

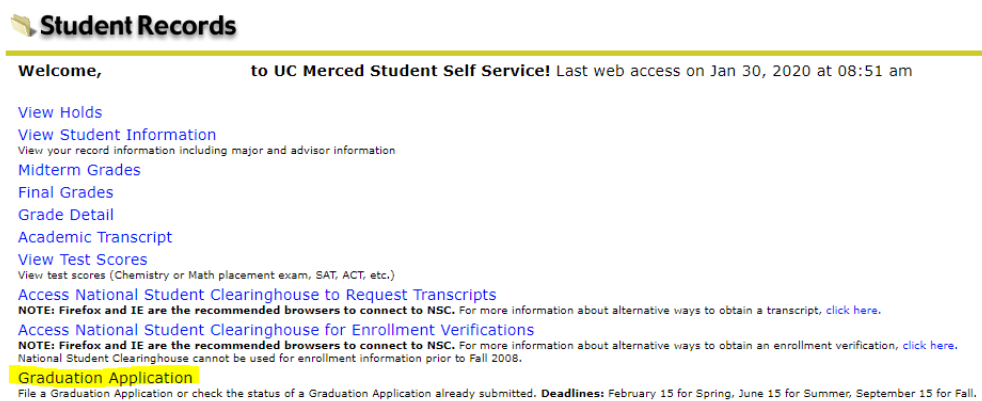
# Steps to submit UC Merced's Graduation Application

Updated 1.30.2020

When a student is ready to submit their graduation application, they simply need to follow the steps below. The application is similar for all students however, there may be some slight differences depending on the student's curriculum.

Access the Graduation Application on your Student Records page. There are several different ways to get to the graduation application but the most common is through the student portal using the [myStudentRecord link](#). Other options are the student checklist, student audit and the Office of the Registrar website.

- 1) **Click on the Graduation Application** link to start the submission process



**Student Records**

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Welcome, to UC Merced Student Self Service! Last web access on Jan 30, 2020 at 08:51 am

[View Holds](#)

[View Student Information](#)  
View your record information including major and advisor information

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[View Test Scores](#)  
View test scores (Chemistry or Math placement exam, SAT, ACT, etc.)

[Access National Student Clearinghouse to Request Transcripts](#)  
**NOTE: Firefox and IE are the recommended browsers to connect to NSC.** For more information about alternative ways to obtain a transcript, [click here](#).

[Access National Student Clearinghouse for Enrollment Verifications](#)  
**NOTE: Firefox and IE are the recommended browsers to connect to NSC.** For more information about alternative ways to obtain an enrollment verification, [click here](#).  
National Student Clearinghouse cannot be used for enrollment information prior to Fall 2008.

**Graduation Application**  
File a Graduation Application or check the status of a Graduation Application already submitted. **Deadlines:** February 15 for Spring, June 15 for Summer, September 15 for Fall.

- 2) **Curriculum Term Selection:** In most cases, the term selection will list the current term that the student is submitting their graduation application. It is not the same term that the student is planning to complete their degree. Click submit to continue to the next page of the application

EX: In January, a student submitting their summer graduation application may see the spring term instead of the summer term


## Curriculum Term Selection

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The term displayed below is the most recent term.

**This is not the term in which you want to finish your degree requirements. You will select that term in step three.** Hit submit to move into the Online Graduation Application. your Online Graduation Application.

If you wish to view a previously submitted application, use the "View Graduation Application" link below.

 Hit submit to move into the Online Graduation Application. Do not change the default term.

Select a Term: Summer Semester 2019 ▼

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3) **Curriculum Selection:** There are a lot of information provide on this page to help guide a student. The most important thing to keep in mind is, if the student’s major is not listed, the student should reach out to the Office of the Registrar for undergraduates or Graduate Services for graduate students. Below are the different views based on the students level and program:

Curriculum Selection

Jan 30, 2020 09:27 am

Before selecting your curriculum below, review your audit and make sure you're prepared to complete your degree. It is your responsibility as a student to make sure all degree requirements are met.

**Undergraduate students:** If the curriculum below (major, concentration, and/or minor) is not correct you must first complete a [major or minor update form](#). The processing of a major or minor update form could take several weeks, so if your curriculum does not appear correctly below, begin the process of updating your major, concentration, and/or minor right away. If you only want to remove your minor, email [registrar@ucmerced.edu](mailto:registrar@ucmerced.edu) to notify the Office of the Registrar and your minor will be removed. You must email the Office of the Registrar to remove your minor prior to selecting a curriculum below. You should not select a curriculum below until everything (major, concentration, and/or minor) appears correctly.

**DO NOT complete this graduation application unless your curriculum below is accurate.**

If you are a double major, select only one curriculum for this graduation application. We will manually add your second major. Do not apply twice.

