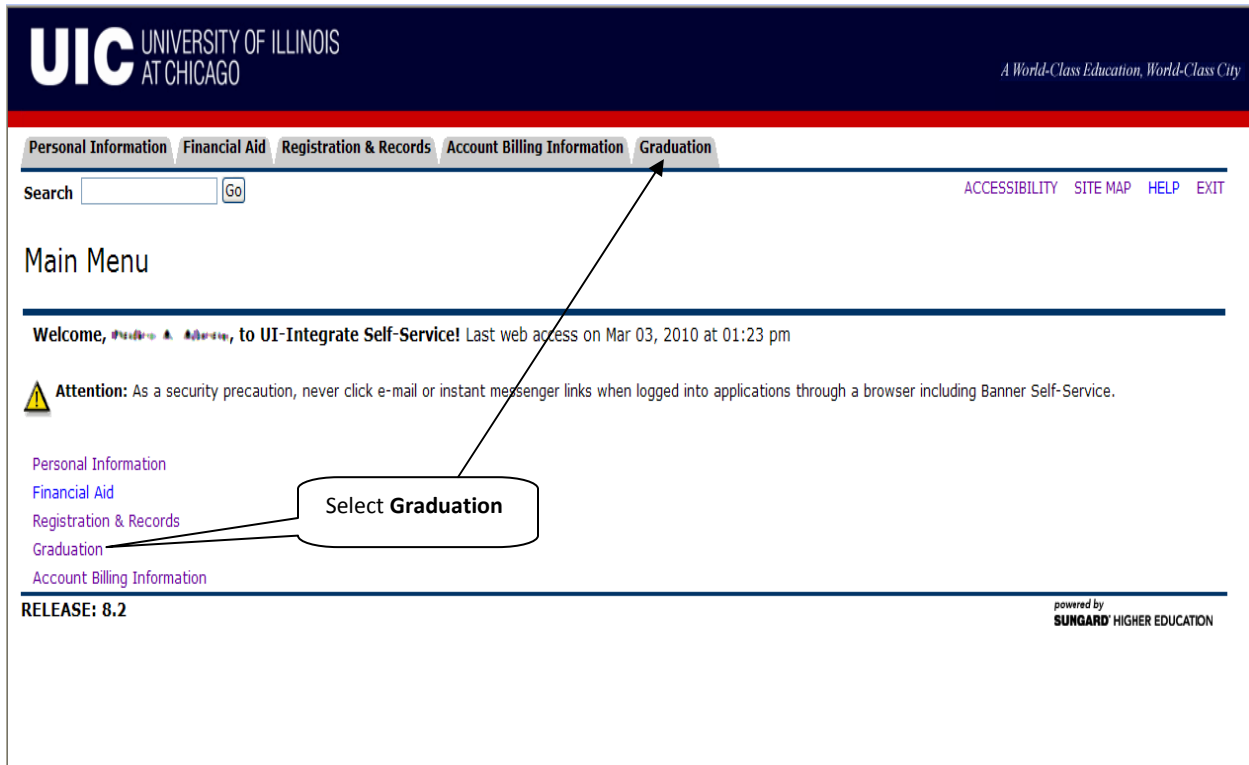
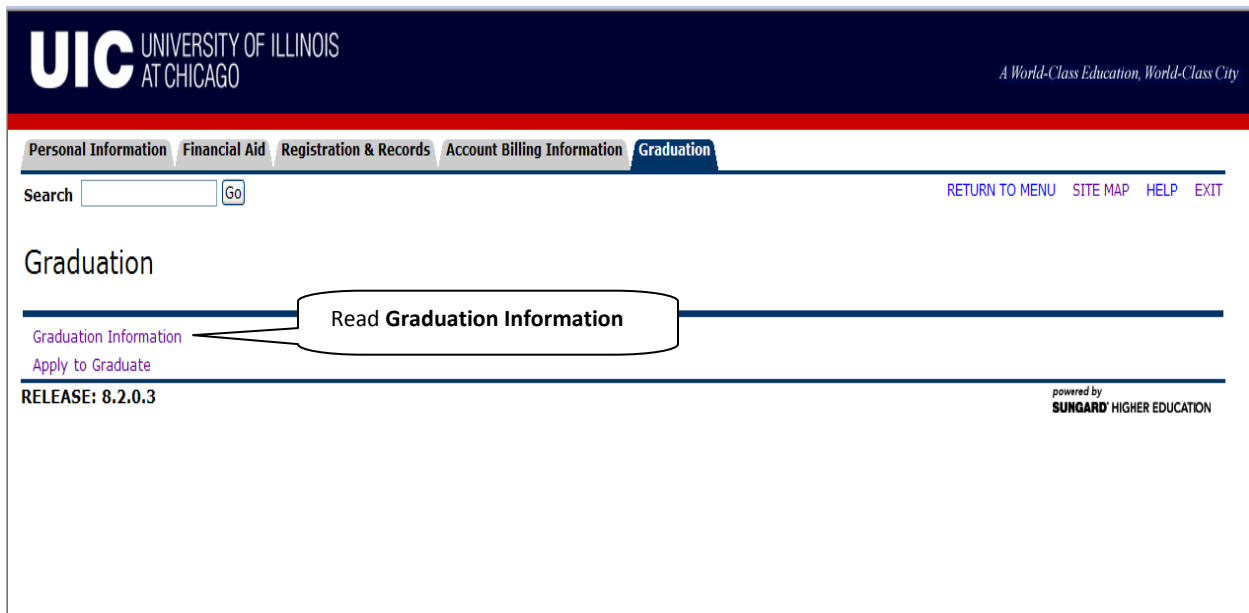


