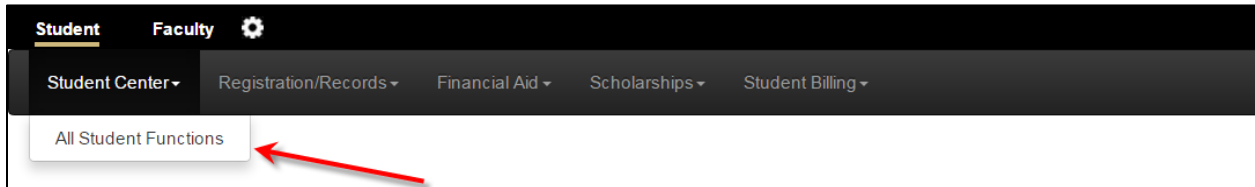


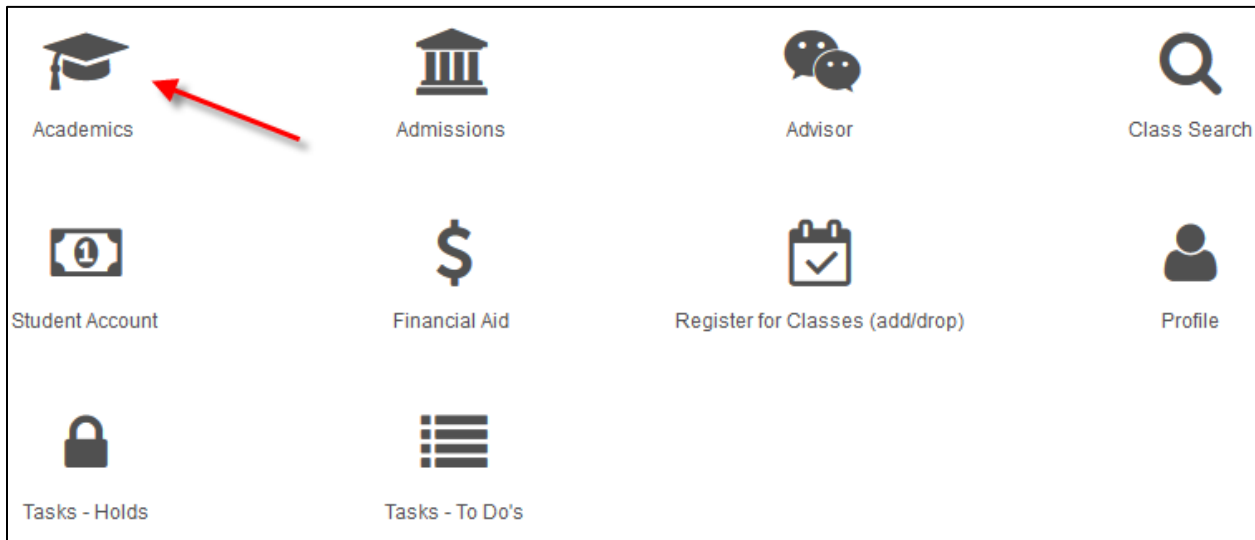
Applying for Graduation

Students must apply for graduation between the first day of registration and census date through the UCDAccess student portal.

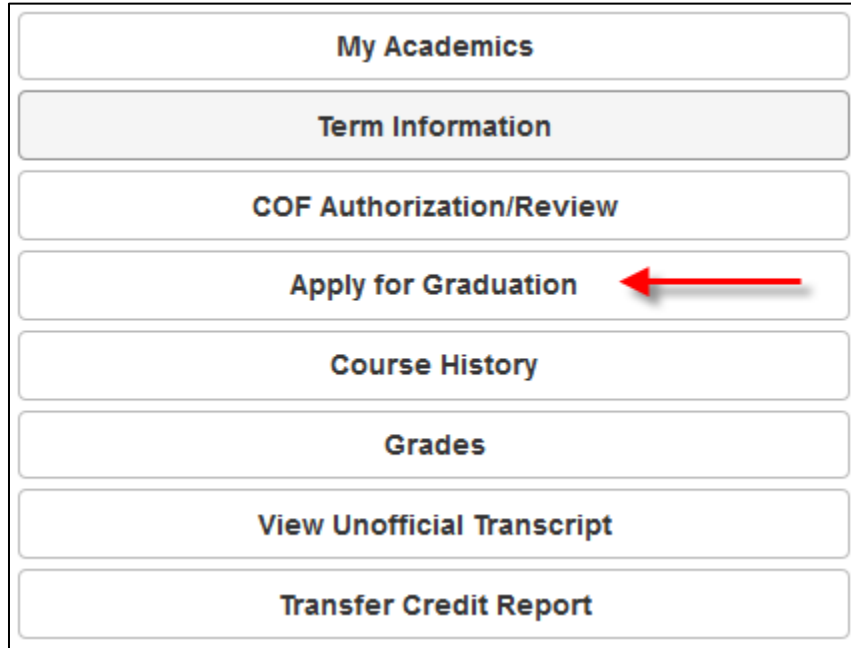
1. Log into your portal and navigate to “Student Center > All Student Functions” on the left hand side of the screen.



