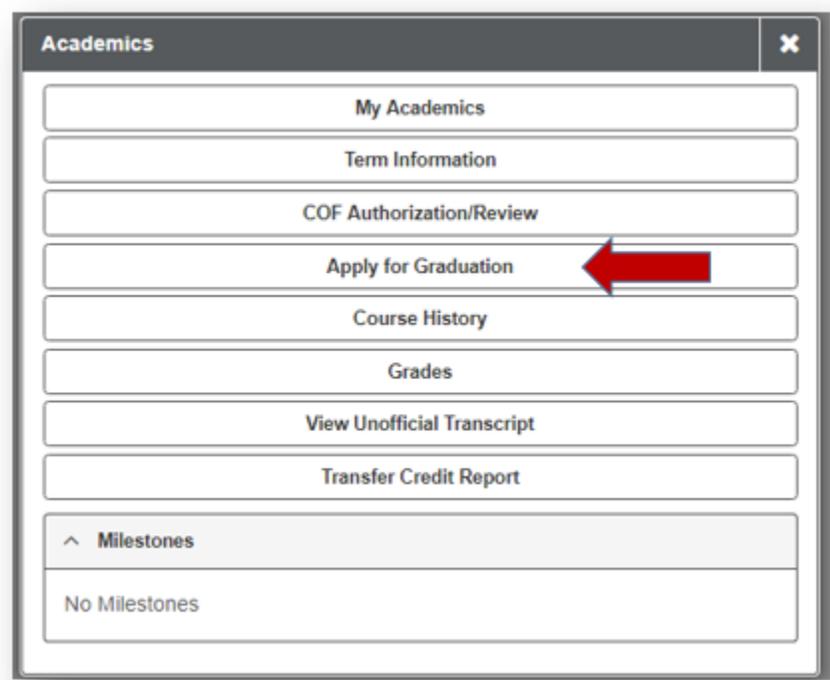
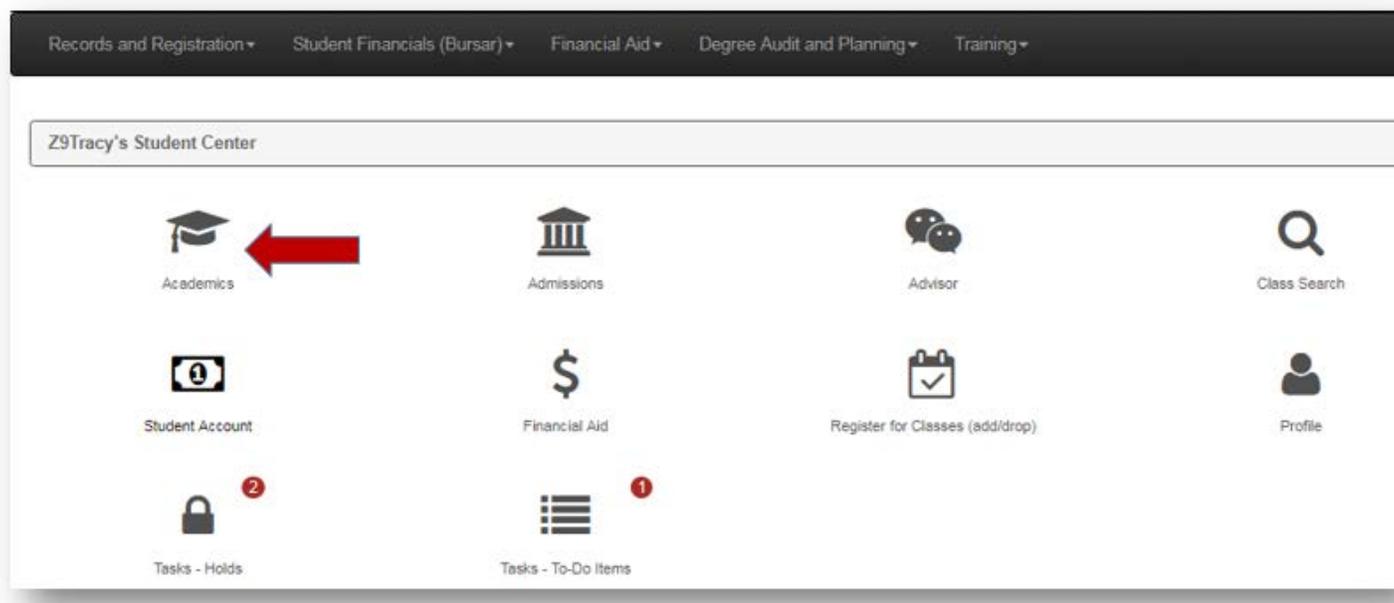


## Applying to Graduate using the myUCCS Portal

User this feature in the myUCCS portal to confirm you intent to graduate. You may also navigate to an existing graduation application or online diploma card using these same steps to review the status of your graduation application.