# Online Graduation Application Instructions


Log into **Student Self Service** and select **Graduation** from the menu link or tab at the top of the page.



The Graduation main page displays. Read **Graduation Information** for information about Applying, Diploma Information, Graduation Requirements, Guidelines and Deadlines before beginning the application.



## Review the **Graduation Information**.

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# Graduation Information

Mar 03, 2010 01:44 pm

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**University of Illinois Chicago**

**Apply to Graduate Steps - Please read before clicking on the link below**

1. **Click** on the link below to submit your intent to graduate. See Apply to Graduate information below for link availability.
2. After selecting the term and degree information, verify your program information.
3. If your program information is missing or incorrect, please enter the correct information in the text box. Note: Click on help for special instructions.
4. **Submit** the Intent to Graduate Information Form.

**Apply to Graduate Information**

Graduation is not automatic! Students planning to graduate must apply to graduate no later than the end of the third week (Fall and Spring) or second week (Summer) of the term in which graduation is sought.

**Diploma Information**

The student's current name as of the last day of classes will appear on the printed diploma. If the preferred name to appear on the diploma is different from the name displayed in the top right hand corner of this page (for example, maiden name, middle initial or special characters in the name like accents, tildes, etc.), please complete the [Current Student Diploma Name Change Form](#) to request changes to your name. Note that the form must be received by the Records Office within four weeks of graduation. Questions about the name to be used on the diploma can be directed to the Records unit at 312-996-4381, M-F, 8:30 am to 5:00 pm.

The printed diploma will be delivered to the student's active diploma address, as of the last day of classes. If no active diploma address is created a hold will be placed on the student's account. The Diploma Address can be created/updated from the Personal Information menu on Student Self Service. Any changes to the delivery address of the diploma after 3 weeks from the last day of classes should be reported to the Records office at 312-996-4381, M-F, 8:30 am to 5:00 pm.

**Graduation Requirements**

Information about graduation requirements may be found in the undergraduate and graduate catalogs. Consult your college, department, or relevant university office for more information regarding graduation requirements.

If you are an undergraduate, do not apply to graduate until you have completed 86 semester hours. A minimum of 120 semester hours is required in order to receive a baccalaureate degree.

**Guidelines and Deadlines**

The deadline for submission to Apply to Graduate is the end of the third week (Fall and Spring) or second week (Summer) of the term in which graduation is sought. Failure to submit your request at this time may delay the awarding of your degree.

A final review will be made following the close of the term. If you satisfactorily complete all your degree requirements, your name will be placed on the official degree list.

Information about graduation ceremonies, including cap and gown order forms, will be mailed from the Office of the Vice Chancellor for Student Affairs and Enrollment Management.

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RELEASE: 6.3

Click here to apply after reviewing Graduation Information

[\[ Apply to Graduate \]](#)

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The following message will display if you are not able to submit an online graduation application. Contact the **Office of Registration and Records** at (312) 996-4381 if you have any questions.