2. Select “Academics” in the Student Center popup.



3. Select "Apply for Graduation".




4. Select the "Academic Institution" and "Expected Graduation Term".

The screenshot shows the "Apply for Graduation" page. At the top is a title bar with the text "Apply for Graduation". Below the title bar is a user profile icon on the left and a "Menu" button on the right. The main content area contains the following text: "You may apply for graduation or view your graduation application status if you have already applied by selecting the institution and expected graduation term." followed by "If you have applied for graduation and wish to change your expected graduation term, select the term you want to change it to below and apply. If the term you want to change to is not yet available, select the term you originally applied for and cancel your application. Then reapply for the term you want to change to at a later time." Below this text are two dropdown menus: "Academic Institution" and "Expected Graduation Term", both with "Select" and a downward arrow. At the bottom right of the page is a "Select Program" button.

5. Select the Academic Program you want to apply for graduation by clicking on the blue link. Dual degree students must apply for graduation in each program submitting two applications.

Apply for Graduation [Select Different Term](#)


 [Menu](#)

Click on the description of the academic program for which you wish to apply for graduation.

Academic Program	Business School UGRD ←
Career	Undergraduate
Degree	Bachelor of Sci-Bus Admin
Major	Accounting
Option	Information Systems

6. Review and confirm all the academic information. If it is incorrect, please contact your academic advisor to correct the information.

Apply for Graduation > Confirm Academic Degree Information [Select Different Program](#)

 [Menu](#)

Please confirm all the academic information present below is accurate. If the information below is not accurate (i.e. there are missing majors or majors that you no longer wish to pursue) please see your Academic Advisor. They will assist you in correcting your academic record. It is essential that all academic degree information be correct before submitting an application for graduation.

Program	Business School UGRD
Career	Undergraduate
Degree	Bachelor of Sci-Bus Admin
Major	Accounting
Option	Information Systems

←

6. Select the Graduation Intention of “complete” or “will not complete.”

Program	Business School UGRD
Career	Undergraduate
Degree	Bachelor of Sci-Bus Admin
<input type="checkbox"/> Honors	
<hr/>	
Major	Accounting
Graduation Intention	<input type="button" value="Complete"/> ▾
Expected Graduation Term	<input type="button" value="Fall 2017 UC Denver"/> ▾
<hr/>	
Option	Information Systems
Graduation Intention	<input type="button" value="Complete"/> ▾
Expected Graduation Term	<input type="button" value="Fall 2017 UC Denver"/> ▾
<hr/>	
<input type="button" value="Apply for Graduation"/>	

7. Confirm diploma name and diploma address. If the diploma name or address needs to be changed, click “Change Name” or “Change Address.” The diploma name and address must be approved before continuing.

Name Type	Primary	Address Type	Diploma
First Name		Address Line 1	1234 Milo Pkwy.
Middle Name		Address Line 2	
Last Name		City	Denver
Name Suffix		State	CO
<input type="button" value="Change Name"/>	<input checked="" type="checkbox"/> Approve Diploma Name	Postal Code	80204
<input type="button" value="Special Accents"/>		Country	USA
		<input type="button" value="Change Address"/>	<input checked="" type="checkbox"/> Approve Diploma Address

If adding a new address, be sure to click the box to mark it as a “Diploma” address type.

^ Address Types

Diploma

Address

1234 Milo Pkwy.
Denver, CO 80204
United States

Edit Address

8. Confirm all information and select “Apply for Graduation” to submit the application.

Career Undergraduate
Program Business School UGRD
Degree Bachelor of Sci-Bus Admin
 Honors

Major Accounting
Option Information Systems

Diploma Name Information

NAME TYPE	NAME	NAME SUFFIX
Primary		

Diploma Address Information

ADDRESS TYPE	ADDRESS
Diploma	1234 Milo Pkwy, , Denver, CO, 80204, USA

Apply For Graduation

9. A summary page will appear showing the status of the application and important deadline dates. **If the summary page appears, the application was submitted successfully.**

This page displays a summary of your graduation application information and also shows the status of your application. You can use this page to update application information, cancel an application for graduation, and update diploma name and address. If all information on this page is correct, you have completed the initial step in your application for graduation. [Individual colleges and schools may require additional processes and paperwork so please contact your Program Advisor.](#) To come back to this page to check your status or update information, go to your Student Center page and select "Apply for Graduation" from the drop down box that shows "Other Academic." Then click on the Academic Program you want to update.

NOTE: Students pursuing dual degrees (multiple degrees) MUST apply for graduation for EACH degree program. An Application Status of 'Accepted' does not mean certified for graduation.

The last day to Update your Diploma Name and Address is 12-16-2017.
The last day to Update your Application is 09-06-2017.
The last day to Cancel your Application is 09-06-2017.

Application Status	In Review
Program	Business School UGRD
Career	Undergraduate
Degree	Bachelor of Sci-Bus Admin

Honors

Major	Accounting
Option	Information Systems