



# APPLYING FOR GRADUATION

Starting the graduation process just got a little easier!



THE UNIVERSITY  
OF ARIZONA



## ELIGIBLE TO APPLY FOR GRADUATION



In order to access the application, you must...

- ▶ Be an undergraduate senior.
- ▶ Be in an eligible degree program.
  - ▶ Students in a pre major or in no major selected will need to contact their academic advisor for additional information.
- ▶ Have 90 or more earned units.


# ACCESS THE APPLICATION FOR GRADUATION



Alison's Student Center ID                     

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**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
[Booklist](#)

**Apply for Graduation**  

 Deadlines  D2L

**This Week's Schedule**

	Class	Schedule	Grade Replacement	Honors
	ACBS 195F-001 CLQ (44988)	We 10:00AM - 10:50AM McClelland Park, Rm 105		
	BIOC 385-001 LEC (51652)	MoWeFr 11:00AM - 11:50AM Henry Koffler Bldg, Rm 204		
	CHEM 241B-001 LEC (30632)	MoWeFr 12:00PM - 12:50PM Henry Koffler Bldg, Rm 204		
	CHEM 241B-001B DIS (47757)	We 2:00PM - 2:50PM Chemistry, Rm 134		

SELECT "APPLY FOR GRADUATION" FROM THE DROP DOWN

# APPLY FOR GRADUATION

## Apply for Graduation

### Submit an Application for Graduation

The application for graduation is available only for undergraduate seniors. All other students should contact their academic advisor with questions about graduation..

A non-refundable \$50 degree candidacy fee will be charged to your Bursar's account upon application. If you are completing more than one degree, you must submit an application for each degree and you must pay the degree candidacy fee for each application.

#### Deadlines to Apply:

Fall and Winter candidates - September 1st of the intended semester  
Spring and Summer candidates - February 1st of the intended semester

If you are applying after the deadline for your intended term of graduation, a \$50 late fee will be charged to your Bursar's account.

#### Program: College of Soc & Behav Sci

##### The University of Arizona | Undergraduate

Degree: BA  
Major: History  
Minor: Veterinary Science

[Apply for Graduation](#)

#### Program: College of Ag & Life Sciences

##### The University of Arizona | Undergraduate

Degree: BS  
Major: Veterinary Science

[Apply for Graduation](#)

**Submit one application  
per degree program.**

If you are completing your  
degrees at different times, you  
can submit your applications at  
different times.

REVIEW YOUR DEGREE PROGRAMS

# APPLY FOR GRADUATION

## Apply for Graduation

### Select Graduation Term

You have selected to apply for graduation for the academic program listed below. Please review your academic program and contact your academic advisor regarding changes.

If you have selected the wrong program, click the Select Different Program button to begin again.

Select the term of your intended graduation by choosing a value from the dropdown box. You may apply for graduation as early as three terms in advance. If you do not see your expected graduation term, please exit the application. You will remain eligible to apply for graduation until your desired term becomes available.

**Program: College of Soc & Behav Sci**

**The University of Arizona | Undergraduate**

Degree: BA

Major: History

Minor: Veterinary Science

**Expected Graduation Term**

select term ...

SELECT DIFFERENT PROGRAM

CONTINUE

**You should select the term you expect to finish your final courses for degree completion.**

UA Commencement Ceremony information, including RSVP, is available at [UA Commencement](#).

SELECT THE TERM YOU EXPECT TO GRADUATE

# APPLY FOR GRADUATION

## Apply for Graduation

### ROTC Participation

Program: College of Soc & Behav Sci

The University of Arizona | Undergraduate

Degree: BA  
Major: History  
Minor: Veterinary Science  
Expected Graduation Term      Fall 2014

#### ROTC Instructions

Do you plan to be commissioned through ROTC (military) following graduation?

SELECT DIFFERENT PROGRAM

CONTINUE

## ROTC PARTICIPATION

## Apply for Graduation

### Commencement and Diploma Information

A single University-wide commencement ceremony occurs at the conclusion of the spring semester. December graduates may choose to participate in the University commencement the semester prior to or after their official graduation.

