

## UAFS Online Graduation Application

Students who meet the following criteria can complete the application to graduate via My UAFS:

- Associate degree – 35 completed hours and a minimum 2.0 cumulative GPA
- Bachelor degree – 85 completed hours and a minimum 2.0 cumulative GPA (some degrees with a higher required GPA have a higher minimum GPA)
- Master's degree – 18 completed hours and a minimum 3.0 cumulative GPA

Students in the following categories will need to complete a paper application:

- Students with a double major or dual degree
- Students who wish to graduate with an associate degree/certificate they have not declared (i.e. associate of arts or associate of general studies).

**DO NOT complete the online graduation application if you have already completed a paper application with your advisor.**

### Instructions for Completing the Online Graduation Application

Before completing the online graduation application, students are required to complete a degree audit with their advisor or advising coordinator. Contact the Advising Coordinator in your college for more information on completing the audit.

1. Log on to My UAFS and select *Student Services and Financial Aid*



2. Select *Student Records*

### **Student Services & Financial Aid**

#### [Admissions](#)

File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

#### [Registration](#)

Check your registration status; Add or drop classes through the day prior to beginning of the semester; View and/or print your schedule.

#### [Student Records](#)

View your holds; Display your grades, transcripts, major and advisor.

#### [Financial Aid](#)

View your Financial Aid status and award information.

#### [Student Accounts](#)

Make payments, check balances, set-up direct deposit, set-up installment plan.

RELEASE: 8.8

3. From the Student Records Menu, select *Apply to Graduate*

### **Student Records Information Menu**

[Major, Advisor Information](#)

[Display Advisor Contact Information](#)

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Degree Evaluation](#)

[Academic Transcript](#)

[Enrollment Verification 24/7](#)

[Apply to Graduate](#)

[View Application to Graduate](#)

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4. Select a term. This should be the term in which you are currently enrolled, NOT the term you a planning to graduate.

Select the term you are currently registered in, **NOT** the term in which you are planning to graduate.

Select a Term:

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5. Select the degree for your graduation application. The degree listed will match what the Records Office has on file for your degree, including the minor and concentration if you are completing either. If this does not match, STOP the application process and contact your advisor to correct your degree.

Select one degree for this graduation application.

Please verify the major below matches the degree with which you intend to graduate. If you are completing a minor or concentration, it MUST appear below. If there are any discrepancies, please STOP the application process and contact your advisor to correct your degree.

DO NOT complete this application if you have already completed a paper graduation application through your advisor.

If you are applying to graduate with a double major or dual degree, contact your advisor to complete the graduation application.

**Select Curriculum**

**Level:** UA Fort  
Smith

**Major:** Psychology

**Minor:** Sociology

Please note the following:

- If you are applying for a double major or dual degree, both majors will be listed. Only one major can be applied for at one time, so you would need complete two online grad apps. This will result in two separate grad apps and two grad app fees being applied to your account. For this reason, double major and dual degree student should complete a paper grad app with their advisor.
- Students who wish to apply for an associate of general studies/associate of arts or certificate that has not been declared will need to complete a paper grad app with their advisor.

6. Select date of your expected graduation. The date in the drop down menu is the last date of the term in which you plan to graduate, **NOT** the date of commencement.

Select a date for your expected graduation. The date noted in the drop-down menu is the last date of the term in which you plan to graduate, **NOT** the date of commencement.

\* indicates required field

**Curriculum**

**Level:** UA Fort Smith

**Major:** Psychology

**Minor:** Sociology

**Select Graduation Date**

**Graduation Date:**

7. Indicate if you will be attending the commencement ceremony of the term in which you will be graduating.

Commencement ceremonies are held at the conclusion of the spring and fall semesters. A student who applies to graduate at the end of either summer term may choose to participate in either the previous spring commencement or the next fall commencement, but not both.

All students who apply to graduate in spring, summer I, and summer II will be contacted via UAFS email regarding commencement two weeks after the start of the spring semester. Students who apply to graduate in fall will be contacted via UAFS email regarding commencement two weeks after the start of the fall semester.

