
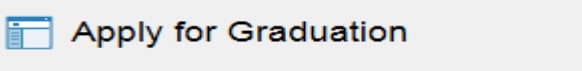

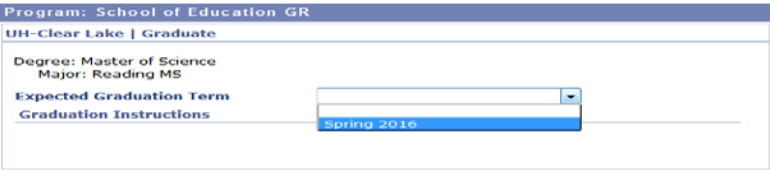
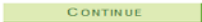


Apply for Graduation

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Academic Records tile 
3.	On the left side menu bar, select Apply for Graduation 
4.	Click on Apply for Graduation link. Submit an Application for Graduation Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information. If applying for more than one degree, submit a graduation application for each degree. If any information is incorrect, contact your Academic Advisor. 
5.	Select the Expected Graduation Term from the drop down list. This is the term that you are applying to graduate. Click on Continue . Select Graduation Term 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.  

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**

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 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		
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

7.	<p>Verify your information.</p> <p>If Degree/Major are incorrect, click Select Different Program.</p> <p>If the Expected Graduation Term is incorrect, click Select Different Term.</p> <p>If everything is correct, click on Submit Application.</p> <p>Verify Graduation Data</p> <div data-bbox="219 493 1068 1092"><p>Program: School of Education GR</p><p>UH-Clear Lake Graduate</p><p>Degree: Master of Science Major: Reading MS</p><p>Expected Graduation Term Spring 2016</p><p>Graduation Instructions</p><hr/><p>An Application fee of \$80 will be charged for each graduation application.</p><p>Beginning February 19, 2016, applications submitted online will be considered late and will be assessed an additional \$20 late application fee.</p><p>Will Attend Commencement Ceremony: No Disability Accommodation: No Current Enrollment Needed for graduation: No</p><p><input type="button" value="SELECT DIFFERENT PROGRAM"/> <input type="button" value="SUBMIT APPLICATION"/></p><p><input type="button" value="SELECT DIFFERENT TERM"/></p></div>
8.	<p>The system will show you the charge for the application.</p> <p>Click on OK.</p> <p>You will be charged \$80 for your Graduation Application. (20000,39)</p> <p>Available financial aid will be applied to this fee. Otherwise, please make a payment.</p> <p>Please click OK to confirm or click Cancel to cancel your request.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
9.	<p>The system will show you a confirmation page.</p> <p>Apply for Graduation</p> <hr/> <p>Submit Confirmation</p> <p><input checked="" type="checkbox"/> You have successfully applied for graduation.</p> <hr/>
10.	<p>Click on  or  to return to the Home Page.</p>