Applying for Graduation

*Students must apply for graduation between the first day of registration and census date through the UCDAccess student portal.*

1. Log into your portal and navigate to “Student Center > All Student Functions” on the left hand side of the screen.

2. Select “Academics” in the Student Center popup.

3. Select “Apply for Graduation”.
4. Select the “Academic Institution” and “Expected Graduation Term”. Then, click the green “Select Program” button.
Note: If you have previous applications and/or degrees conferred, they will appear below. Click on the green button to see current/active programs.

5. Select the Academic Program you want to apply for graduation by clicking on the blue link. Dual degree students must apply for graduation in each program submitting two applications.
6. Review and confirm all the academic information. If it is incorrect, please contact your Academic Advisor to correct the information.

![Confirmation of academic information](image)

6. Select the Graduation Intention of "complete" or "will not complete."

![Selection of graduation intention](image)

7. Confirm diploma name and diploma address. If the diploma name or address needs to be changed, click “Change Name” or “Change Address.” The diploma name and address must be approved before continuing.

![Confirmation of diploma name and address](image)
If adding a new address, be sure to click the box to mark it as a “Diploma” address type.

8. Confirm all information and select “Apply for Graduation” to submit the application.
9. A summary page will appear showing the status of the application and important deadline dates. If the summary page appears, the application was submitted successfully.