### Step 1: Navigate to the online Graduation Application/Diploma Card

1. Log in to the myUCCS Portal
2. Select the **Records and Registration** dropdown, then select **Access Student Self Services**
3. Select the **Academics** tile, then select **Apply to Graduate**



## Step 2: Choosing an Institution and Expected Graduation Term

1. Select **CUSPG** for **Institution**
2. Choose your **Expected Graduation Term**.
3. Next, choose **Select Program**

**Note:** If the term you intend to graduate does not display, it is either too early to apply for graduation or the online graduation application deadlines have passed for the desired term.

Records and Registration ▾ Student Financials (Bursar) ▾ Financial Aid ▾ Degree Audit and Planning ▾ Training ▾

Apply for Graduation

Z9Tracy Z9Tracy Menu

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 it 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

Expected Graduation Term

Select Program

## Step 3: Choosing academic program(s) in which you wish to apply for graduation

1. Click on the description of the academic program for which you wish to apply for graduation

**Note:** If you are a dual-degree student (majoring in two different majors within two different academic colleges and/or programs), you must apply for each academic program separately. Once you have applied for one program, repeat all steps in this tutorial to apply for graduation within your second program.

Records and Registration ▾ Student Financials (Bursar) ▾ Financial Aid ▾ Degree Audit and Planning ▾ Training ▾

Apply for Graduation Select Different Term

Z9Tracy Z9Tracy Menu

Click on the description of the academic program for which you wish to apply for graduation.

Academic Program	<b>Coll Letters, Arts &amp; Sci UGRD</b>
Career	Undergraduate
Degree	Bachelor of Arts
Major	Communication
Track	Communication-Accelerated Deg
Option	General Comm Studies

**Step 4 and 5:** Confirm that academic program(s) information is correct

1. Select **Information is Correct** or **Information is NOT Correct**
2. On the next screen: If information is accurate, populate **Complete** for each major, track, and minor(s) next to **Graduation Intention**
3. Final screen: Select **Apply for Graduation**

**Note:** If you select **Information is NOT Correct**, you will not be able to proceed to the final steps or complete your graduation application. Contact your Academic or Program advisor for assistance.

Records and Registration ▾ Student Financials (Bursar) ▾ Financial Aid ▾ Degree Audit and Planning ▾ Training ▾

Apply for Graduation > Confirm Academic Degree Information [Select Different Program](#)

Z9Tracy Z9Tracy Menu

Please confirm all the academic information present below is accurate. If the information below is not accurate ( i.e. there are missing majors or majors 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.

Program	Coll Letters, Arts & Sci UGRD
Career	Undergraduate
Degree	Bachelor of Arts
Major	Communication
Track	Communication-Accelerated Deg
Option	General Comm Studies

**Information is NOT Correct** ←

**Information is Correct** ←

Z9Tracy Z9Tracy

Menu

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 "Select Different Program" 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.

<b>Program</b>	Coll Letters, Arts & Sci UGRD
<b>Career</b>	Undergraduate
<b>Degree</b>	Bachelor of Arts
<input type="checkbox"/> Honors	

<b>Major</b>	Communication
<b>Graduation Intention</b>	Complete ▾ 
<b>Expected Graduation Term</b>	Fall 2017 UC Colo Springs ▾

<b>Track</b>	Communication-Accelerated Deg
<b>Graduation Intention</b>	Complete ▾ 
<b>Expected Graduation Term</b>	Fall 2017 UC Colo Springs ▾

  
Apply for Graduation

## Step 6: Approving your Diploma Name and Address

1. Change/add your **Diploma Name** if you wish to have a preferred name print on your diploma. Otherwise, you will be prompted to approve your primary/legal name.
2. Check the **Approve Diploma Name**
3. Add a **Diploma Mailing Address** or approve the address that is auto-populated for you
4. Select **Continue**

Apply for Graduation > Confirm Diploma Name And Address Information Select Different Program

Z9Tracy Z9Tracy Menu

### 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.

#### Diploma Name

The NAME below will appear on your diploma. If the name is incorrect, click the "Change Name" button to open the Names page. Press the "Add a New Name" button 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 is 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. Mariá), use the accent when typing your name. Please click on the "Special Accents" button for assistance in adding an accented letter.

