1) Log in to your student portal
2) Select “Records and Registration” on the left menu of the screen
3) Select “Access Student Self Services”
4) Select “Apply for Graduation” from drop down menu (see image below)

4) Choose CUSPG > Applicable Term > Click ‘Select Program’

Apply for Graduation

You may apply for graduation or view your graduation application status if you have already applied by selecting the institution and expected graduation term.

If you have applied for graduation and wish to change your expected graduation term, select the term you want to change to below and apply. If the term you want to change to is not yet available, select the term you originally applied for and cancel your application. Then reapply for the term you want to change to at a later time.

Academic Institution: CUSPG
Expected Graduation Term: Spring 2014 UC Colo S
5) Click on underlined Academic Program

6) Select “Information is Correct”

• NOTE: If it is NOT Correct contact your advisor.

Apply for Graduation

Confirm Academic Degree Information

Please confirm all the academic information present below is accurate. If the information below is not accurate (i.e. there are missing majors or minors that you no longer wish to pursue) please see your Academic Advisor. They will assist you in correcting your academic record. It is essential that all academic degree information be correct before submitting an application for graduation.
7) Choose “Complete” under “Graduation Intention” drop-down menu for any major, additional major or minor.

- **NOTE:** If you will not complete your graduation requirements in the intended term choose “Will not complete” and contact your advisor.

8) Click “Apply for Graduation”

---

**Apply for Graduation**

**Select Graduation Information**

Verify that the information displayed on this page is correct.

If accurate, use the “Graduation Intention” drop down box(es) to indicate whether or not you intend to complete the major(s) and minor(s) displayed. Use the “Expected Graduation Term” drop down box(es) to indicate the term you intend to graduate.

If you have selected the incorrect academic program/degree, click the “Select Different Program” button to return to the Select Program and Degree page. If you select the correct program but the information displayed is inaccurate, please contact your academic advisor.

Check the Honors box(es) to indicate if you believe you have honors associated with the major(s).

Once you complete this page, click the “Apply for Graduation” button or the “Update Application” button if you are updating your application.

---

**Program**  | **Coll. Engineering & Applied UGRD**  | **Career**  | **Undergraduate**
---|---|---|---
**Degree**  | **Bachelor of Science**  | **Graduation Intention**  | **Expected Graduation Term**
**Major**  | **Mechanical Engineering**  | **Complete**  | **Spring 2014 UC Davis Spring**
**Minor**  | **Aerospace Engineering**  | **Will not complete**

9) Approve your Diploma Name

- **NOTE:** This is how your name will be printed on your diploma and in the commencement program. Edit it if you want it to look different. For instance, often students add a middle name, omit it, or just use a middle initial.
10) Approve your Diploma Address

- **NOTE:** This should be a permanent address. Diplomas are mailed to this address about 3 months after graduation.

---

Apply for Graduation

Confirm Diploma Name And Address Information

**Diploma Name**

The NAME below will appear on your diploma. If the name is incorrect, click the “Change Name” link to open the Names page. Press the “Add a new name” link at the bottom of the page or “Edit” next to the diploma name. Type your name as it should appear on your diploma. If your diploma name does not match your primary name, as listed on your student record, it will be subject to review. For Anschutz Medical Campus students, diploma name must match your legal name on your student records. Capitalize all appropriate letters. If you require special accents in your name (i.e. Mariä), use the accent when typing your name. Please click on the “Special Accents” link for assistance in adding an accented letter.

**Diploma Address**

Your diploma will be sent to the ADDRESS below. Anschutz Medical Campus students are excluded. Anschutz Medical Campus graduates will receive their diplomas at Convocation. If you are unable to attend Convocation, the diploma may be picked up from your program one month after graduation. Please contact the Office of the Registrar at Anschutz Medical Campus for more information.

If the address is incorrect, click the “Change Address” link to open the Addresses page. Press the “Add a New Address” link at the bottom of the page or “Edit,” enter the new address in the space provided and click “Ok.” On the next page, mark “Diploma” as the Address Type and save. A Save Confirmation page will appear to confirm the changes.

Updating your address will ONLY update the address your diploma will be mailed to. For U.S. mailing addresses, the county is not necessary.

**Approving Your Diploma Name and Address.**

When your diploma name and address are accurate, please confirm by checking the “Approve Diploma Name” and “Approve Diploma Address” boxes. Then select the “Continue” button or “Update Application” button if you are updating your application.
11) Confirm that all information is correct. Click on “Apply for Graduation” or use one of the update boxes to edit (see next page).

- If you have any questions at all about this process or your degree audit, contact your advisor.

**Apply for Graduation**

**Graduation Application Confirmation**

Verify that all data is CORRECT.

If the academic program/degree is not correct, click the "Select Different Program" button to select a different value.

If the term is not correct, click the "Select Different Term" button to select a different value.

If everything is correct, click the "Apply for Graduation" button or the "Update Application" button to continue the process.

<table>
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<tr>
<th>Program</th>
<th>Coll Engineering &amp; AppSci UGRD</th>
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<tbody>
<tr>
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**Diploma Name Information**

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**Diploma Address Information**

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<tbody>
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