

# Online Application for Graduation: Instructions – Option 1

1. Go to the myUNBC.ca **OR** click on “myUNBC” link from [www.unbc.ca/login](http://www.unbc.ca/login).

**UNBC** UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Admissions Programs & Courses Campus Life Services Research About myUNBC

Future Students Current Students Faculty & Staff Alumni Donors

## UNBC Login Centre

### myUNBC

The place to start for **Student Online Services, webmail, Learn (Blackboard)** and more.

[myUNBC](#)

### Activate Your Account

For first-time access to UNBC's online services, get started by activating your account.

[Activate Your Account](#)

### Account Information

- [Student / Alumni Online Services](#)  
Degree evaluation, course registration, fee payments, student records, transcripts, class and exam schedules.
- [Employee Online Services](#)  
Pay information, leave and vacation balances, UNBC donations.

### Online Learning Tools

- [Learn \(Blackboard\)](#)  
Online access to course materials, assignments, and web-based courses.

### Maintenance Requests

- [Prince George Campus](#)
- [Downtown Prince George Campus](#)
- [Terrace Campus](#)
- [Quesnel River Research Centre](#)

### Networking

2. Sign into your account.

**UNBC** UNIVERSITY OF NORTHERN BRITISH COLUMBIA

### Sign in to your account

User Name Password Sign In

Stay Signed In [Forgot your password?](#)

### 3. Click on Registration

The screenshot shows the UNBC student portal home page. The top navigation bar includes the UNBC logo and a 'Menu' button. The main content area is divided into several sections: 'Home' with a 'Holds' section, a row of service icons (Webmail, Student Online Services, Learn (Blackboard), Rate MyUNBC), 'Blackboard' and 'Schedule' sections, 'To Do' and 'My Week' sections, and 'Announcements' and 'Events' sections. On the right side, there are tabs for 'Email', 'Grades', 'Finances', 'Applications', and 'Bookmarks'. A red arrow points to the 'Registration' link in the 'Applications' section. Below this, there are links for 'PaperCut', 'Degree Evaluation', 'Awards and Financial Aid', 'Canadian Tax Forms', and 'Week at a Glance'. At the bottom right, there are tabs for 'Resources', 'Services', and 'Social', followed by an 'Academic Resources' section with a list of links including 'UNBC Library', 'Bookstore', 'Undergraduate Semester Dates', 'Graduate Semester Dates', 'Academic Calendar', and 'Programs & Courses'.

### 4. Click on "Student Online Services" link.

The screenshot shows the UNBC student portal navigation menu. The top navigation bar includes the UNBC logo. Below it, there is a search bar and a navigation menu with the following items: 'Account & Personal Information', 'Student Online Services', 'Advisor Services', 'Employee Services', and 'Awards and Financial Aid'. A red arrow points to the 'Student Online Services' link. Below the navigation menu, there is a 'Registration' section with a warning icon and the text: 'Once you have registered, please ensure you check your online schedule regularly for schedule changes, and waitlist status updates.' Below this, there is a list of links: 'Select Term', 'Add or Drop Classes', 'Look Up Classes', 'Week at a Glance', 'Student Detail Schedule', 'Registration Fee Assessment', and 'Registration Status'. At the bottom, there is a 'RELEASE: 8.8' section and a copyright notice: '© 2017 Ellucian Company L.P. and its affiliates.'

5. Click on “Student Records” link.

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Account & Personal Information Student Online Services Awards and Financial Aid

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Student Online Services

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[Degree Evaluation](#)  
Access your OFFICIAL Evaluation for graduation or process your own Advising Degree Evaluation.

[Registration](#)  
Check your Registration Status, Weekly Class/Exam Schedule, Register, Add or Drop Classes, or view Holds on your account.

[Student Records](#)   
Account Summary or Credit Card Payment, Final Grades, Transcripts, View Holds, Application for Graduation.

