

# Apply for Graduation—ctcLink Desktop/Browser

**Purpose:** Use this guide as a reference for how to "Apply for" and "View Your Graduation status using the ctcLink Desktop/Browser version.

Jump to page 4 for the Mobile App instructions.

#### <u>Step 1</u>

Go to the **South Seattle College website**. At the top of the page, select the **Students** tab.

Step 2

Select the ctcLink icon.

Students		
Canvas		
Office 365		

SOUTH SEATTLE COLLEGE

Students

Ste	р	3
	_	

You will be directed to the **ctcLink login page**. Log in with your **ctcLink credentials**.







206.934.5300 • southseattle.edu • 6000 16th Ave SW, Seattle, WA 98106-1499

# Step 4

Once you have logged in, you will be directed to your **ctcLink Gateway** where you will select the **Student Homepage** tile.

# <u>Step 5</u>

In the **Student Homepage**, select the **Academic** Progress tile.

Note: The display of this page may vary.



#### Step 6

Select Apply for Graduation.



Select Graduation Term

Select Different Program

Select Different Term

Submit Confirmation

#### Step 7

You will be directed to the **Apply for Graduation** screen which will show all your active programs that you can apply for.

**Note:** You may or may not have more than one eligible program that you can apply for graduation. f you do not see your program, connect with your Advisor to have your program updated.



#### Step 8

When you select to apply for graduation for a program, you will be prompted to select your **Expected Graduation Term** and click Continue.

**Note**: You can only select a term that has an open application period. You can review the graduation application periods at <u>https://southseattle.edu/graduation</u>.

# The academic program listed here 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: Academic South Seattle College | Undergraduate Degree: Associate in Arts Major: Academic Transfer AA DTA Expected Graduation Term Select term ... Graduation Instructions Select Different Program Continue

#### Step 9

Prior to submission, you will receive a confirmation prompt to allow you to select a different program or term to apply for. When you select 'Submit Application' you will receive a confirmation message.

206.934.5300 • southseattle.edu • 6000 16th Ave SW, Seattle, WA 98106-1499

You have successfully applied for graduation.

Submit Application



# View Graduation Status—ctcLink Desktop/Browser

**Purpose:** Use this guide as a reference for how to "Apply for" and "View Your Graduation status using the ctcLink Desktop/Browser version.

Audience: Students



## Step 3

In the **View Graduation Status** page, you will see the programs you have applied for graduation for. The **Status** of your application will change as it is being reviewed.

**Note**: You may want to reference this page after the end of the term you have applied for graduation as this is where you will know if you have been awarded.





# Apply for Graduation—ctcLink Mobile Application

**Purpose:** Use this guide as a reference for how to "Apply for" and "View Your Graduation status using the ctcLink Mobile Application.

## <u>Step 1</u>

Open the ctcLink Mobile App and select South Seattle College.

Institutions	
Bates Technical College	>
Bellevue College	>
Bellingham Technical College	>
Big Bend Community College	>
Cascadia College	>
Centralia College	>

# Step 2

You will be directed to the **ctcLink Gateway**. Select the **ctcLink Login** icon.



Washington State Community and Technical Colleges		
ctcLink ID		
Password		
	٢	
🗌 Keep me sig	ned in	
	Sign in	

# Step 3

Log into your using your ctcLink login credentials.



#### Step 4

Once you have logged in, to the left of your screen you will see a widget with three lines. Select the widget and it will open a sidebar menu.



## Step 5

In the sidebar menu, select the **Academic** drop down and select the item **Apply for/View Graduation**.





You will be able to see all your active programs that you are eligible to apply for graduation for.

Select the Apply For Graduation button.



## <u>Step 7</u>

You will be able to select the **Program** and **Term** that you wish to apply for graduation.

Once you have selected your **Program** and **Term**, you click 'Apply' at the bottom of the page.

< Apply for Graduation	\$
PROGRAM	
Program: * Baccalaureate	~
TERM	
Term: * select term	~



## Step 8

You will receive a confirmation message to confirm your selection. Select **Apply** to proceed.



## <u>Step 9</u>

Once you apply, you will see the **Expected Graduation Term** and **Status** of your graduation application.

To review your graduation application status, you can continually review your status through the **Apply/View Graduation** option.

> Baccalaureate	
Expected Graduation Term:	SUMMER 2023
Status:	Graduation Application Submitted
> Academic	