

Applying for Graduation Administratively



To manually apply a student for graduation:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Admin Home** tab, using the **Main Menu** navigation at the top of the page, navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
3. Enter the student's emplID in the **ID** field or enter the **Last Name** and **First Name** fields.
4. Click **Search**.
5. Click the **Add a New Row** icon.
6. In the **Program Action** field, enter DATA.
7. In the **Action Reason** field, enter AG.
8. Enter the graduation term in the **Expected Grad Term** field.
9. Note: make sure to review the student's plan(s) on the **Student Plan** tab prior to completing the student's application to graduate.
10. Click the **Student Degrees** tab.
11. In the **Degree Checkout Stat** field, select **Applied**.
12. Click **Save**.
13. Note that when a student applies for graduation using the Student Center, this information will populate automatically and will not need to be entered administratively.