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.

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.
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.
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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Comm Letters, Arts &amp; Sci UGRD</th>
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<tbody>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Arts</td>
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<tr>
<td>Honors</td>
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<tr>
<th>Major</th>
<th>Communication</th>
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<tbody>
<tr>
<td>Graduation Intention</td>
<td>Complete</td>
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<tr>
<td>Expected Graduation Term</td>
<td>Fall 2017 UC Colo Springs</td>
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<tr>
<th>Track</th>
<th>Communication-Accelerated Deg</th>
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<tr>
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<td>Complete</td>
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</tr>
</tbody>
</table>

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
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
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!