[Canadian Tax Forms](#)  
T2202As (Tuition, Education, and Textbooks Amount Certificate)

[Awards and Financial Aid](#)  
Check your financial aid history, view information on available scholarships, bursaries, and awards.

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6. Click on the “Apply to Graduate” link.

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Account & Personal Information Student Online Services Employee Services Awards and Financial Aid

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Student Records

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[Account Summary by Term and Credit Card Payment](#)

[Final Grades](#)

[Request Official Transcript](#)

[Unofficial Transcript](#)

[View Holds](#)

[View Status of Official Transcript Requests](#) 

[Apply to Graduate](#)

[View Application to Graduate](#)

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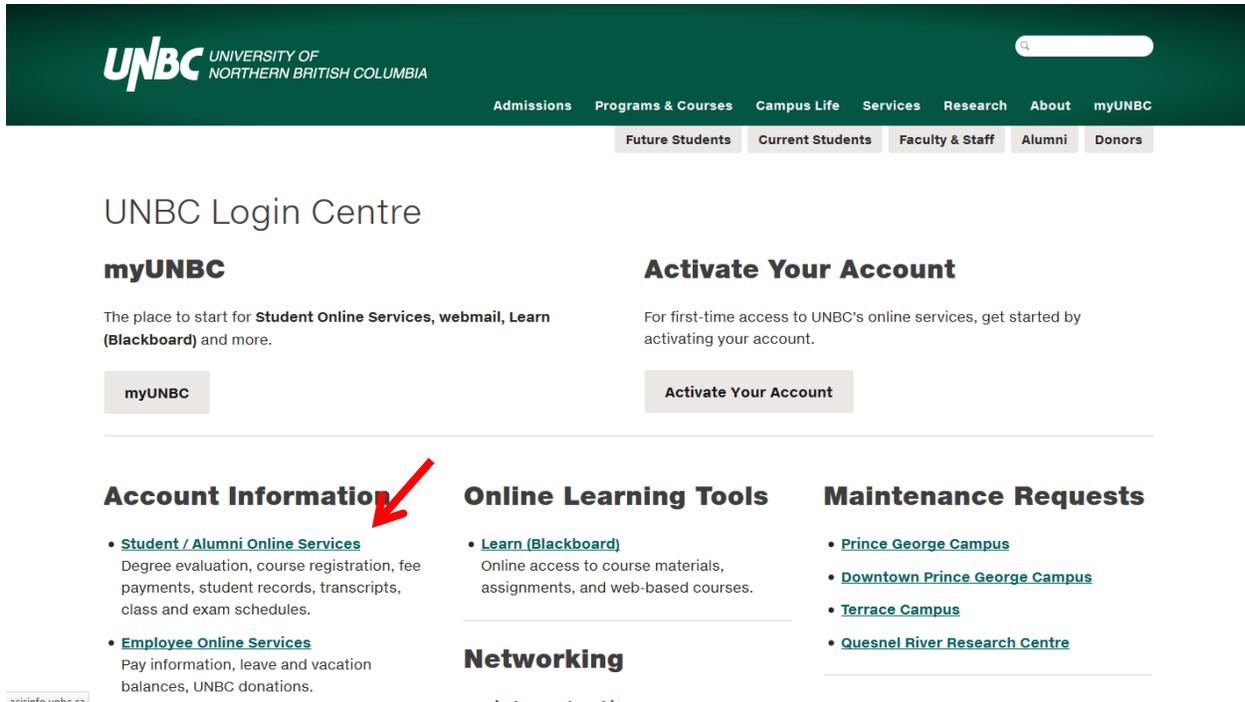
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7. Follow the step by step instructions on each page to complete the application.
8. After you have applied you can click on the “View Application to Graduate” at any time.

## Instructions – Option 2

1. Go to [www.unbc.ca/login](http://www.unbc.ca/login) and click on “Student/Alumni Online Services.”



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Pay information, leave and vacation balances, UNBC donations.

