Applying for Graduation

This guide will cover:

- How a student will submit their application for graduation.

Step One

Students will navigate to their My Academic tab from the Student Portal and scroll down to the Apply for Graduation link:
Step Two

When the student clicks on the Apply for Graduation link, the screen will return the active programs that are available for the student. The student should click on the Apply for Graduation link next to the program:

If the student does not see the program they expect to submit an application for graduation, refer them back to their college office for resolution.

If the student has more than one program (like the example above), the student should apply first for the degree program and complete the process. The student will need to go back into the application to pick up the additional programs after the first application has been successfully accepted.
Step Three

The student will be asked to select an Expected Graduation Term from a pulldown menu. Only those terms accepting applications will be available. If a term is not included in the pulldown menu, the student may not apply for that term. The student should click the continue button to continue.

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

<table>
<thead>
<tr>
<th>Program: Arts &amp; Sciences Baccalaureate</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Cincinnati</td>
</tr>
<tr>
<td>Degree: Bachelor of Science</td>
</tr>
<tr>
<td>Major: Psychology - BS</td>
</tr>
<tr>
<td>Expected Graduation Term</td>
</tr>
<tr>
<td>Fall Semester 2016</td>
</tr>
<tr>
<td>Graduation Instructions</td>
</tr>
<tr>
<td>Apply to Graduate Now! Go to <a href="http://www.uc.edu/commencement">www.uc.edu/commencement</a> for details about the ceremony.</td>
</tr>
</tbody>
</table>

The student will be asked to verify the selected program and term. The student may correct their choice by clicking on Select Different Program or Select Different Term. The student should click continue to move on.

Apply for Graduation

Verify Graduation Data

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**Step Four**

Next the student will be asked to submit their intention to participation in the Commencement ceremony and to provide a phonetic description of how their name should be spoken at the ceremony. Click continue.

**Graduation Application and Commencement RSVP**

<table>
<thead>
<tr>
<th>Program: Arts &amp; Sciences Baccalaureate</th>
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<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree: Bachelor of Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major: Psychology - BS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status: Graduation Application In Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected Graduation Term: Fall Semester</td>
<td></td>
<td>2016</td>
</tr>
</tbody>
</table>

Do you plan on attending the commencement ceremony?
- [ ] Yes
- [ ] No

If you think it would be helpful, please type phonetically how you would like us to pronounce your name.

CONTINUE

**Step Five**

At this time, the student’s name and diploma address cannot be changed in the application process. They are encouraged to email the Registrar’s Office if this information is to be changed. Note that the preferred name of the student is provided on the screens in the application process.

Joe Bearcat

**Graduation Application and Commencement RSVP**

Student Information

Use registrar.info@uc.edu to update name and address.

Joseph Bearcat

CONTINUE
**Step Six**

An undergraduate student will be required to complete the graduation survey next. Graduate students will not be presented with this survey as they have completed their survey through the Graduate School’s process. Note that graduate students will not be able to submit their application for degree until they have completed all requirements from the Graduate School.

Questions on this undergraduate survey are identified as Required or Optional for the student’s responses.

**Apply for Graduation**

**Tell Us About Yourself**

Data collected from the series of questions below will be kept confidential. The purpose is to gather destination data for all graduating students.

1. **What is MOST LIKELY to be your PRINCIPLE activity upon graduation?**
   - Employment, full-time paid
   - Employment, part-time paid
   - Graduate or professional school, full-time
   - Graduate or professional school, part-time
   - Additional undergraduate coursework
   - Military service
   - Volunteer activity (e.g., Peace Corps)
   - Starting or raising a family
   - Looking for employment
   - Other

**Step Seven**

Next, the student will be prompted to submit payment of the Graduation Application Fee. Note that if the student will have an opportunity to change the Billing address on the next page.

Almost Done - Remove Pop Up Blockers on your browser before continuing.

Select if you wish to use your permanent address as your billing address for completing your application for graduation. Click the continue button below to complete your application for graduation.

- Default Permanent Address as Billing

Application Fee Amount

50.00

CONTINUE  CANCEL
Step Eight

The name and address of the cardholder should be recorded on this page.

The student will be asked to verify this information. Click continue if correct.
Step Nine

When the payment has been successfully accepted, the student will receive a confirmation / receipt back for their records. Click continue.

Confirmation of the payment will be provided.

Joseph Bearcat

Thank you for your payment

Potential Additional Steps

- If the student has more than the one program in which they wish to apply to graduate, they must go back into the application to add the additional program’s application.
  - If the student has already completed the graduation survey, they will not need to answer the questions again.
  - If the student has already paid the graduation fee for that term, the student will not be asked to submit payment again.

- After Fall Semester begins, students who wish to add a Diploma Name or a Diploma Address may do so by clicking on the Update Profile link from the Student Portal. By updating their profile, they will be able to:
  - Add a Diploma Name
  - Add a new address that can be identified as a Diploma Mailing Address.