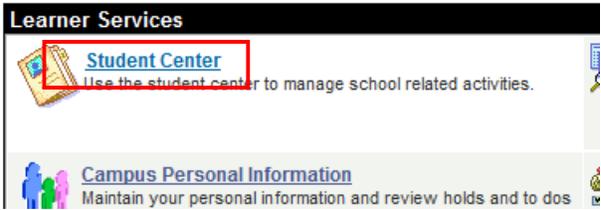


Applying for Graduation

After logging into E-Services, you can use the Student Center to apply for graduation when the application is available.

Steps	Illustrations				
<p>1. Under the Learner Services section, Click on Student Center</p>					
<p>2. Under the Academics section, click on the My Academics link.</p>	 <table border="1" data-bbox="1120 871 1485 976"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>PSOFT 1234-01 LEC (18241)</td> <td>TuTh 12:00AM - 12:00AM Room: TBA</td> </tr> </tbody> </table>	Class	Schedule	PSOFT 1234-01 LEC (18241)	TuTh 12:00AM - 12:00AM Room: TBA
Class	Schedule				
PSOFT 1234-01 LEC (18241)	TuTh 12:00AM - 12:00AM Room: TBA				
<p>3. Click on Apply for graduation link</p>					
<p>4. Click on the Academic Program link to apply for graduation.</p>					

5. Select the **Expected Graduation Term** from the drop down list. This is the term that you are applying to graduate. Click on **Continue**

Apply for Graduation

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program	Human Sci & Humanities GR	Career	Graduate
Degree	Master of Arts		
Major	Literature MA		

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term: Spring 2010

Graduation Instructions

Online Graduation Applications for spring 2010 can be processed January 11 - February 19. An application fee of \$65 (\$80 for Professional Accounting students) will be charged for each graduation application. After February 19th, only paper applications will be accepted and a late fee of \$20 will be added. Questions - call 281-283-2484.

SELECT DIFFERENT PROGRAM | **CONTINUE**

6. **Verify Name on Diploma.** If you want a different name on the diploma, click **diploma name form**. After completing the form, submit it to the Office of Academic Records. Answer remaining questions on the application. Click on **Continue**

Apply for Graduation

The name below will be listed on your diploma. If you want your name on the diploma different from the one listed below, please submit a [diploma name form](#).

Name on: Joe Richard Test
Diploma: Joe Richard Test
Primary Name: Joe Richard Test

Diploma Distribution

Please confirm your diploma address or mailing address on the Campus Personal Information->Addresses page. If you want your diploma sent to an address other than your mailing address, set up a diploma address on the Addresses page. Only the diploma will be mailed to your diploma address. All other correspondence will be mailed to the mailing address.

Attend Commencement Ceremony

Do you plan to attend the commencement ceremony?
 Yes No

I understand that I will be required to remain for the entire ceremony. Cap and gown are required and may be purchased in the UHCL Bookstore.

Name Print in Commencement Ceremony

I authorize the publication of my name and any associated degree/honors information in the commencement program.

Disability Accommodation

Any student who requires a special accommodation for a specific disability should contact the Office of Disability Services at 281-283-2648 at least two weeks prior to the date of commencement.

Any guest who requires a special accommodation for a specific disability should contact the Office of Academic Records at 281-283-2525 at least two weeks prior to the date of commencement.

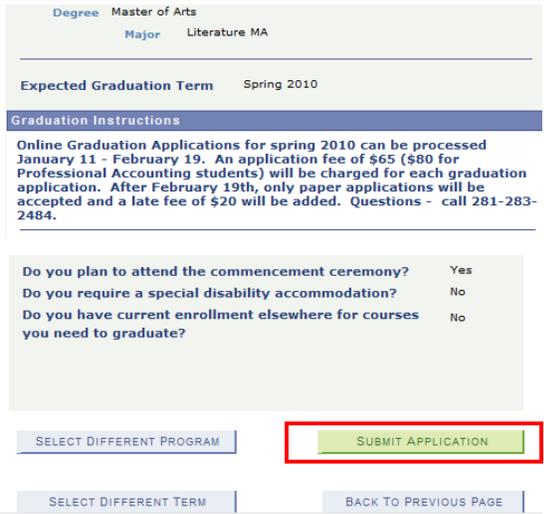
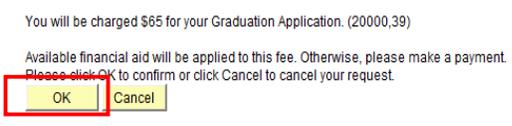
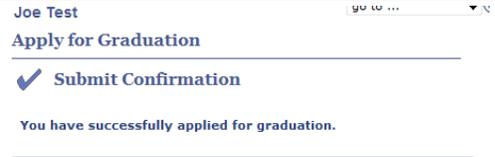
Do you have current enrollment elsewhere?

Do you have current enrollment elsewhere for courses you need to graduate?
 Yes No

If yes, list courses and institution below. Your final grades must be received prior to the official closing date of the UHCL semester or your graduation will be disapproved and you will need to apply for graduation the following semester with an additional fee.

View All | First 1 of 1 Last

Other Institution Name	Course Enrolled

<p>7. Verify your information.</p> <p>If you need to make changes, Click on Select Different Program if Degree, Major are incorrect.</p> <p>Click Select Different Term if the Expected Graduation Term is incorrect.</p> <p>Click Back to Previous Page to modify any of the answers to the questions.</p> <p>If everything is correct, click on Submit Application.</p>	 <p>Degree Master of Arts Major Literature MA</p> <p>Expected Graduation Term Spring 2010</p> <p>Graduation Instructions</p> <p>Online Graduation Applications for spring 2010 can be processed January 11 - February 19. An application fee of \$65 (\$80 for Professional Accounting students) will be charged for each graduation application. After February 19th, only paper applications will be accepted and a late fee of \$20 will be added. Questions - call 281-283-2484.</p> <p>Do you plan to attend the commencement ceremony? Yes Do you require a special disability accommodation? No Do you have current enrollment elsewhere for courses you need to graduate? No</p> <p>SELECT DIFFERENT PROGRAM SUBMIT APPLICATION SELECT DIFFERENT TERM BACK TO PREVIOUS PAGE</p>
<p>8. The system will show you the charge for the application. Click on OK</p>	 <p>You will be charged \$65 for your Graduation Application. (20000,39)</p> <p>Available financial aid will be applied to this fee. Otherwise, please make a payment. Please click OK to confirm or click Cancel to cancel your request.</p> <p>OK Cancel</p>
<p>9. The system will show you a confirmation page.</p>	 <p>Joe Test [dropdown menu]</p> <p>Apply for Graduation</p> <p><input checked="" type="checkbox"/> Submit Confirmation</p> <p>You have successfully applied for graduation.</p>