



Office of the Registrar

Apply for Graduation

Use this guide to know the steps on how to apply to graduate.

Step 1

Apply for Graduation

The screenshot shows the UAccess Student Center interface. At the top, there is a dark red header with "THE UNIVERSITY OF ARIZONA" on the left and "Submit Feed" on the right. Below the header, the "UAccess STUDENT CENTER" logo is on the left, and the user's name "WILBUR WILDCAT" and "STUDENT ID: 00000001" are on the right, next to a "SIGN O" button. A navigation bar contains several menu items: "PERSONAL", "ENROLLMENT", "ADVISING", "ACADEMIC RECORD", "FINANCIAL AID", and "BURSAR ACCOUNT". The "ACADEMIC RECORD" menu is expanded, showing options: "Academic Summary", "Grades", "Course History", "Official Transcript", "Enrollment Verification", and "Transfer Credit". A red arrow points to the "Academic Summary" option. Below the navigation bar, there is a large banner with the text "Welcome to the Student Center!" and "ed". To the right of the banner, there is a white box titled "Enrollment Dates" with sections for "Fall 2020" and "Summer 2020", each with an "Enrollment Open: Enroll Now" link. At the bottom of the page, there is a light blue bar with a "Holds" icon and text.



Navigate to the **Academic Record** menu

Click on **Academic Summary**

Home / Academic Summary

Academic Summary

Manage your classes and view your grades

What would you like to do?

View Grades
View your grades and academic standing

Other Actions

Program & Statistics
View your program and statistics

Academic Honors & Awards
View a list of your academic honors and awards

Unofficial Transcript
View your unofficial transcript

Apply for Graduation
Submit an application for graduation

Graduation Status
View your graduation and degree status

Program Scenario
Create a what-if scenario

Student Engagement
Review your student engagement

Registration Dates & Deadlines



Click on **Apply for Graduation**

Apply for Graduation


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 Engineering
The University of Arizona | Undergraduate

Degree: BS in Electrical & Comp Engr
Major: Electrical & Computer Engineer
Minor: Spanish

Expected Graduation Term 

Graduation Instructions

You are about to apply for graduation in the Spring 2021 term. If you plan to take any summer session classes, you must select a Summer graduation 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).

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)



Select the Expected Graduation Term.

Click **Continue**


- If you are not sure what term to enter, contact your Academic Advisor for more information.

Apply for Graduation

Program: College of Engineering
The University of Arizona | Undergraduate
Degree: BS in Electrical & Comp Engr
Major: Electrical & Computer Engineer
Minor: Spanish
Expected Graduation Term Spring 2021

ROTC Instructions

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



SELECT DIFFERENT PROGRAM **CONTINUE**



Select **Yes** or **No** from the drop-down for ROTC Instructions
Click **Continue**

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. Students are not eligible to participate twice.

August candidates will be listed in the commencement program for the preceding May.
December/Winter candidates, whose degrees have been awarded, will be listed in the following Spring commencement program.


Program: College of Engineering
The University of Arizona | Undergraduate
Degree: BS in Electrical & Comp Engr
Major: Electrical & Computer Engineer
Minor: Spanish
Expected Graduation Term Spring 2021

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:


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](#)



Select an option for **Commencement Booklet Instructions**

Select an option for **Diploma Instructions**

Graduation Policy Consent	
<input type="checkbox"/> In order for my degree to be awarded, I must complete all graduation to-do items.	<input type="checkbox"/> 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.
<input type="checkbox"/> 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. <ul style="list-style-type: none">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).	<input type="checkbox"/> 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.
<input type="checkbox"/> 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/academics/sending-college-level-transcripts-ua?audience=students&cat1=7&cat2=28 for information on how and where to send your official transcripts.	<input type="checkbox"/> My name will be printed in only one commencement booklet. <ul style="list-style-type: none">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.
<input type="checkbox"/> 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).	<input type="checkbox"/> 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.



Read through the terms and conditions of the application.

Step 7

Apply for Graduation

Major: Electrical & Computer Engineer
Minor: Spanish
Expected Graduation Term Fall 2020

Graduation Instructions

You are about to apply for the Fall 2020 term. If you plan to take any winter session classes, you must select a Winter graduation 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).


ROTC Instructions

ROTC Commissioned No

Commencement Booklet Information

Comm Booklet Print

Diploma Instructions

 Verify your Diploma Name

Diploma Name As Appears




Review your application


Click the **Change** button to make changes to previous selections

Click **Submit Application**.

Apply for Graduation

 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."

 [Go to top](#)



Congratulations! You have completed your graduation application

To view the status of your application navigate to the **Academic Summary** page and click on the **View My Graduation Status** tile



Office of the Registrar

**We hope you found
this tutorial helpful!**

If you need additional support,
please contact us at:

reghelp@arizona.edu

Phone: 520-621-3113

For more information, visit our website:

<https://www.registrar.arizona.edu/students>