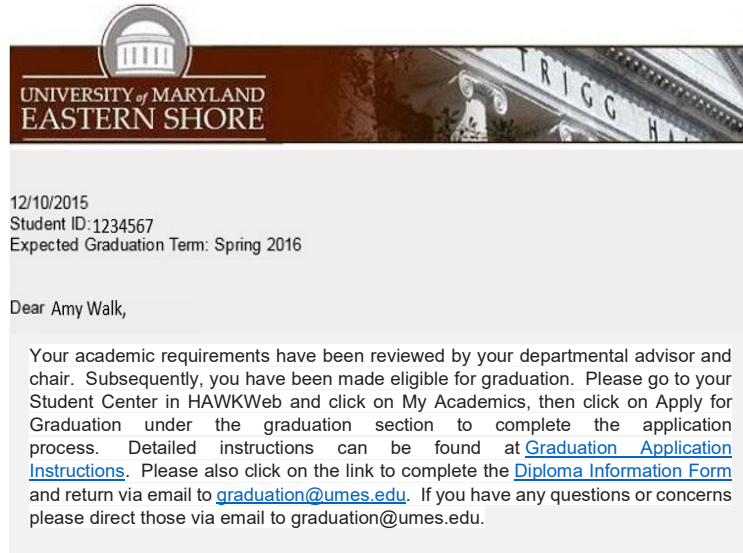


Online Graduation Application & Clearance Process for Students

Review academic advisement (degree audit) report in the Student Center. Once you have met with your advisor and department Chairperson to review your academic requirements for graduation, the department Chair approves you as an eligible graduation applicant. You will receive an email notification once you've been made eligible to apply for graduation.



1.

How to Apply for Graduation

Click the **My Academics** link on the Student Center

The screenshot displays the Student Center interface. The 'Academics' section is expanded, and the 'My Academics' link is highlighted with a red arrow. Other visible sections include 'Campus Community', 'Finances', 'Holds', 'To Do List', 'Enrollment Dates', 'Advisor', 'News and Events', 'Media', and 'Policies and Procedures'. A 'Spring 2016 Schedule' table is also visible, listing classes such as ACCT 288ONLINE-0101, ACCT 410-0101, CRJS 101ONLINE-0101, HUEC 303ONLINE-0101, and HUEC 361ONLINE-0101.

Class	Schedule
ACCT 288ONLINE-0101 LEC (2221)	NO ROOM/BLDG REQUIRED
ACCT 410-0101 LEC (2158)	TuTh 12:30PM - 1:45PM Kiah Hall Room 1138
CRJS 101ONLINE-0101 LEC (1787)	Room: TBA
HUEC 303ONLINE-0101 WEB (1296)	Room: TBA
HUEC 361ONLINE-0101 LEC (1286)	Room: TBA

<p>2.</p>	<p>Click the Apply for Graduation link under the Graduation section</p> 
<p>3.</p>	<p>Verify the Program, Career, Degree and Major listed Select the Expected Graduation Term from the drop down menu</p> <p>Apply for Graduation</p> <p>Select Graduation Term</p> <p>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.</p> <p>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.</p> 
<p>4.</p>	<p>Click the Continue button</p> 

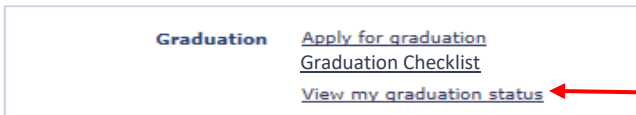
<p>5.</p>	<p>Click on Submit Application button</p> <p>Apply for Graduation</p> <p>Verify Graduation Data</p> <div style="border: 1px solid black; padding: 5px;"> <p>Program: Business and Technology</p> <p>Univ of Maryland Eastern Shore Undergraduate</p> <p>Degree: Bachelor of Science Major: Accounting</p> <p>Expected Graduation Term Spring 2016</p> <p>Graduation Instructions</p> <p><small>ATTENTION: By clicking SUBMIT, I am acknowledging that I have met with my advisor and/or department chair and reviewed my online Advisement Report (Degree audit) in HawkWeb. I further acknowledge that a \$35 non-refundable application fee will automatically be charged to my student account.</small></p> </div> <p> <input type="button" value="SELECT DIFFERENT PROGRAM"/> <input style="background-color: #90EE90;" type="button" value="SUBMIT APPLICATION"/> ← </p> <p><input type="button" value="SELECT DIFFERENT TERM"/></p>
<p>6.</p>	<p>You will receive a confirmation on screen and the \$35.00 non-refundable graduation application fee will be charged to your student account.</p> <p>Apply for Graduation</p> <p>Submit Confirmation</p> <p>✓ You have successfully applied for graduation.</p>
<p>7.</p>	<p>You can return to My Academics or the Student Center after the graduation application has been submitted.</p> <p>Click on My Academics from the go to drop down menu</p> <p>Apply for Graduation</p> <p>Submit Confirmation</p> <p>✓ You have successfully applied for graduation.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>My Academics ←</p> <p>Student Center</p> <p>go to ... >></p> </div>
<p>8.</p>	<p>Click the Go button</p> <p>>></p>