#### Online Learning Tools

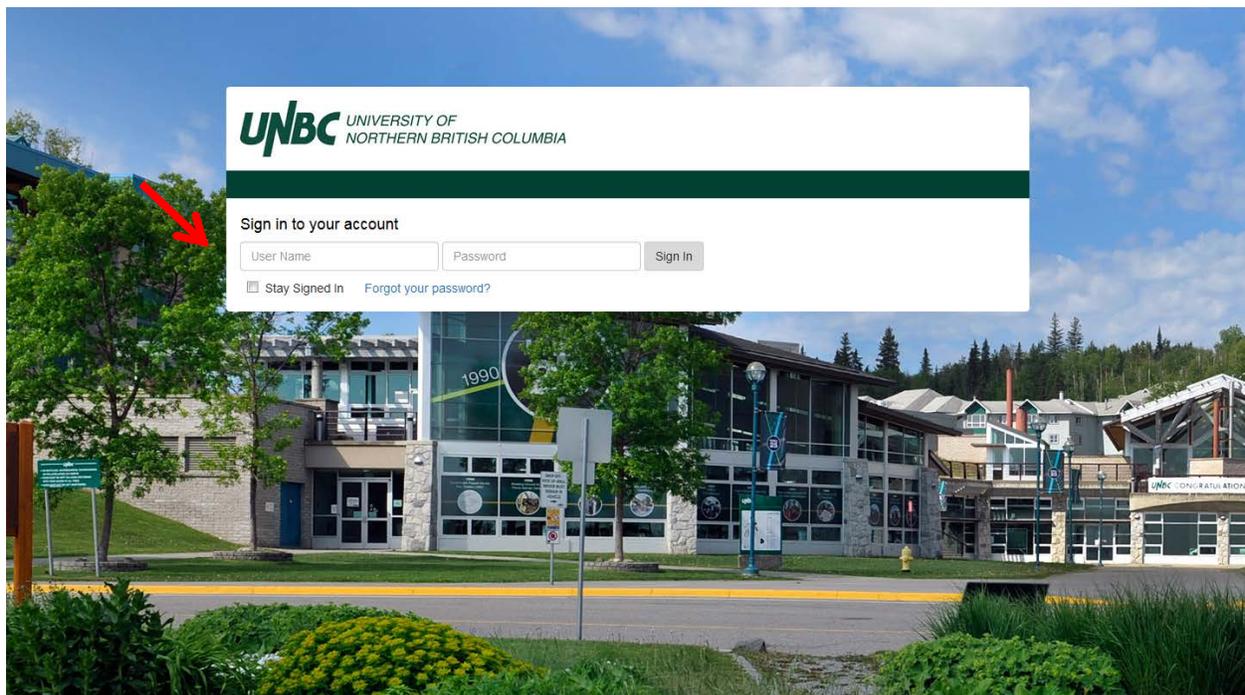
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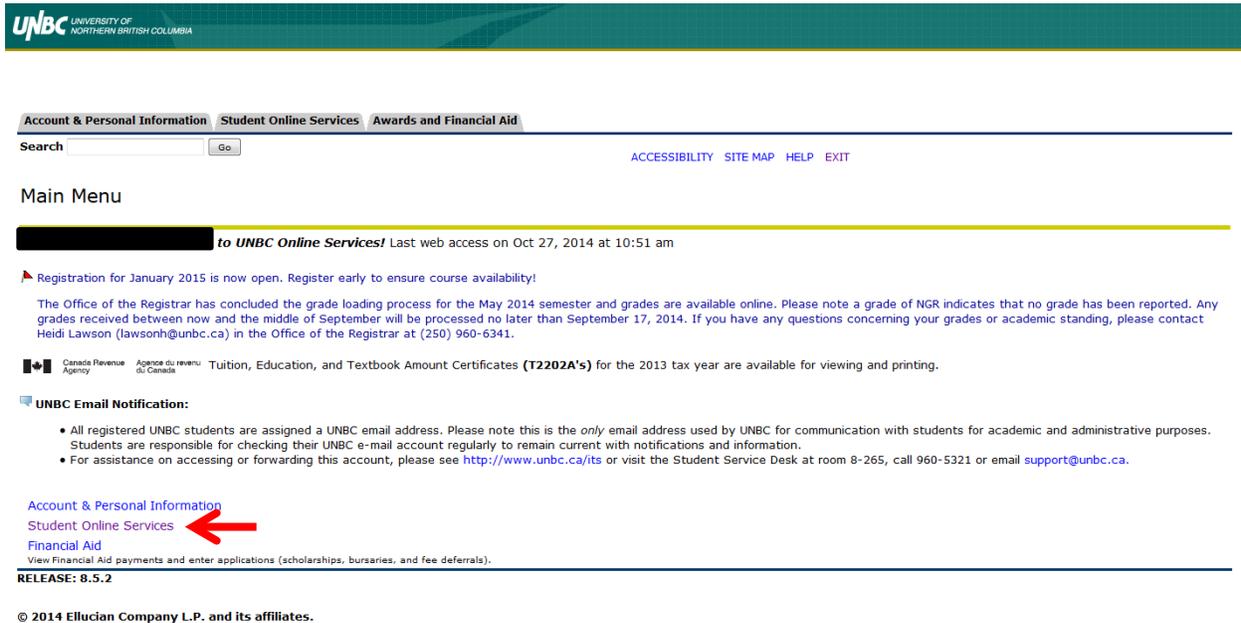
**UNBC** UNIVERSITY OF NORTHERN BRITISH COLUMBIA

