

Instructions to Submit an Application to Graduate through Genesis

1. Once you have logged into Genesis select "Student Services"

The screenshot shows the Genesis web application interface. At the top, there is a navigation bar with tabs for 'My Genesis', 'College Life', 'Faculty Info', 'My Courses', 'Employee Info', and 'Banner'. The date 'July 22, 2011' is displayed in the top right. Below the navigation bar, there are three main sections: 'My Banner', 'Personal Announcements', and 'Emergency Alert System'. The 'My Banner' section contains a list of links: 'SSB Main Menu', 'Student Services', 'Pay Your Bill', 'Register for Classes', 'Faculty / Advisor Services', 'Employee Services', and 'Personal Info'. A red arrow points to the 'Student Services' link. The 'Personal Announcements' section contains a link for 'Important information about bookstore vouchers and financial aid'. The 'Emergency Alert System' section contains a link for 'Subscribe to SUNY NY-Alert'. At the bottom right, there is a 'Top' link and the 'SUNGARD HIGHER EDUCATION' logo.

1. Select "Student Records Information Menu"

The screenshot shows the 'Student Services' menu in the Genesis web application. The navigation bar at the top includes tabs for 'Personal Information', 'Student Services', 'Faculty Services', 'Employee Services', 'Xtender', and 'Advisor Services'. The 'Student Services' tab is selected. Below the navigation bar, there is a search box and a 'Go' button. The main content area is titled 'Student Services' and contains a list of menu items: 'Registration Menu', 'Student Records Information Menu', and 'Health Center Menu'. The 'Student Records Information Menu' is highlighted with a red arrow. Below the menu items, there is a 'RELEASE: 8.4' label. At the bottom right, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'.

1. Within the Student Records Information Menu select "Apply to Graduate"

The screenshot shows the GENESIS web application interface. At the top, there is a navigation bar with tabs for Personal Information, Student Services, Faculty Services, Employee Services, Xtender, and Advisor Services. The Student Services tab is active. Below the navigation bar is a search field and a 'Go' button. To the right are links for RETURN TO MENU, SITE MAP, and HELP. The main content area is titled 'Student Records' and lists several options: View Holds, Final Grades, Academic Transcript, Account Summary by Term (Certificate of Residence application), Display Tax Notification, Tax Notification, Degree Evaluation, Request Official Transcripts, Pay My Bill, View Student Information, How to Contact GCC's Records Office, Apply to Graduate (highlighted with a red arrow), and View Application to Graduate. A 'RELEASE: 8.4' notice is at the bottom.

1. Students will then need to select the radio button adjacent to the appropriate curriculum. You can only submit an application for 1 degree at a time. If you are planning on earning 2 degrees you need to submit 2 applications.
2. Once you have indicated your desired program click "Continue".

The screenshot shows the 'Select Curriculum' screen in the GENESIS application. It prompts the user to 'Select one curriculum for this graduation application.' There are three radio button options, each for a 'Primary Degree' program. The second option is selected, indicated by a red arrow pointing to its radio button. The details for the selected program are: Associate In Science, Undergraduate level, Program: Mathematics/Science, Major: LIB ARTS & SCI--MATH & SCIENCE, and Major Concentration: CHEMISTRY CONCENTRATION. At the bottom, there is a 'Continue' button highlighted with a red arrow.

1. Select the appropriate graduation term for the dropdown menu
2. Click "Continue"

GENESIS

Back to My Genesis Tab

GROUPS EMAIL LOGOUT HELP

Graduation Date Selection

Select a date for your expected graduation.

* indicates required field

Curriculum

Primary Degree
Associate In Science

Level: Undergraduate

Program: Mathematics/Science

Major: LIB ARTS & SCI--MATH & SCIENCE

Major Concentration: CHEMISTRY CONCENTRATION

Select Graduation Date

Graduation Date:*

- None
- None
- Term:Fall 2011**
- Term:Spring 2012

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RELEASE: 8.3.0.1

1. Select the appropriate radio button regarding your commencement attendance
2. Click "Continue"

GENESIS

Back to My Genesis Tab

GROUPS EMAIL LOGOUT HELP

Personal Information **Student Services** Employee Services Financial Aid Xtender

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

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RELEASE: 8.3.0.1

1. Select your desired name from the dropdown menu. You will be able to alter it on the proceeding page.
2. Click "Continue"

GENESIS

Back to My Genesis Tab

GROUPS EMAIL LOGOUT HELP

Personal Information **Student Services** Employee Services Financial Aid Xtender

Search Go RETURN TO MENU SITE MAP HELP

Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

* indicates required field

Name
Name: John Q Public

Select a Name for your Diploma
One of your Names:*

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RELEASE: 8.3.0.1 [Diploma Name Selection Links](#)

1. Make the appropriate adjustments to your name in the text box(s)
2. Click "Continue"

GENESIS

Back to My Genesis Tab

GROUPS EMAIL LOGOUT HELP

Personal Information **Student Services** Employee Services Financial Aid Xtender

Search Go RETURN TO MENU SITE MAP HELP

Diploma Name Selection

Enter the name to be printed on your diploma.

Name For Diploma
First Name: John
Middle Name:
Last Name: Public

[[View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#)]

RELEASE: 8.3.0.1

1. Select the address where you would like your diploma mailed. Keep in mind that diplomas are sent approximately 1 month after each semester ends. You will be able to alter/change your selected address on the proceeding page.
2. Click "Continue"

Back to My Genesis Tab

GROUPS EMAIL LOGOUT HELP

Personal Information **Student Services** Employee Services Financial Aid Xtender

Search Go RETURN TO MENU SITE MAP HELP

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

* indicates required field

Select an Address for your Diploma

One of your Addresses:*

[View Transcript | View Graduation Applications | View Addresses And Phones]

RELEASE: 8.3.0.1

1. Make any necessary adjustments to your address in the text boxes
2. Click "Continue"

Back to My Genesis Tab

GROUPS EMAIL LOGOUT HELP

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

* indicates required field

Mailing Address For Diploma

Street Line 1:*

Street Line 2:

Street Line 3:

City:*

State or Province:

ZIP or Postal Code:

Nation:

[View Transcript | View Graduation Applications | View Addresses And Phones]

RELEASE: 8.3.0.1

1. Review your application information
2. Click "Submit Request"

GENESIS

Back to My Genesis Tab

GROUPS EMAIL LOGOUT HELP

Graduation Application Summary

This is the information that will be submitted for your application to graduate.

Graduation Date
Term: Fall 2011

Ceremony
Attend Ceremony: Yes

Diploma Name
First Name: John
Middle Name: Quincy
Last Name: Public

Diploma Mailing Address
Street Line 1: Rm C222
Street Line 2: Advisement
Street Line 3: GCC
City: Batavia
State or Province: New York
ZIP or Postal Code: 14020

Curriculum
Primary Degree
 Associate In Science
Level: Undergraduate
Program: Mathematics/Science
Major: LIB ARTS & SCI--MATH & SCIENCE
Major Concentration: CHEMISTRY CONCENTRATION

[[View Transcript](#) | [View Graduation Applications](#)]

RELEASE: 8.3.0.1

1. Confirmation Page- Thank you for submitting an Application to Graduate!

GENESIS

Back to My Genesis Tab

GROUPS EMAIL LOGOUT HELP

Personal Information **Student Services** Employee Services Financial Aid Xtender

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Graduation Application Signature Page

Your graduation application has been submitted.

[[View Graduation Applications](#)]

RELEASE: 8.3.0.1