An **Email Notification** and a **Graduation Checklist** will be generated when you have been approved as a candidate for graduation by the Registrar's office.



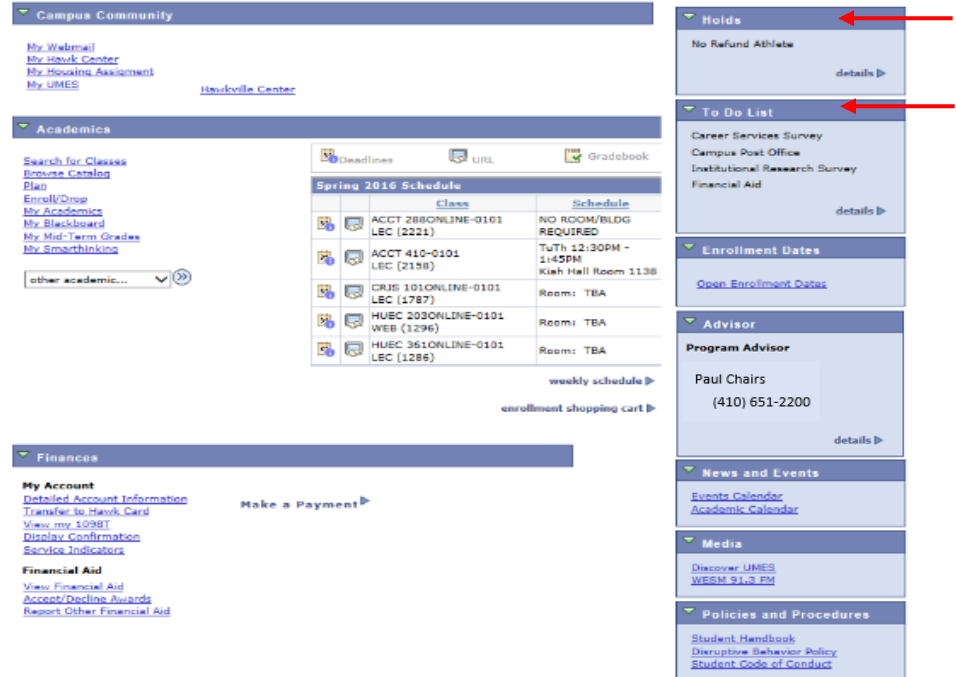
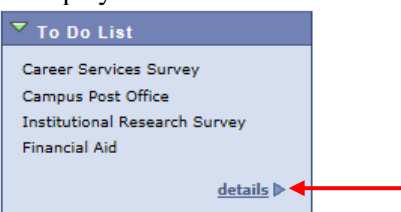
1. **View Graduation Application Status**
Select the **My Academics** link on the Student Center
[My Academics](#)

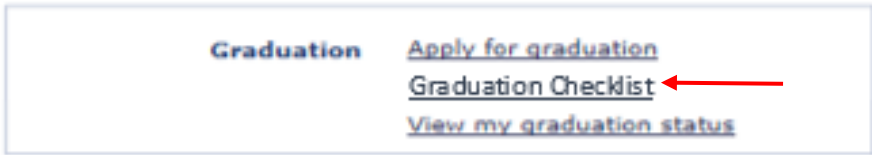
2. Click on the **View my graduation status** link under the Graduation section



Graduation Status

Program: Business and Technology	
Univ of Maryland Eastern Shore Undergraduate	
Degree: Bachelor of Science Major: Accounting	Status: Approved Expected Graduation Term: Spring 2016