### Sign in to your account

User Name Password Sign In

Stay Signed In [Forgot your password?](#)

3. Click on the “Student Online Services” link at the bottom.



**UNBC** UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Account & Personal Information **Student Online Services** Awards and Financial Aid

Search  Go ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

**to UNBC Online Services!** Last web access on Oct 27, 2014 at 10:51 am

Registration for January 2015 is now open. Register early to ensure course availability!

The Office of the Registrar has concluded the grade loading process for the May 2014 semester and grades are available online. Please note a grade of NGR indicates that no grade has been reported. Any grades received between now and the middle of September will be processed no later than September 17, 2014. If you have any questions concerning your grades or academic standing, please contact Heidi Lawson (lawsonh@unbc.ca) in the Office of the Registrar at (250) 960-6341.

Canada Revenue Agency / Agence du revenu du Canada Tuition, Education, and Textbook Amount Certificates (**T2202A's**) for the 2013 tax year are available for viewing and printing.

**UNBC Email Notification:**

- All registered UNBC students are assigned a UNBC email address. Please note this is the *only* email address used by UNBC for communication with students for academic and administrative purposes. Students are responsible for checking their UNBC e-mail account regularly to remain current with notifications and information.
- For assistance on accessing or forwarding this account, please see <http://www.unbc.ca/its> or visit the Student Service Desk at room 8-265, call 960-5321 or email [support@unbc.ca](mailto:support@unbc.ca).