Program: College of Soc & Behav Sci

The University of Arizona | Undergraduate

Degree: BA  
Major: History  
Minor: Veterinary Science  
Expected Graduation Term      Fall 2014

#### Commencement Booklet Instructions

Choose an option:

- I authorize Graduation Services to print my name in the university-wide commencement booklet. If I have a FERPA/privacy restriction on my record, which prevents my name from being published, I am waiving that restriction for the purpose of publishing my name in the commencement booklet.
- I do not want Graduation Services to print my name in the university-wide commencement booklet.

#### Diploma Instructions

Here is how your name will appear on your diploma:

##### APPEARANCE OF NAME

You may make certain limited changes to your diploma name including accent marks, spacing, punctuation, or capitalization. Graduation Services must adhere to certain policies regarding your name (i.e., must be your legal name).

- I verify the above appearance of my diploma name
- I will contact Graduation Services by email to update the appearance of my diploma name  
Find Graduation Services Advisor information here:  
[Graduation Services Advisor](#)

SELECT DIFFERENT PROGRAM

CONTINUE

## COMMENCEMENT AND DIPLOMA

Program: College of Soc & Behav Sci

The University of Arizona | Undergraduate

Degree: BA  
Major: History  
Minor: Veterinary Science  
Expected Graduation Term      Fall 2014

#### Graduation Policy Consent

- In order for my degree to be awarded, I must complete all graduation to-do items.
- All academic work must be completed by the last day of final exams in the semester of my intended graduation. If I do not complete all academic work by the last day of final exams, I will need to postpone graduation.
  - Academic work includes, but is not limited to, all coursework (i.e., papers, projects, theses, incomplete grade from previous semesters, final exams), all proficiency exams (i.e., language exams), all correspondence course(s).
- All outstanding transfer work (grades of "C" or better) should be received prior to 1 month after the degree conferral date. Please visit <http://www.registrar.arizona.edu/transcripts/transfer.htm> for information on how and where to send your official transcripts.
- In order to receive my diploma all university past due balances and encumbrances must be cleared, including but not limited to, any outstanding balance on my Bursar's account, any hold service indicators, and any exit surveys or interviews (i.e. [Student Loan Exit Interview](#)).
- My diploma will be mailed to my permanent address and it is my responsibility to update that address in Student Center prior to graduation. Alternatively, you may provide a diploma address, if different than your permanent address.
  - Your diploma should arrive within 2 to 3 weeks after your degree has posted. You will receive an email to your UA email account from Michael Sutter Company when your diploma has mailed.
- If I do not provide a valid permanent address (or diploma address), my diploma will be returned to the University of Arizona and destroyed if not claimed within six months. A \$50.00 fee will be collected to reorder a diploma.
- My name will be printed in only one commencement booklet.
  - If you are completing more than one degree, your name will be printed for each degree.
  - If you need to postpone your graduation date and wish to move your name to a different commencement booklet, you must inform your Graduation Services Advisor. Notify your Graduation Services Advisor at least 2 months prior to your original graduation date to ensure your name will not be printed in the wrong booklet.
- If I postpone my graduation date more than one year after the original date indicated on my application, I must reapply for my degree and pay the \$50.00 candidacy fee with each 1 year extension.

SELECT DIFFERENT PROGRAM

CONTINUE

## GRADUATION POLICY CONSENT

# APPLY FOR GRADUATION

**Apply for Graduation**

**Verify Graduation Data**

**Program: College of Soc & Behav Sci**  
**The University of Arizona | Undergraduate**

Degree: BA  
Major: History  
Minor: Veterinary Science  
**Expected Graduation Term** Fall 2014

**Graduation Instructions**

You are about to apply for the Fall 2014 term.

If you are applying after the deadline for this term, you will be charged a \$50 late application fee (per degree), in addition to the \$50 initial candidacy fee (per degree).

**Deadlines to Apply:**  
Spring and Summer candidates - February 1st of the intended term  
Fall and Winter candidates - September 1st of the intended term

**ROTC Instructions**

<b>ROTC Commissioned</b>	No	<a href="#">Change</a>
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**Commencement Booklet Information**

<b>Comm Booklet</b>	Print	<a href="#">Change</a>
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**Diploma Instructions**

