Program Exit Process

Guidelines for Students

July 2020

Contents

Dear Graduating FXUA Student

Congratulations! You are one step closer to the completion of your program! By now, you have put significant effort into your degree and have enrolled in your final semester of study for your current program. Now it is time to apply for Program Exit.

Please keep in mind that requesting and receiving your diploma or certificate is not automatic, and you must complete the Program Exit process in order to do so.

It is each student's responsibility to submit an online Program Exist Application in your Student Portal. You MUST complete the online application whether you attend the annual commencement ceremony or not. Students are responsible for tracking their progress toward degree/program completion, and also for notifying the registrar's office that they intend to graduate via completion of the Program Exit Process.

The online Program Exit Application involves several departments at FXUA. Early application is encouraged to allow time for a complete record check and to avoid any delays. Failure to complete the Program Exit Process fully will result in a delay in processing the creation of the diploma or certificate. No transcripts or other proof of program completion will be issued unless/until the Program Exit Process is completed.

We wish you the best in your future career/studies!

The Office of the Registrar

The Program Exit Process

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1.The student logs into student portal, completes, and submits Program Exit Application online.

2. Academic Advisor reviews application. The application may be approved or denied. Approval requires completion of all programmatic and institutional degree requirements. If approved, the application will move to the Career Center stage.

3. The student schedules a session with Career Center to discuss their future career plans. Students must attend this session in order for the application to be processed for review with the Office of the Registrar.

4. The Office of the Registrar reviews the student's degree audit and current semester schedule to ensure that they are on track for degree completion.

5. The student MUST pay any remaining dues to the Accounting Office, and return any books that have been borrowed to the Library before the end of the semester. A fee is assess for students, which covers the cost of the diploma and two transcripts.

6. The Registrar's Office will send a message to the student's university email to indicate their preferred delivery method for their diploma and transcripts.

7. The Registrar's Office will send a second email to the student's campus email when the graduation package is ready to be picked up from the Registrar's Office, and when mailed out as requested by the student.

NOTE: Students who are on an international student visa will also need a signature from the Registrar's Office if they are applying for OPT. This will occur at Step #4.

We'll keep you updated as to which step of the process you're on with an easy-to-follow flow chart in the student portal.

- **Blue boxes** indicate information.

- **Brown boxes** indicate available actions for you as the user.

- **Orange boxes** indicate that you are waiting for someone else to do something.

- **Green boxes** indicate that a step is complete.
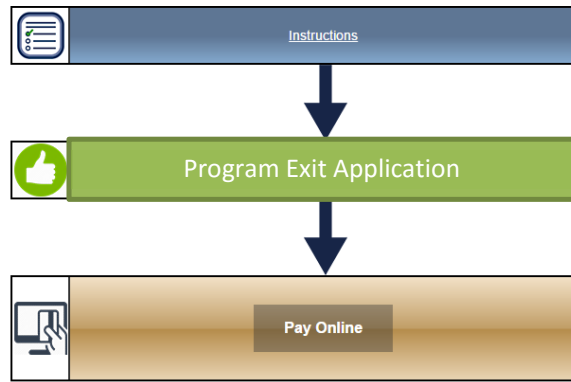
Accessing the Program Exit Application

1. Log in to the student portal at https://portal.viu.edu/student.
2. In the left menu under the Student Portal section click "Program Exit Application."
3. You will be presented with a page containing information about submitting the Program Exit Application. Please be sure to read all of the instructions carefully before clicking "Continue" to begin your application.
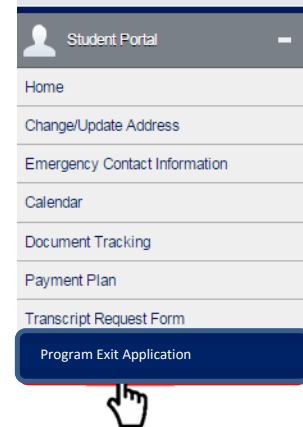
Submitting an Application

1. After clicking "Continue" on the instructions page, you will be taken to the Program Exit Application.
2. Note the red box at the top of the page. This box indicates the current application term and the current term deadline.
3. The Personal Information section of the form has been pre-filled for you. Verify that your address is correct. If your address needs to be updated, click the link to update your information.

