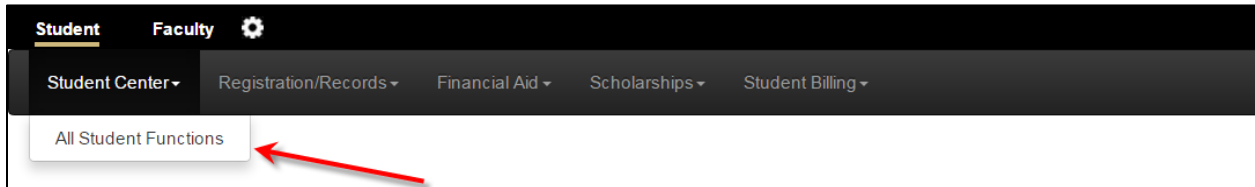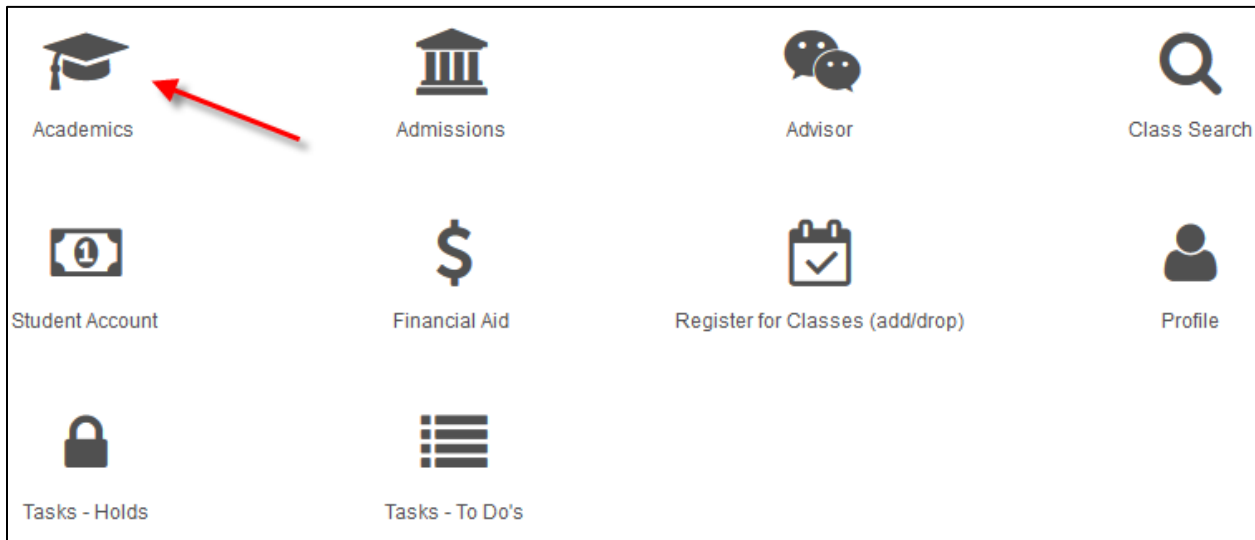**Applying for Graduation**

Students must apply for graduation between the first day of registration and census date through the UCDAccess student portal.
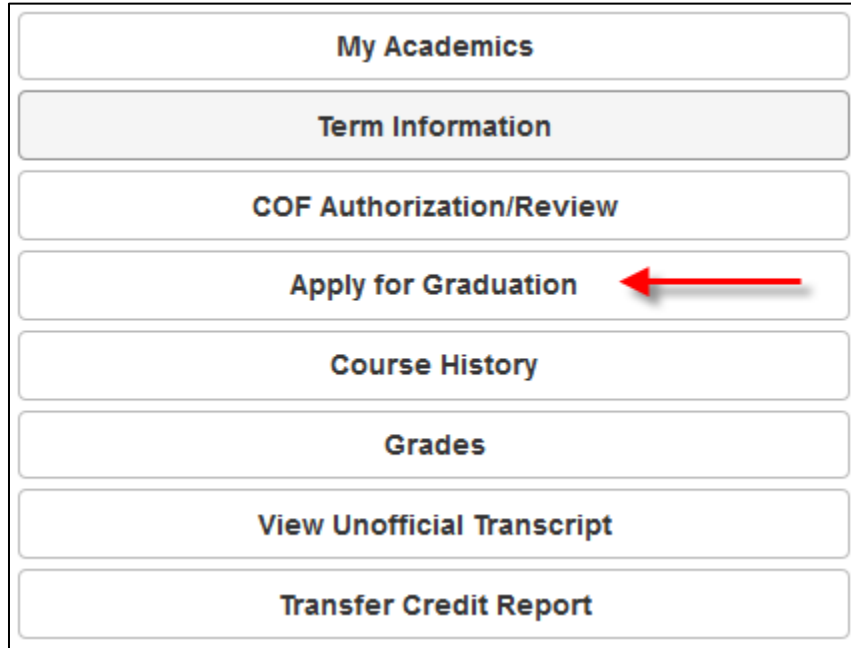
1.   Log into your portal and navigate to "Student Center > All Student Functions" on the left hand side of the screen.

2.   Select "Academics" in the Student Center popup.

3.   Select "Apply for Graduation".

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

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

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

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

Information is NOT Correct

Information is Correct

6. Select the Graduation Intention of "complete" or "will not complete."

Program	Business School UGRD
Career	Undergraduate
Degree	Bachelor of Sci-Bus Admin
☐ Honors	
Major	Accounting
Graduation Intention	Complete ⌄
Expected Graduation Term	Fall 2017 UC Denver ⌄
Option	Information Systems
Graduation Intention	Complete ⌄
Expected Graduation Term	Fall 2017 UC Denver ⌄
	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
		Postal Code	80204
Change Name ☑ Approve Diploma Name		**Country**	USA
Special Accents		**Change Address** ☑ Approve Diploma Address	

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

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

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

Update Application Information   **Cancel Application**