The screenshot shows the UIC University of Illinois at Chicago website. The navigation bar includes 'Personal Information', 'Financial Aid', 'Registration & Records', 'Account Billing Information', and 'Graduation'. The 'Graduation' tab is selected. Below the navigation bar is a search box and a 'Go' button. The main heading is 'Apply to Graduate; Curriculum Selection'. A message icon indicates an error: 'Select one curriculum for this graduation application. If more than one program appears below and you intend to graduate from both, select either of the programs and submit that application. Then return to this menu in order to select and submit a graduation application to the other program. For more information on diplomas, please access Diploma FAQ.' Below this is a 'Select Curriculum' section with a red 'X' icon and the text: 'You are not able to submit an online graduation application at this time. This may be because of one of the following reasons: 1. Students may only apply to graduate when registration is open for the corresponding term. 2. You have already filed your graduation application. 3. You do not meet eligibility requirements to apply. Undergraduate students must have 86 earned hours.' A 'Continue' button is visible at the bottom of the curriculum selection area. The footer includes 'RELEASE: 8.1.1.1', navigation links, and 'powered by SUNGARD HIGHER EDUCATION'.

**Apply to Graduate** page displays. Select program and then Continue. Go to Help on each page for additional information.

This screenshot is similar to the previous one but shows the curriculum selection options. Two callout boxes provide instructions: one points to the radio button for the 'Current Program' (Bachelor of Arts, Undergrad - Chicago, BA:Criminal Justice -UIC) with the text 'Click to choose program and then click Continue'; the other points to the 'HELP' link in the navigation bar with the text 'See Help on each page for additional information'. The 'Continue' button is now highlighted. The rest of the page content, including the error message and footer, remains the same.

Chose the **Graduation Date** and Continue.

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### Graduation Term Selection

Mar 09, 2010 11:54 am

Please select the term you anticipate completing degree requirements and click continue.

Students may submit their intent to graduate only during the time that registration begins through the third Friday of fall or spring and the second Friday of Summer Session II. The Graduation Term will only display during the timeframe that the intent to graduate is available.

✓ indicates required field

**Curriculum**  
**Current Program**  
Bachelor of Arts  
**Level:** Undergrad - Chicago  
**Program:** BA:Criminol, Law &Justice -UIC  
**College:** Liberal Arts & Sciences  
**Campus:** Chicago  
**Major:** Criminology, Law, and Justice

**Select Graduation Date**  
**Graduation Date:** ✓

**Term: Summer 2010 - Chicago**

Select Graduation Date and then click Continue

[ Return to Start of Request ]

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Verify the name you want printed on your diploma. Click Help for information on how to change your name.

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### Diploma Name Review

Mar 03, 2010 02:08 pm

This is the diploma name information as of the last day of classes that will appear on the printed diploma. If the preferred name to appear on the diploma is different from the name displayed below (i.e. maiden name, middle initial or special characters in the name like accents, tildes, schwas, etc.), please refer to the Help on this page for more instructions. Requests for a diploma name change must be submitted before the last day of class in the graduation term.

**Name**  
**Name:** **William James Smith**

[ Return to Start of Request ]

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Verify your **Diploma Mailing Address**.

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Personal Information Financial Aid Registration & Records Account Billing Information **Graduation**

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## Diploma Mailing Address Information

Mar 03, 2010 02:20 pm

**i** Diploma mailing address

Update or create a Diploma Address in your Personal Information Page in the Student Self-Service system no later than the last day of the graduation term. Any changes to the delivery address of the diploma after the last day of the term should be reported to the Records Office in the Office of Registration and Records.

[ Return to Start of Request ]

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Verify the application before submitting the request.

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## Graduation Application Summary

Mar 09, 2010 11:56 am

**i** This is the information that will be submitted for your application to graduate.

**Graduation Date**  
Term: Summer 2010 - Chicago

**Curriculum**  
**Current Program**  
Bachelor of Arts  
**Level:** Undergrad - Chicago  
**Program:** BA: Criminol, Law & Justice - UIC  
**College:** Liberal Arts & Sciences  
**Campus:** Chicago  
**Major:** Criminology, Law, and Justice

Click here to start over

RELEASE: Click **Submit Request** after verifying application information [ Return to Start of Request ]

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**Review and print** the Graduation Application Confirmation. Click **Add Supplemental Data** to supply additional degree, second major or concentration information. If no additional data is required the process is complete.