	<p>Graduation Clearance Checklist The checklist will display information such as graduation clearance instructions, surveys, due dates, contact office(s) information and completion statuses. This information will also be listed on your Student Center's Holds &/or To Do list.</p>																														
<p>1.</p>	<p>Student Center Holds & To Do List On the Student Center view the Hold &/or To Do list on the right side of the page</p> 																														
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	<p>To Do List</p> <p>Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go</p> <p>View your To Do Items by</p> <p>Due Date <input type="text"/></p> <p>Institution <input type="text"/></p> <p>Function <input type="text"/></p> <p><input type="button" value="go"/></p> <table border="1"> <thead> <tr> <th>Item List</th> <th>To Do Item</th> <th>Due Date</th> <th>Status</th> <th>Institution</th> <th>Administrative Function</th> </tr> </thead> <tbody> <tr> <td>Campus Post Office</td> <td>Campus Post Office</td> <td>03/22/2016</td> <td>Incomplete</td> <td>Univ of Maryland Eastern Shore</td> <td>Graduation Clearance List</td> </tr> <tr> <td>Career Services Survey</td> <td>Career Services Survey</td> <td>03/22/2016</td> <td>Incomplete</td> <td>Univ of Maryland Eastern Shore</td> <td>Graduation Clearance List</td> </tr> <tr> <td>Financial Aid</td> <td>Financial Aid</td> <td>03/22/2016</td> <td>Incomplete</td> <td>Univ of Maryland Eastern Shore</td> <td>Graduation Clearance List</td> </tr> <tr> <td>Institutional Research Survey</td> <td>Institutional Research Survey</td> <td>03/22/2016</td> <td>Incomplete</td> <td>Univ of Maryland Eastern Shore</td> <td>Graduation Clearance List</td> </tr> </tbody> </table>	Item List	To Do Item	Due Date	Status	Institution	Administrative Function	Campus Post Office	Campus Post Office	03/22/2016	Incomplete	Univ of Maryland Eastern Shore	Graduation Clearance List	Career Services Survey	Career Services Survey	03/22/2016	Incomplete	Univ of Maryland Eastern Shore	Graduation Clearance List	Financial Aid	Financial Aid	03/22/2016	Incomplete	Univ of Maryland Eastern Shore	Graduation Clearance List	Institutional Research Survey	Institutional Research Survey	03/22/2016	Incomplete	Univ of Maryland Eastern Shore	Graduation Clearance List
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	<p>Graduation Clearance Checklist</p> <p style="text-align: right;">Example Checklist (Items displayed will vary by individual)</p> <p>Student ID 1234567 Walk, Amy Account Balance 185.81</p> <p>Graduation Checklist Terms Find View All First 1 of 1 Last</p> <p>Career Undergrad Term Spring 2016 Sequence 10</p> <p style="text-align: center;">Graduation Clearance Instructions <i>Congratulations on your Pending Graduation!</i></p> <p>You are almost done. Please note the balance above is subject to additional charges that may post to your account by 06/15/2016. You will not receive your diploma or transcript unless your account is paid in full by that date. Charges incurred after that date must be paid. Outstanding balances are subject to a collection fee of 17% if left unpaid.</p> <p>The following is a list of checklist items and instructions. Please complete all of the checklist items by July 1, 2016. We encourage you to complete any surveys which may be included online. Your responses will help us to refine services for future graduates.</p> <p>Thank you for attending UMES and good luck in your future endeavors.</p> <p>Checklist Status and Instructions</p> <table border="1"> <tr> <td>Graduation Clearance Survey</td> <td>Status Incomplete</td> <td>Status Date 02/10/2016</td> </tr> <tr> <td colspan="3">Please complete the survey to assist us in refining our services. The data submitted is for statistical purposes only. Information will remain confidential. If you have any questions or concerns please contact graduation@umes.edu.</td> </tr> <tr> <td colspan="3">Survey Required</td> </tr> <tr> <td>Valid Thru Date 07/01/2016</td> <td>Accept Terms</td> <td>Click on the Accept Terms button to launch the survey</td> </tr> <tr> <td>Campus Post Office</td> <td>Status Incomplete</td> <td>Status Date 12/10/2015</td> </tr> <tr> <td colspan="3">This is a reminder to turn in your post office key as soon as practical. 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