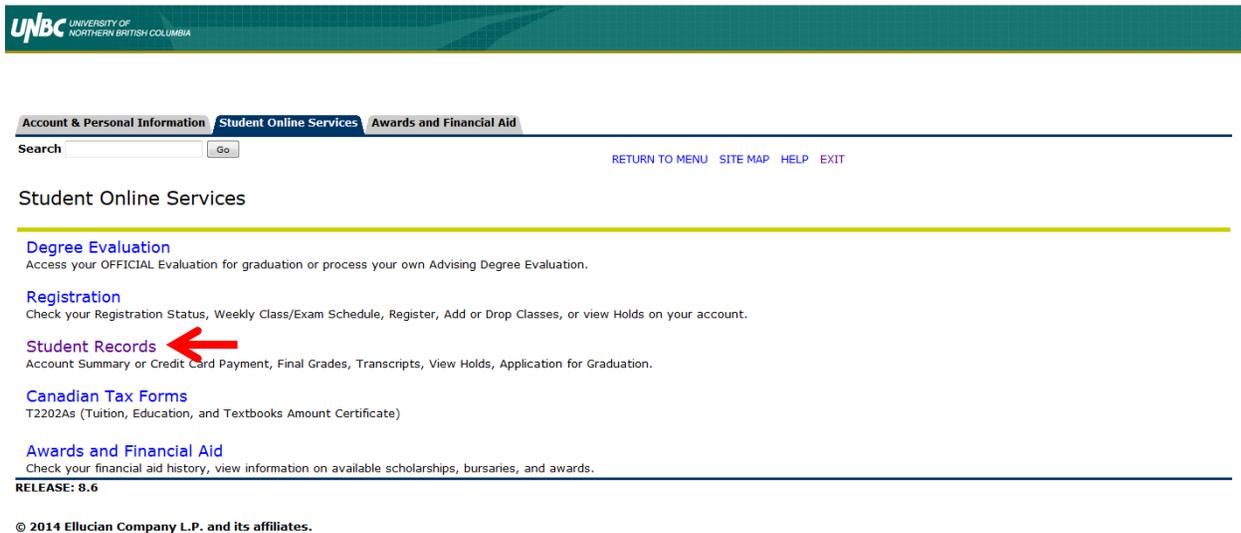
[Account & Personal Information](#)  
[Student Online Services](#) ←  
[Financial Aid](#)

View Financial Aid payments and enter applications (scholarships, bursaries, and fee deferrals).

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4. Click on the “Student Record” link.



**UNBC** UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Account & Personal Information **Student Online Services** Awards and Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

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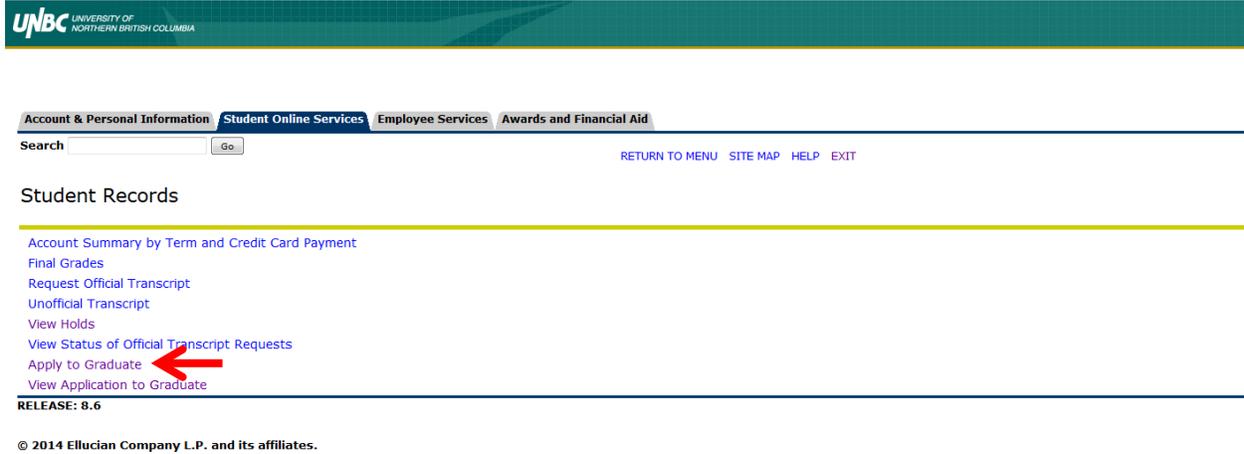
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5. Click on the “Apply to Graduate” link.



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