



## HOW TO APPLY FOR GRADUATION

### 1. Accessing Apply for Graduation:

- Log in to myCUinfo.colorado.edu and go to the Student tab. Under Academic Resources, click the Apply for Graduation link.

OR

- From the Student tab, go to the Student Center and in the “other academics” dropdown, select Apply for Graduation and then click the go “>>” button.

**Academics**

[Search](#)  
[Enroll](#)  
[My Academics](#)  
[COF Authorizaton/Review](#)  
[Term Information](#)

**You are not enrolled in classes for the current term.**

enrollment shopping cart ▶

other academic... ▶▶

- Apply for Graduation**
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transcript: Request Official
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

Account Summary-Denver Account Group

**Account Balance 0.00**

- Due Now 0.00
- Future Due 0.00

For an updated balance, click on Account Inquiry.

Currency used is US Dollar.

account information, bills, and payments ▶

other financial... ▶▶

OR

- From the Student tab, go to the Student Center and select My Academics (under Academics) and then once on the My Academics tab, click on the Apply for Graduation link.

**Academics**

[Search](#)  
[Enroll](#)  
[My Academics](#)  
[COF Authorizaton/Review](#)  
[Term Information](#)

**You are not enrolled in classes for the current term.**

enrollment shopping cart ▶

other academic... ▶▶

2. **Select Institution and Term:** Select “CUBLD” as your Academic Institution and select your graduation term under Expected Graduation Term....choose the term carefully as these appear in alpha order, NOT in term order. Then click on “Select Program”.

### Apply for Graduation

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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: CUBLD

Expected Graduation Term:   
Fall 2012 UC Boulder  
Spring 2013 UC Boulder  
Summer 2012 UC Boulder  
Summer 2013 UC Boulder

SELECT PROGRAM

3. **Select Program:** Select the Academic Program you want to apply for graduation. If you are pursuing a dual degree, you will need to submit a second application for the second program. NOTE: You cannot apply for graduation for certificates or licensures.

### Apply for Graduation

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

Select an Academic Program

Academic Program: [College Arts & Sciences UGRD](#) Career Undergraduate

Degree: Bachelor of Arts  
Major: History

SELECT DIFFERENT TERM

4. **Confirm Academic Degree Information:** Review and confirm all the academic information. If it is not current, please contact your Academic Advisor to correct the information and once corrected, you can then apply for graduation. If the information is accurate, click on “Information is Correct”.

## 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 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	College Arts & Sciences UGRD	Career	Undergraduate
Degree	Bachelor of Arts		
Major	History		

[SELECT DIFFERENT PROGRAM](#)   [INFORMATION IS CORRECT](#)   [INFORMATION IS NOT CORRECT](#)

#### 5. Select Graduation Intention:

- Select if you will complete the major or not in the Graduation Intention drop down. If there are majors/additional majors/minors/options that you don't plan to complete, please see your advisor to have these removed from your record before proceeding with your application. Once your record has been corrected, you can then apply for graduation. EXCEPTION: If you plan to complete your major for the indicated term but will not be completing your additional major until a future term, then you can select the "defer" option under Graduation Intention. The "defer" option is available for additional majors only.
- Check the "Honors" box if you believe you have honors associated with your major so that your advisor can follow up with you on this.

When finished, 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	College Arts & Sciences UGRD	Career	Undergraduate
Degree	Bachelor of Arts		
Major	History		
	<input type="checkbox"/> Honors	Graduation Intention	Expected Graduation Term
		<input type="text" value="Complete"/> <input type="text" value="Will not complete"/>	<input type="text" value="Summer 2012 UC Boulder"/>

[SELECT DIFFERENT PROGRAM](#)   [APPLY FOR GRADUATION](#)

6. **Confirm Diploma Name and Address:** If your diploma name or diploma address needs to be changed, click “Change Name” or “Change Address.” If your diploma name does not match your name on your student record, it will be subject to review. Please include all special accents in your name (click on “Special Accents” link for help with this). If your name and address are correct, check the approve boxes for BOTH the diploma name and address to continue. NOTE: If your address changes, you will be able to come back and change the address prior to degrees being awarded.