4. The Information section displays your current GPA, the degree you are seeking, and your program along with your anticipated graduation semester. The form also indicates your program's modality. There are two fields here, however, that you must fill out:

   a. **Do you want to participate in the commencement ceremony?**
      Select "Yes" or "No."
   b. **Photo**
      Upload a passport-size photo of yourself.

5. Finally, in the Diploma section fill out the following fields:

   a. **Name as it should appear on your diploma**
      Type your name exactly as you wish it to be printed on your diploma. Note that this must be derived from your legal name. You must provide legal documentation for requests that differ from your name as we have it on record at the university.
   b. **Do you want your picture to be published in university publications regarding graduates?**
      Select "Yes" or "No."

6. When you are done, click "Submit" to continue. If you wish to exit the application without saving your changes, click "Cancel."

7. Next you will be directed to pay the Program Exit fee. Follow the steps and make a payment via credit card. For more information about paying, click here. After you have successfully paid, you will be presented with a payment confirmation screen.

8. You may return to the main page by clicking the link to "Program Exit Application" in your left menu once again. You should now see that your application is "waiting for faculty approval."

> **Program Exit Fee Paid**

> Your application is waiting for faculty approval.

NOTE: You will receive an email when an academic advisor has processed your application request.

Scheduling a Career Counseling Session

After you are notified that an academic advisor has approved your Program Exit Application, it's time to log back into the portal and take the next step.

1. Select "Program Exit Application" from the left menu in the student portal. You should now see that your application was approved by an advisor. You should also see an invitation to "Click here to schedule your mandatory graduate counseling session with the Career Center."

> Your application was approved by Fouad Moumen

2. Click the box requesting that you schedule your counseling session with the Career Center.

> Click here to schedule your mandatory graduate counseling session with the Career Center.
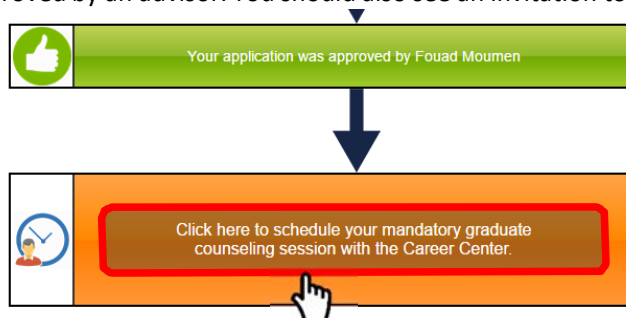
3. You will be directed to the meeting request form with questions relating to your career preparation and goals. Please read all sections carefully and complete all of the fields.

4. In the last section, Meeting Date & Time, click on the red text to view available appointments.

5. A calendar of available meeting blocks has been pre-built by the Career Center. Scroll down using the scroll bar or navigate forward/backward by month using the arrows in the top right corner. When you have made your selection, click on the appointment block that best fits your schedule.

6. Back on the main page, you will see that your meeting request is pending approval by the Career Center. You will receive an email confirming your appointment when the Career Center has approved your meeting request.
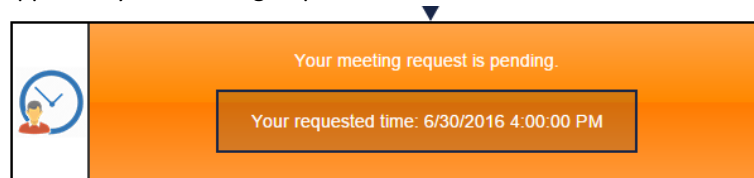

7. Now all you have to do is wait until the date/time of your meeting with the Career Center. Don't forget!

Registrar's Review of Application

After you have attended your session with the Career Center, your record will be updated to show that you attended the meeting. If you log back into the student portal and visit the Program Exit

