Apply for Graduation

Use this guide to know the steps on how to apply to graduate.
Step 1

Apply for Graduation

- Navigate to the Academic Record menu
- Click on Academic Summary
Click on **Apply for Graduation**
Select the Expected Graduation Term.

Click Continue

• If you are not sure what term to enter, contact your Academic Advisor for more information.
Step 4

Apply for Graduation

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

Click **Continue**
Step 5
Apply for Graduation

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 an option for **Commencement Booklet Instructions**
Select an option for **Diploma Instructions**
Step 6

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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/academics/sending-college-level-transcripts-ua?audience=students&cat1=75&cat2=28 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 held 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.

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Read through the terms and conditions of the application.
Review your application
Click the **Change** button to make changes to previous selections
Click **Submit Application**.
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.
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