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## Printable Graduation Application Confirmation Mar 03, 2010 02:27 pm

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Thank you for submitting your application to graduate from the University of Illinois at Chicago. You may print a copy of this page using your browser's print command as confirmation of your submitted application.

Graduation is not automatic; degree candidates must meet University requirements with respect to all general education and major requirements. Information about graduation requirements may be found in the undergraduate catalog.

If your graduation plans change, you must contact the [College of Pharmacy](#).  
Debra Agard Assistant Dean  
E-mail: [agard@uic.edu](mailto:agard@uic.edu)

**Diploma Information:**

Your current name as of the last day of classes will appear on the printed diploma. You can check your name information on the graduation information page available from the graduation tab above. If the preferred name to appear on the diploma is different from the name displayed on the Graduation Information page (for example: using your maiden name, middle initial or special characters such as accent marks, tildes, etc.), please complete the [Current Student Diploma Name Change Form](#) to request changes to your name.

The printed diploma will be delivered to your active diploma address, as of the last day of classes. If no active diploma address is created a hold will be placed on your account. The Diploma Address can be created and/or updated from the Personal Information menu.

*Note: Although you might already have a permanent or mailing address on file, we are asking that all upcoming graduates create a diploma address.*

All changes must be received or updated in Student Self Service by the last day of classes. If you have any questions regarding diploma name or address deadlines/requirements, please contact the Records office by phone at 312-996-4381, M-F 8:30 am to 5:00 pm.

**Commencement Information:**

Information about graduation ceremonies, including cap and gown order forms, will be mailed from the [Office of the Vice Chancellor for Student Affairs](#).

If your degree information is not correct or if you intend to receive an additional degree, a second major, a minor (undergraduate), or concentration that are not listed, please click on [Add Supplemental Data](#).

Click here to supply additional information

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Add any **Supplemental Data** – note – you can only save the record once. Contact your college if additional updates to the application are required.

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Personal Information Financial Aid Registration & Records Account Billing Information **Graduation**

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Graduation Application

Mar 09, 2010 11:58 am

This page displays your Graduation Application curriculum detail. If the degree information is not correct or if you intend to receive an additional degree, a second major, a minor (undergraduates), or concentration that are not listed, please enter in the information in the Supplemental Graduation Application data box and click on submit.

**Graduation Application**

**Name:** [redacted]  
**Application Number:** 1  
**Request Date:** Mar 09, 2010  
**Application Status:** Active Application  
**Application Status Date:** Mar 09, 2010

**Supplemental Graduation Application Data**  
I have a minor in Latin American Studies.  
Submit

**Graduation Date**  
**Date:** Aug 08, 2010  
**Term:** Summer 2010 - Chicago  
**Year:** 2009-2010

**Curriculum**  
**Current Program**  
Bachelor of Arts  
**Level:** Undergrad - Chicago  
**Program:** BA:Criminol, Law &Justice -UIC  
**College:** Liberal Arts & Sciences  
**Campus:** Chicago  
**Major:** Criminology, Law, and Justice

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Completed Graduation Application.

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Personal Information Financial Aid Registration & Records Account Billing Information **Graduation**

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Graduation Application

Mar 09, 2010 12:02 pm

The Supplemental Graduation Application Data that you have submitted has been updated to your application to graduate.

**Graduation Application**

**Name:** [redacted]  
**Application Number:** 1  
**Request Date:** Mar 09, 2010  
**Application Status:** Active Application  
**Application Status Date:** Mar 09, 2010

**Supplemental Graduation Application Data**  
I have a minor in Latin American Studies.

**Graduation Date**  
**Date:** Aug 08, 2010  
**Term:** Summer 2010 - Chicago  
**Year:** 2009-2010

**Curriculum**  
**Current Program**  
Bachelor of Arts  
**Level:** Undergrad - Chicago  
**Program:** BA:Criminol, Law &Justice -UIC  
**College:** Liberal Arts & Sciences  
**Campus:** Chicago  
**Major:** Criminology, Law, and Justice

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