

College of Business Administration

How to Declare Graduation

Graduation is not automatic! In the College of Business Administration it is a two-step process.

Step 1: You must schedule a **Graduation Check appointment** with a CBA advisor the semester before you plan to graduate, (i.e. a May 2006 graduate would meet with an advisor during the Fall 2005 semester). To make the appointment either stop by 1118 UH or phone (312) 996-2700.

Step 2: You must verify and submit your degree information to the **Pending Degree List** found at: <https://apps.uillinois.edu>. Log into the UI-Integrate Student Self Service system and from the *Main Menu*, select *Graduation Information*.

The Pending Degree List will be available from the beginning of Advance Registration through the end of the third week of the term in which graduation is sought.

Corrections to Your Degree Information

If any of your graduation information on the Pending Degree List needs to be corrected you must complete the Supplemental Graduation Form found at: <http://www.uic.edu/depts/ims/webstudent/graduationpdl.htm>

Receiving Your Diploma

Your current name as of the last day of classes will appear on your diploma. If the preferred name to appear on your diploma is different from the name displayed on the UI-Integrate Student Self Service system (for example, maiden name, middle initial or special characters in the name like accents, tildes, etc.), please contact the Records Office at (312) 996-4381.

Your diploma will be mailed to your current mailing address listed on the UI-Integrate Student Self Service system as of the last day of classes. Otherwise, you can opt to create a diploma address on the Personal Information menu. Any changes to the delivery address of the diploma after the last day of classes should be reported to the Records Office at (312) 996-4381.