Name Type	Primary
First Name	Z9Tracy
Middle Name	L
Last Name	Z9Records

Name Suffix

[Change Name](#)  Approve Diploma Name 

[Special Accents](#)

#### 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" button to open the Addresses page. Press the "Add a New Address" button 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.

Address Type	Diploma
Address Line 1	123 my street
Address Line 2	
City	denver
State	CO
Postal Code	
Country	USA

[Change Address](#)  Approve Diploma Address 

 [Continue](#)

**Step 7: Verify that all graduation information submitted is correct**

1. Verify that the program, degree, and diploma name and address provided are correct. If the information is incorrect, navigate back to previous steps to adjust your information accordingly. You may return to your graduation application/online diploma card later to adjust graduation information accordingly.
2. Select **Apply for Graduation**

Apply for Graduation > Graduation Application Confirmation

Select Different Program    Select Different Term

Z9Tracy Z9Tracy Menu

**Verify that all data is CORRECT.**  
If the academic program/degree is not correct, click "Select Different Program" to select a different value.  
If the term is not correct, click "Select Different Term" to select a different value.  
If everything is correct, click the "Apply for Graduation" or "Update Application" button to submit your application.

**Career** Undergraduate  
**Program** Coll Letters, Arts & Sci UGRD  
**Degree** Bachelor of Arts

Honors

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**Major** Communication  
**Term** Fall 2017 UC Colo Springs  
**Track** Communication-Accelerated Deg  
**Term** Fall 2017 UC Colo Springs  
**Option** General Comm Studies  
**Term** Fall 2017 UC Colo Springs

**Diploma Name Information**

NAME TYPE	NAME	NAME SUFFIX
Primary	Z9Tracy L Z9Records	

**Diploma Address Information**

ADDRESS TYPE	ADDRESS
Diploma	123 my street, , denver, CO, , USA

**Apply For Graduation**

## Step 8: Graduation Application/Online Diploma Card Summary

1. You've officially applied to graduate!
2. Use this page to update application information, review the status of an application, cancel an application, and update diploma name and address.
3. Congratulations!

Apply for Graduation > Graduation Application Summary Select Different Program

Z9Tracy Z9Tracy Menu

This page displays a summary of your graduation application information and also shows the status of your application. You can use this page to update application information, cancel an application for graduation, and update diploma name and address. If all information on this page is correct, you have completed the initial step in your application for graduation. [Individual colleges and schools may require additional processes and paperwork so please contact your Program Advisor.](#) To come back to this page to check your status or update information, go to your Student Center page and select "Apply for Graduation" from the drop down box that shows "Other Academic." Then click on the Academic Program you want to update.

**NOTE: Students pursuing dual degrees (multiple degrees) MUST apply for graduation for EACH degree program.**  
**An Application Status of 'Accepted' does not mean certified for graduation.**

The last day to Update your Diploma Name and Address is 01-06-2018.  
The last day to Update your Application is 01-06-2018.  
The last day to Cancel your Application is 12-31-2017.

**Application Status** In Review

**Program** Coll Letters, Arts & Sci UGRD

**Career** Undergraduate

**Degree** Bachelor of Arts

Honors

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**Major** Communication

**Term** Fall 2017 UC Colo Springs

**Track** Communication-Accelerated Deg

**Term** Fall 2017 UC Colo Springs

**Option** General Comm Studies

**Term** Fall 2017 UC Colo Springs

Update Application Information Cancel Application 

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**Diploma Name Information**

NAME TYPE	NAME	NAME SUFFIX
Primary	Z9Tracy L Z9Records	

Update Diploma Name 

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**Diploma Address Information**

ADDRESS TYPE	ADDRESS
Diploma	123 my street, , denver, CO, , USA

Update Diploma Address 