## 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. Mariá), 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.

<b>Name Type</b>	Primary	<b>Address Type</b>	Home
<b>First Name</b>	Ralphie	<b>Address Line 1</b>	105 University Drive
<b>Middle Name</b>		<b>Address Line 2</b>	
<b>Last Name</b>	Buffalo	<b>City</b>	Boulder
<b>Name Suffix</b>		<b>State</b>	CO
		<b>Postal Code</b>	80309
		<b>Country</b>	USA

  

[Change Name](#)    **Approve Diploma Name**   
 [Change Address](#)    **Approve Diploma Address**   
 [Special Accents](#)

[SELECT DIFFERENT PROGRAM](#)   [CONTINUE](#)

- a. **To change your name, select “Change Name”.** If a diploma name already exists, click “Edit.” Otherwise, click “Add a new name” and type your name as it should appear on your diploma and save.

**Names**

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	Ralphie Buffalo

[ADD A NEW NAME](#) [RETURN TO GRAD APPLICATION](#)

- b. **To change your address, select “Change Address”.** If a diploma address already exists, click “Edit.” Otherwise, click “Add a new address” and type your diploma mailing address and save.

**Addresses**

View, add, change or delete an address.

Address Type	Address
Home	105 University Drive Boulder, CO 80309 United States
Mail	Frisco, CO 80443 United States

[ADD A NEW ADDRESS](#) [RETURN TO GRAD APPLICATION](#)

- 7. **Graduation Application Confirmation:** Confirm all information is accurate and click “Apply for Graduation” to submit your application. Otherwise, click “Select Different Program” or “Select Different Term” to correct the data.

## 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.

Program	College Arts & Sciences UGRD	Career	Undergraduate
Degree	Bachelor of Arts	<input type="checkbox"/> Honors	
Major	History		Summer 2012 UC Boulder

#### Diploma Name Information

Name Type	Name	Name Suffix
Primary	Ralphie Buffalo	

#### Diploma Address Information

Address Type	Address
Home	105 University Drive, , Boulder, CO, 80309, USA

SELECT DIFFERENT PROGRAM

APPLY FOR GRADUATION

SELECT DIFFERENT TERM

- 8. Graduation Application Summary:** A confirmation/summary page will be available for you to view once the application has been submitted. This page will contain your application status, options to make changes to your application, as well as deadline dates for making certain changes.

Your application will be reviewed and the status updated at a later point in time. It will either be changed to "Denied" or "Accepted". If denied, you can contact your advisor for more information. If "Accepted" and you complete all your requirements by the end of the graduation term, then your degree will be awarded.

To access the Graduation Application Summary after you have applied, just follow the directions under #1 at the beginning of the document to go to the Apply for Graduation link and select the SAME term for which you applied and that will take you directly to your summary page.

## Apply for Graduation

### Graduation Application Summary

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 08-01-2012.**

**The last day to Update your Application is 06-01-2012.**

**The last day to Cancel your Application is 06-01-2012.**

**Application Status** In Review

Program	College Arts & Sciences UGRD	Career	Undergraduate
Degree	Bachelor of Arts	<input type="checkbox"/> Honors	
Major	History		Summer 2012 UC Boulder

UPDATE APPLICATION INFORMATION

CANCEL APPLICATION

#### Diploma Name Information

Name Type	Name	Name Suffix
Primary	Ralphie Buffalo	

UPDATE DIPLOMA NAME

#### Diploma Address Information

Address Type	Address
Home	105 University Drive, , Boulder, CO, 80309, USA

UPDATE DIPLOMA ADDRESS

SELECT DIFFERENT PROGRAM