Application page, you should now see that your application is now under review by the Registrar's Office.
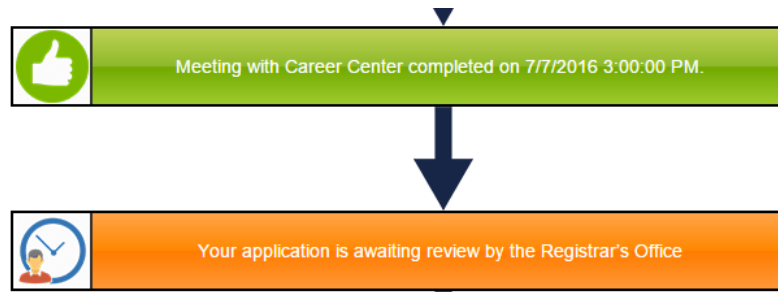
Keep an eye on your university email during this time. If the registrar has any questions about your academic record or your intent to graduate, you may be asked to come in for a meeting. Should this happen, you will receive an email notification. Your status on the Program Exit Application page will also be updated to show the date and time of your meeting and a description of the meeting.
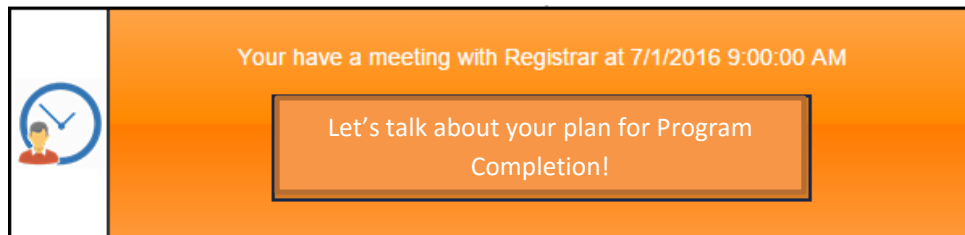
Eventually, you should receive notification that your application has been processed. When you return to the Program Exit Application, you will have an updated status to indicate this. You will also probably see a reminder asking you to pay any outstanding fees by the end of the semester.
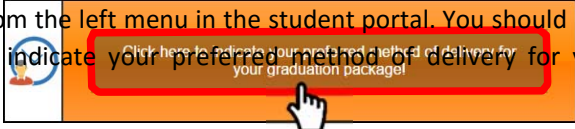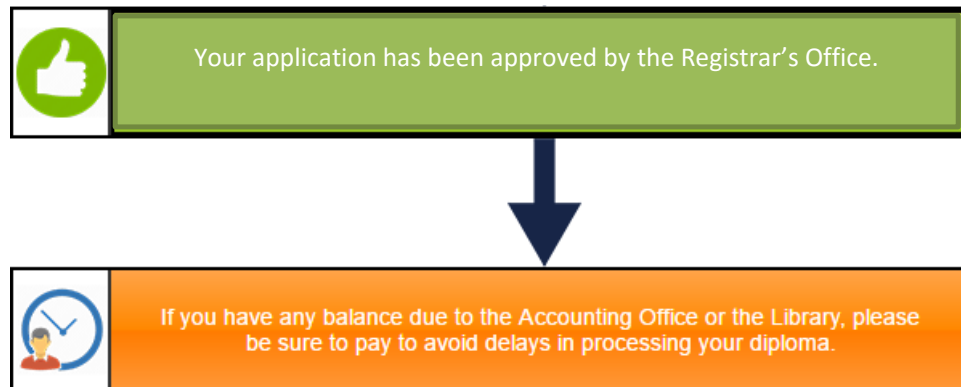

All you need to worry about now is finishing up your semester, getting good grades, and paying any outstanding dues to the library and/or the Accounting Office. Good job!

Preferred Diploma/Transcript Package Delivery Method

You will eventually receive a notification from the Registrar's Office asking that you indicate your preferred delivery method of your graduation package. **This does not mean your package is ready to pick up or that it is on its way**. The Registrar's Office is just getting everything prepared and they are getting the information from you ahead of time to speed up the process. Follow these steps to inform the Registrar's Office of how you would like to receive your diploma and other graduation

materials:

1. Select "Program Exit Application" from the left menu in the student portal. You should now see an invitation to "Click here to indicate your preferred method of delivery for your graduation package!"

2. Click the box requesting that you choose a method of delivery.

3. You will be taken to a form with three options for a method of delivery:
   a. **I will pick up my diploma**
   b. **Someone else will pick up my diploma**
      If you select this option, you will be asked to provide the name of the person you have authorized to pick up your graduation package.
   c. **Please mail my diploma by FedEx**
      If you select this option, you will be asked to provide address information. In the field for "Attention" write the name of the person to whom the package should be addressed.

When your graduation package has been prepared and is ready to be mailed/picked up (depending on your preferred method of delivery) you will receive a notification from the Registrar's Office.

Delivery of Graduation Package

Check on the status of your graduation package any time by visiting the "Program Exit Application" page. When your package has been printed and packaged, you will see a confirmation message.

Deferring Graduation to a Later Semester

You may push your application for program completion to a later term at any time by clicking on the "Re-apply for a new term" box. It is present at almost every step of the process.