Alison Jayne Luzier

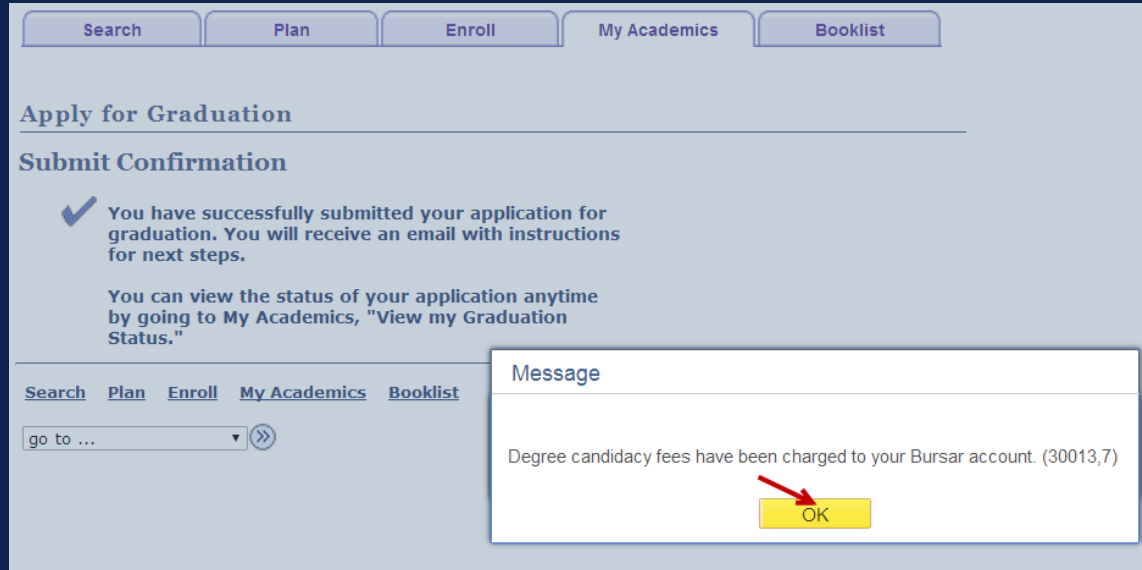
<b>Diploma Name</b>	As Appears	<a href="#">Change</a>
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[SELECT DIFFERENT PROGRAM](#) [SUBMIT APPLICATION](#) [SELECT DIFFERENT TERM](#)

Make any necessary changes  
prior to submitting your  
application.

REVIEW YOUR SELECTIONS AND SUBMIT YOUR APPLICATION

# APPLY FOR GRADUATION



The screenshot displays a web interface with a navigation bar at the top containing buttons for 'Search', 'Plan', 'Enroll', 'My Academics', and 'Booklist'. Below the navigation bar, the page title is 'Apply for Graduation'. A section titled 'Submit Confirmation' features a checkmark icon and the text: 'You have successfully submitted your application for graduation. You will receive an email with instructions for next steps.' Below this, it states: 'You can view the status of your application anytime by going to My Academics, "View my Graduation Status."' At the bottom left, there is a search bar with the text 'go to ...' and a magnifying glass icon. A 'Message' dialog box is overlaid on the right side of the page, containing the text: 'Degree candidacy fees have been charged to your Bursar account. (30013,7)'. A red arrow points to a yellow 'OK' button at the bottom of the dialog box.

CANDIDACY FEES ARE CHARGED (INCLUDING LATE FEE, IF APPLICABLE)



# APPLY FOR GRADUATION

## Apply for Graduation

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### Submit Confirmation



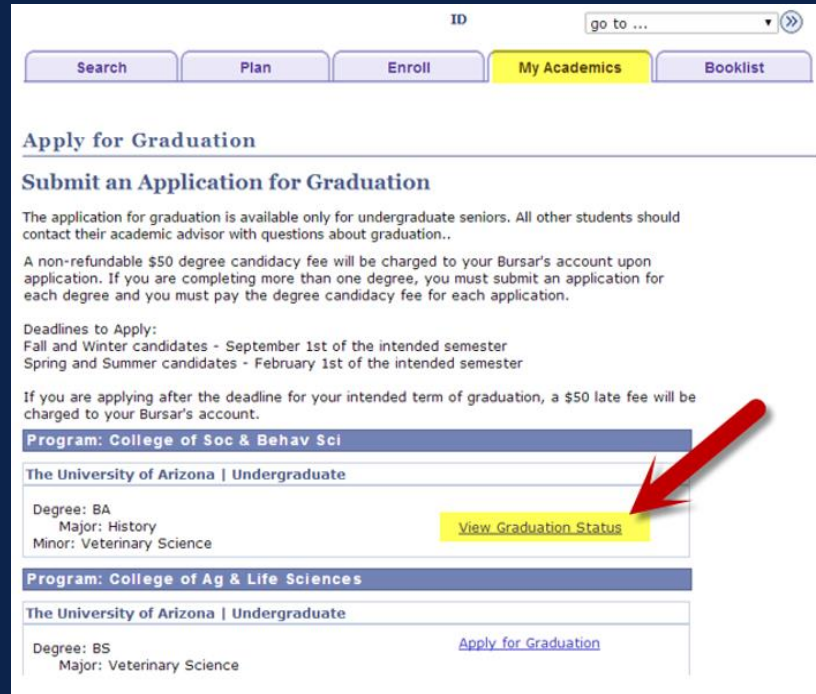
**You have successfully submitted your application for graduation. You will receive an email with instructions for next steps.**