**PhD students:** Please make sure the program we have on file below is correct. If it is, select the program and click continue to go to the next step. If your program is not correct, email [gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu) to notify the Graduate Division. **DO NOT complete this graduation application unless your curriculum below is accurate.**

If you are completing a **Master's Along the Way**, email [gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu) to notify the Graduate Division. Do not complete this form until the Master's curriculum has been added. If you are stopping out with a terminal Master's degree, you must submit a [Change of Major](#) form. **DO NOT complete this graduation application unless your curriculum below is accurate.**

**Master's students** please make sure the program we have on file below is correct. If it is, select the program and click continue to go to the next step. If your program is not correct, email [gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu) to notify the Graduate Division. **DO NOT complete this graduation application unless your curriculum below is accurate.**

A) **Single Major: Undergraduate** —Select the program and click on the continue button to move to the next page

Select Curriculum

☒ Current Program

Bachelor of Science

Level: Undergraduate


Program: BS Management & Business Econ

College: College 1

Campus: Main

Major and Department: Management &Business Economics, Social Sci, Humanities & Arts

B) **Double Major: Undergraduate**—Select the first major listed. The Office of the Registrar will add the second major once the application is submitted. Please avoid selecting the second major listed. Click on the continue button to move to the next page



Select Curriculum

☒ Current Program

Bachelor of Science

Level: Undergraduate

Program: BS Management & Business Econ

College: College 1

Campus: Main

Major and Department: Management &Business Economics, Social Sci, Humanities & Arts

☐ Current Program

Bachelor of Arts

Level: Undergraduate

Program: BA Psychology

College: College 1

Campus: Main

Major and Department: Psychology, Social Sci, Humanities & Arts

C) **Single Graduate Program: PhD or MS/MA**— Select the program and click on the continue button to move to the next page

**Select Curriculum**

- ☐ **Current Program**  
Doctor of Philosophy  
**Level:** Graduate  
**Program:** GR PHD Bioengineering  
**College:** Graduate Studies  
**Campus:** Main  
**Major and Department:** Bioengineering, Graduate Division

D) **Graduate Students: Master's Along the Way**—Students should select only their MS/MA program and click continue to move on to the next page.

**NOTE:** If the masters program is not listed, contact Graduate Services to ensure all forms for the master's program has been processed. Wait for further communications before proceeding.



**Select Curriculum**

- ☐ **Current Program**  
Doctor of Philosophy  
**Level:** Graduate  
**Program:** GR PHD Sociology  
**College:** Graduate Studies  
**Campus:** Main  
**Major and Department:** Sociology, Graduate Division
- ☐ **Current Program**  
Master of Arts  
**Level:** Graduate  
**Program:** GR MA Sociology  
**College:** Graduate Studies  
**Campus:** Main  
**Major and Department:** Sociology, Graduate Division



4) **Graduation Term Selection:** This page allows a student to declare the term they plan to complete their degree. Students should also pay attention to the application deadline dates listed.

- Depending on when the student is completing the graduation application, more than one term may be available. The student should select the term they will be completing all their degree requirements

**NOTE:** Graduate students should contact the Graduate Studies office for filing periods since the dates may be different from what is listed

#### Graduation Term Selection

Jan 30, 2020 09:45

Graduation date/term is not referring to the commencement ceremony in which you plan to participate, but the term you plan to finish your degree requirements.

**Undergraduate students only:** This is not the final term in which you plan to enroll in courses at UC Merced; instead, it is the term you plan on finishing your degree requirements. For example, if you plan to attend another institution in your final term you should select the graduation date/term you plan to take the last course(s) for your degree, no matter where you plan to enroll.

**Graduate students only:** You must be registered as a student for the term you plan to graduate (must be enrolled or on filing fee status). For summer graduation you do not have to be enrolled.

**Filing Periods**  
Spring: September 16 - February 15  
Summer: September 16 - June 15  
Fall: June 16 - September 15



Select a date/term for your expected graduation.

\* indicates required field

#### Curriculum

##### Current Program

Bachelor of Science

##### Level:

Undergraduate

##### Program:

BS Management & Business Econ

##### College:

College 1

##### Campus:

Main

##### Major and Department:

Management & Business Economics, Social Sci, Humanities & Arts

#### Select Graduation Date

Graduation Date:\*

None  
None  
Term: Spring Semester 2020  
Term: Summer Semester 2020

Continue

5) **Commencement Ceremony Selection:** A student can choose to indicate participation in the next upcoming commencement ceremony on this page. It is recommended that the student indicate YES if they are unsure about participation or not. It is easier to decline participation at a later time than to indicate participate.

- Students graduating in the SPRING or SUMMER term are eligible to participate in the Spring Commencement
- Students graduating in the FALL term are encouraged to participate in the Fall Commencement but are also eligible to participate in the following Spring Commencement but not the commencement prior.

