Expected Graduation Term' dropdown menu is open, showing options: 'select term ...', '2013 Fall Semester', '2013 Summer Session', and 'select term ...'. A blue arrow points to the '2013 Summer Session' option. At the bottom, there are two buttons: 'Select Different Program' and 'Continue'. A blue arrow points to the 'Continue' button.

Step 4: Click the -button



The screenshot shows the ZZUSIS student portal interface. At the top, the user is signed in as "Butch the Cougar" and has access to "self service" and "student center". A navigation menu includes "MAIN MENU", "STUDENT", "ONLINE STUDENT", "FACULTY", "STAFF", and "MY PAGE". The user's name "Bill Cougar" is displayed, along with a "go to ..." dropdown menu and a "GO" button. Below this are four buttons: "Search", "Plan", "Enroll", and "My Academics".

The "Apply for Graduation" section is active, with the sub-section "Verify Graduation Data". The program is listed as "COMMUNICATION, BA" at Washington State University. The degree is "BA Communication" with a major in "Journalism & Media Production" and an additional major in "Accounting". The expected graduation term is "2013 Summer Session".

Graduation instructions state: "Apply to graduate for August 2013. Fee is \$41.00 for undergraduate degree. Certificate fee is \$25.00. Contact Graduations Area in Registrar's Office with any questions."

The total amount for graduation is displayed as "\$50. This total includes any applicable late fees." Below this, there are three buttons: "Select Different Program", "Pay Graduation Fee", and "Select Different Term". A blue arrow points to the "Pay Graduation Fee" button.

Step 5: Click the - **Pay Now** - button.

The screenshot shows the ZZU SIS student portal interface. At the top, the logo for ZZU SIS is displayed, along with the text "You are signed in as: Butch the Cougar". Below this, there are navigation links for "self service" and "student center". A main menu bar contains "MAIN MENU", "STUDENT", "ONLINE STUDENT", "FACULTY", "STAFF", and "MY PAGE". The main content area displays a payment summary for "Graduation Fees" totaling \$50.00. Below this, it shows "Total to be charged by WSU" also for \$50.00. There is a link that says "Click here to make any corrections" and two buttons: "Pay Now" and "Cancel". A blue arrow points to the "Pay Now" button.


Graduation Fees	\$50.00
Total to be charged by WSU	\$50.00

[Click here to make any corrections](#)


Pay Now **Cancel**

Student must have a Visa or MasterCard that has \$50 available. Students who do not have access to a credit card, should contact the graduations office (509-335-7724).

Step 6: Verify the information and click the – [Click Here](#) – button.



WASHINGTON STATE UNIVERSITY
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Washington State University
Graduation Payment


To make a payment for application to graduate (this payment is non-refundable), please enter and review your information then click below

WSU ID	<input type="text" value="099999999"/>
Campus	<input type="text" value="Pullman Campus"/>
Term	<input type="text" value="2013 Summer Session"/>
Degree	<input type="text" value="BA Communication"/>
Program	<input type="text" value="Communication, BA"/>
Amount Owed \$	<input type="text" value="50.00"/>
Email Address	<input type="text" value="bcougar@wsu.edu"/>

Please submit your payment by clicking only once below and waiting for your credit card confirmation number to be displayed. When the internet is busy, this may take serveral minutes.

[Click Here](#) 

Information Technology , PO Box 641222, Washington State University, Pullman WA 99164-1222, 509-335-4357, [Contact Us](#)

Step 7: Enter your credit card (Visa or MasterCard) information and click the  button.



Washington State University

Credit Card Secure Payment Site

Payment Details

Total Amount \$50.00

All fields in bold are required.

Credit Card



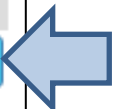
Credit Card Type

Credit Card Number

Expiration Date







*Note Late applications will incur a late fee in addition to the \$50 application fee (shown here).

Footer:

[Information Technology Services](#), PO Box 641222, Washington State University, Pullman WA 99164-1222
509-335-4357. [Contact Us](#) | Copyright © Board of Regents, [Washington State University](#)

Step 8: You have successfully applied for graduation!



The image shows a confirmation page for a graduation payment at Washington State University. The page features the university's logo and name on the left, a blue header with the title 'Washington State University Graduation Payment', and a central area with payment details. A footer contains contact information for Information Technology.

WASHINGTON STATE UNIVERSITY
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Washington State University
Graduation Payment

Card Processed Successfully

WSU ID: 099999999
Amount Charged: \$ 50
Card ending in: 1111
Authorization Code: 123456

You have successfully paid your fee!

[Return to Student Center](#)

Information Technology, PO Box 641222, Washington State University, Pullman WA 99164-1222, 509-335-4357, [Contact Us](#)

Step 9 (optional): Check if the application was successful by going to student center click “My Academics” link

Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic...

Deadlines URL

This Week's Schedule

Class	Schedule
ENGLISH 301-05 LEC (2024)	TuTh 10:35AM - 11:50AM Avery Hall 106

weekly schedule ▶
enrollment shopping cart ▶

other financial...

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

other financial...

Account Summary

You owe 33.00.

- Due Now 33.00
- Future Due 0.00

** You have a past due balance of 33.00. **

Currency used is US Dollar.

make a payment ▶

Search for Classes

Holds

Transcript /Diploma Hold
Staff Registration Hold

details ▶

WSU GENERAL

No Outstanding Checklists

ADMISSIONS

No Outstanding Checklists

FINANCIAL AID 2013-14

No Outstanding Checklist

FINANCIAL AID 2012-13

No

Step 10 (optional): Click “View my graduation status”

*Contact your advisor or wsu.graduations@wsu.edu if this doesn't reflect the correct data.

go to ... **GO**

Search Plan Enroll My Academics

My Academics

Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors

Transfer Credit	Evaluate my transfer credits
	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 - Washington State University
- Career - Undergraduate
- Program - Education, BA
- Major - Elementary Education