**You can view the status of your application anytime by going to My Academics, "View my Graduation Status."**

**While you wait for your email from Graduation Services, visit your graduation status page.**

**YOU HAVE SUCCESSFULLY SUBMITTED YOUR APPLICATION FOR GRADUATION!**

# VIEW YOUR GRADUATION STATUS



The screenshot shows a student portal interface. At the top, there are navigation buttons: Search, Plan, Enroll, My Academics (highlighted in yellow), and Booklist. Below these is a search bar with the text 'ID' and 'go to ...'. The main content area is titled 'Apply for Graduation' and 'Submit an Application for Graduation'. It contains text about the application process, including a \$50 non-refundable degree candidacy fee and deadlines for applying. There are two program listings: 'College of Soc & Behav Sci' and 'College of Ag & Life Sciences'. The first listing shows a BA degree with a History major and Veterinary Science minor, and a yellow button labeled 'View Graduation Status' with a red arrow pointing to it. The second listing shows a BS degree with a Veterinary Science major and a blue button labeled 'Apply for Graduation'.

Apply for Graduation

## Submit an Application for Graduation

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**Program: College of Soc & Behav Sci**

The University of Arizona | Undergraduate

Degree: BA  
Major: History  
Minor: Veterinary Science

[View Graduation Status](#)

**Program: College of Ag & Life Sciences**

The University of Arizona | Undergraduate

Degree: BS  
Major: Veterinary Science

[Apply for Graduation](#)

SELECT VIEW GRADUATION STATUS

# VIEW YOUR GRADUATION STATUS

**Graduation Status**

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**Program: College of Soc & Behav Sci**  
The University of Arizona | Undergraduate

Degree: BA Major: History Minor: Veterinary Science	Status: You have submitted your application for graduation Expected Graduation Term: Fall 2014
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**Program: College of Ag & Life Sciences**  
The University of Arizona | Undergraduate

Degree: BS Major: Veterinary Science	Status: You may submit your application for graduation Expected Graduation Term:
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**Student Information**

You can contact Graduation Services to request a change to your diploma name. Allow 2 to 3 business days to see a requested diploma name update. Select the link below to edit the address for your diploma.

**Full Name**

**Address** 

Your status will update as you move through the graduation process.

VERIFY YOUR DIPLOMA NAME AND ADDRESS

# UPDATE YOUR ADDRESS

The screenshot shows a web interface with two main tabs: "Personal Information" and "Participation". Under "Personal Information", there are several sub-tabs: "addresses" (highlighted in yellow), "names", "phone numbers", "email addresses", "emergency contacts", and "demographic information".

## Addresses

View, add, change or delete an address.

The University of Arizona Address Type Definitions:

- Permanent: Where you live when not in school
- Mailing: Preferred mailing address
- Billing: Where tuition bill is sent if different from Mailing address
- UA Street Address: Physical street address while attending UA (not PO Box)
- Diploma: Where to send diploma if different from Permanent address
- Home: For UA Employees only - used by HR

Address Type	Address	
Permanent		<a href="#">edit</a>
ISIR		

[ADD A NEW ADDRESS](#)

YOU CAN CREATE A NEW ADDRESS SPECIFICALLY FOR DIPLOMA MAILING



## GRADUATION SERVICES



Please do not hesitate to contact your [Graduation Services Advisor](#) with any questions you may have about the graduation process.