**NOTE:** Question about commencement participation should be directed to the Protocol and Special Events Team who oversee the commencement ceremony ([commencement@ucmerced.edu](mailto:commencement@ucmerced.edu))

#### Commencement Ceremony Selection

Jan 30, 2020 09:53

##### Step 4 of 8

Each student may participate in only one ceremony as an undergraduate. Graduate Studies candidates may participate in two ceremonies if Master's and doctoral degrees are conferred in separate years. Students may choose to participate in Commencement if they completed their degree requirements the prior fall, or if they anticipate completing their degree requirements in spring or summer. Participating in Commencement does not indicate confirmation that degree requirements have been fulfilled.

Select 'Yes' if you plan to participate in Spring 2019 Commencement. Undecided selections will be contacted to confirm their participation. For information, please visit [commencement.ucmerced.edu](http://commencement.ucmerced.edu).

#### Select Ceremony Attendance

Attend Ceremony:

☒ Yes

☐ No

☐ Undecided

Continue

6) **Diploma Name Selection:** This is a two part section that gives the student an opportunity to confirm their legal name the Office of the Registrar has on file, truncate their middle name and/or add a suffix.

- The Office of the Registrar will remove any part of a name that cannot be confirmed as part of the student’s legal name. Notification will be sent to the student to submit a Name Change Form if they would like to update their name.

Diploma Name Selection

Jan 30, 2020 10:12 ar

The name below is your legal first, middle, and last name on your official academic record. When selecting a name for your diploma, even if "New" is selected, you are only allowed to change your diploma name to your full middle name or your middle initial. No other variations will be allowed without a formal name change. More information about the Name Change Information process can be found by selecting the link below.

Enter the name to be printed on your diploma. Select "New" or "Current Name." You will then be directed to enter the name exactly as you would like it to appear in the Commencement ceremony program and on your diploma by selecting continue.

indicates required field

Name

Name:Test Anthony Student

Select a Name for your Diploma

One of your Names:

Continue

New

None

New

Current Name (Test A. Student)

Option 1: NEW— Selecting NEW will give the student the opportunity to manually type in their middle name and/or add in a suffix (Jr. Sr. I, II, III). The addition of a different middle name may require a formal name change.

Name For Diploma

First Name:Test

Middle Name:

Last Name:Student

Suffix:

Option 2: Current Name—Selecting current name will prepopulate the next page with any middle name or suffix already on file. The student can either truncate or remove their middle name and suffix

Truncate Example: Anthony -> A.

Name For Diploma

First Name:Test

Middle Name:Anthony

Last Name:Student

Suffix:

After confirming that the name is correct, click continue to move onto the next step of the application

7) **Graduation Application Payment:** Select the payment type and click continue. A charge will not be added to the student's record until the application has been successfully submitted.

### Graduation Application Payment

Jan 30, 2020 10:35 am

The graduation fee is \$30.00. The fee will be charged to your UC Merced student account and is due immediately after this application is submitted. You will have a final chance to review all your information before your application is submitted and the fee is charged to your student account.

Choose the \$30.00 payment for the graduation application below and then continue.

**You must select a Payment Method.**

\* indicates required field

#### Select Payment Method

Payment Method:\*

Application for Graduation \$30.00 Bill Student Account ▼

Continue

8) **Graduation Application Summary:** Confirm that all the information on the graduation application is accurate and complete. Once confirmed, click on the Submit Request button to complete the graduation application

### Graduation Application Summary

Jan 30, 2020 10:42 i

Below is the information that will be submitted for your graduation application. Please review the information for accuracy. Once the request is submitted, changes cannot be made and your UC Merced student account will be charged the \$30.00 application fee.

Review your application for accuracy before you chose to submit this request.

#### Graduation Date

Term: Spring Semester 2020

#### Ceremony

Attend Ceremony: Yes

#### Diploma Name

First Name: Test  
Middle Name: Anthony  
Last Name: Student

#### Curriculum

##### Current Program

Bachelor of Science

##### Level:

Undergraduate

##### Program:

BS Management & Business Econ

##### College:

College 1

##### Campus:

Main

##### Major and Department:

Management & Business Economics, Social Sci, Humanities & Arts

#### Graduation Charges

Fee: \$30.00

Payment Method: Bill Student Account

Submit Request

9) **Graduation Application Confirmation Page:** Once the application has been submitted, the student will land on the confirmation page that will provide additional information for the student. At this stage, the application has been successfully submitted.

-NOTE: The confirmation page provides a list of ways a student can pay the graduation application fee. This is a separate process from the application

Payment of the \$30.00 graduation application fee is due immediately. There are three ways to pay this fee:

1) Online: Available 24 hours a day via the MyBill website at <http://mybill.ucmerced.edu>; Online credit card payment (MasterCard, Discover, and American Express) or eCheck.

2) In Person: Walk-up window at the Campus Cashiering Services in the Kolligian Library lobby between the hours of 9:00 AM to 4:00 PM Monday through Thursday and 9:00 AM to 2:00 PM on Friday. Only checks or cash are accepted at the window.

3) By Mail: Please make the check payable to UC Regents and indicate the Student ID number and "Graduation Application" in the memo field. Mail the check to: University of California, Merced, Campus Cashiering Services, PO Box 2450, Merced, CA 95344.