Commencement dates are as follows:

Fall 2016: December 15

Spring 2017: May 13

Fall 2017: December 14

Please indicate if you plan to attend the commencement ceremony of the term you are applying to graduate.

**Select Ceremony Attendance**

Attend Ceremony:  Yes  No  Undecided

Continue

Please note the following:

- Commencement ceremonies are held at the conclusion of the spring and fall semesters.
- A student who applies to graduate at the end of either summer term may choose to participate in either the previous spring commencement or the next fall commencement, but not both.

8. Enter your name as you want it printed on your diploma. You will have the option of keeping the name as it is listed in the UAFS student information system, or printing the name you specify. Please note that changing your name here WILL NOT change it in the student information system.

Enter the name to be printed on your diploma. The name listed below is your name as noted in the UAFS system. If you want this name to be printed on your diploma, select Current Name from the drop-down menu. If you want a different name printed on your diploma, select New.

\* indicates required field

Name  
Name: Wayne L. Wornack

Current Diploma Name:

Select a Name for your Diploma

One of your Names:

Continue

9. After selecting the name on your diploma, you will select the applicable graduation application fee. This fee will be applied to your account upon submission of the application, and will be due immediately.

A graduation application fee will be applied to your account upon submission of this application. This fee is due IMMEDIATELY. The fee is good for one calendar year. A student who pays the fee but fails to complete degree requirements during the intended graduation semester will no be required to pay another fee provided program requirements are completed in that calendar year.

In the drop down menu below, select *Undergraduate Application Fee* if you are applying to graduate with a certificate, associate degree, or bachelor's degree. Select *Graduate Application Fee* if you are applying to graduate with a master's degree.

\* indicates required field

**Select Payment Method**

Payment Method:

Continue

10. You will now see a summary of the information you have submitted for the graduation application. Verify everything is correct and click *Submit*.

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Please review the information below. Once you have confirmed that all information is correct, click the Submit Request at the bottom of the screen.

Please verify the curriculum matches the degree with which you intend to graduate. If you are completing a minor or concentration, it MUST appear below. If there are any discrepancies, please STOP the application process and contact your advisor to correct your curriculum.

**FINAL REMINDER:** Once you submit this application, you will not be able to make changes to the application terms or curriculum. Upon submission, the the graduation application fee will be charged to your account.

**NOTE:** Graduation Date below is the last day of the term you applied to graduate in, not the date of commencement.

<b>Graduation Date</b>	
Date:	May 12, 2017
Term:	Spring 2017
Year:	Academic Year of 2016-2017
<b>Ceremony</b>	
Attend Ceremony:	Yes
<b>Diploma Name</b>	
First Name:	Wayne
Middle Name:	L
Last Name:	Wamack
<b>Curriculum</b>	
Level:	UA Fort Smith
Major:	Psychology
Minor:	Sociology
<b>Graduation Charges</b>	
Fee:	\$40.00
Payment Method:	Undergraduate

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11. Congratulations! You have applied to graduate. The screen will display confirmation that your application has been submitted. You can view your application at any time by selecting *Student Services & Financial Aid-Student Records-View Application to Graduate*.

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Your graduation application has been submitted. All students who apply to graduate in the spring, summer I, and summer II semesters will be contacted via UAFS email regarding commencement two weeks after the start of the spring semester. Students who apply to graduate in fall semester will be contacted via UAFS email regarding commencement two weeks after the start of the fall semester.

The graduation application fee has been applied to your account and is due IMMEDIATELY. The fee is payable at the Cashier's Office or by selecting the *Student Services & Financial Aid* tab above and then selecting *Student Accounts-Online Business Center*.

You can view your application at any time by selecting *Student Services & Financial Aid-Student Records-View Application to Graduate*.

Please contact the Records Office at (479) 788-7230 or [records@uafs.edu](mailto:records@uafs.edu) if you have any questions regarding the online graduation application.