



# Using the Student Center: Apply for Graduation

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to apply for graduation.

Students should Apply for Graduation by the required deadline, but not until they are certain they are ready to graduate and in the right program, major, minor, and/or concentration.

**Impacts of Applying to Graduate:** Once you have applied to graduate, your UB enrollment status become Degree Applicant and has the following impacts:

1. Provides an indicator on your academic record that tells the system you do not need to register in future semesters. If you do wish to continue to register as a UB student in one of the following categories, please take the necessary steps to update your status:

- **Continue in current program** – If you expect to continue at UB in order to complete any requirements for your current degree, do not Apply to Graduate until you have met with an advisor and determine when you will complete the additional coursework and can graduate: <http://advising.buffalo.edu/directory/index.php>
- **Non-degree or Subsequent Bachelor's Degree** – If you wish to continue to study at UB for further undergraduate study, you must complete a re-entry application can be found at: <http://admissions.buffalo.edu/apply/reentering.php>
- **Continue to study at UB as a graduate/professional student** – If you wish to continue to study at UB as a graduate student or as a professional student, you must apply at: <http://www.grad.buffalo.edu/admissions>

2. Degree Audit – Initiates a review of your academic record by the Registrar's Office and your major department to insure you have completed all requirements.

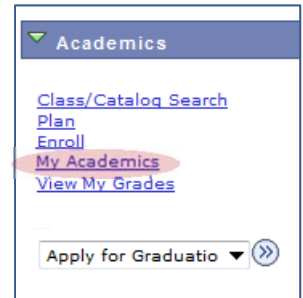
3. Financial Aid – Informs Financial Aid that your degree will be completed, and you will not require further aid for this program of study.

4. Commencement Information – Identifies you as a candidate so that you can receive important graduation announcements and procedures.

Before you apply for graduation, **review all of the information** listed in the My Program section. To get to this section from the Student Center, click on “**My Academics**”, and then view “**My Program.**”

Verify the following:

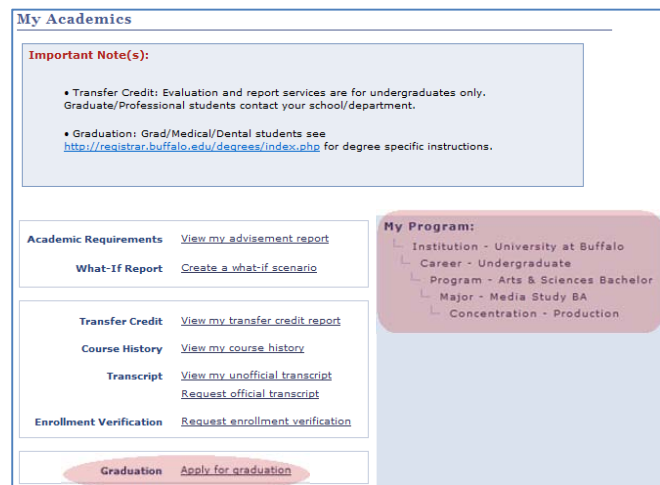
- Program and Major is accurately displayed
- If you have a Concentration within your major, is it listed?
- If you have a Minor, is it displayed accurately?
- If a minor is listed, are you going to complete it?
- If you have multiple Majors, are they displayed accurately?
- Are you planning on completing all the Majors listed?
- Keep in mind that if you have multiple Programs, you will need to repeat the graduation application for each separate program (e.g. Engineering and College of Arts and Sciences).



You cannot apply for graduation in the SAME program more than once. If you try to apply a second time, you will receive an error message.

Do NOT complete the Apply for Graduation section until all of the information is accurate. If any of the information in the My Program section is not listed accurately, immediately go to the respective Academic Department.

If all looks well, you can click the “Apply for graduation” link in the Graduation box.



In the Select an Academic Program box select the Academic Program link.

Class/Catalog Search Plan Enroll My Academics View My Grades

**Apply for Graduation**

**Select Program and Degree**

**Important Note(s):**

- Select the academic program in which you wish to apply for graduation by clicking on its description.
- Grad/Medical/Dental students see <http://registrar.buffalo.edu/degrees/index.php>

Select an Academic Program

Academic Program **Arts & Sciences Bachelor** Career Undergraduate

Degree Bachelor of Arts

Major Media Study BA

Concentration Production

Class/catalog Search Plan Enroll My Academics View My Grades

go to ...

Select the appropriate Expected Graduation Term and then click on the Continue button

**Apply for Graduation**

**Select Graduation Term**

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.

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.

Program Arts & Sciences Bachelor Career Undergraduate

Degree Bachelor of Arts

Major Media Study BA

Concentration Production

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

Spring 2012  
Summer 2012

SELECT DIFFERENT PROGRAM CONTINUE

Click the Submit Application button

Review the Submit Confirmation message.

If you want to apply to graduate from another Program you will need to repeat this process for that other Program.

Class/Catalog Search Plan Enroll

**Apply for Graduation**

**Submit Confirmation**

✓ You have successfully applied for graduation.

If you have met both the university requirements and the requirements for the major(s), and minors or certificates that you applied for, your degree will be conferred on or shortly after the conferral date (June 1, September 1, or February 1). Your diploma will be mailed approximately six (6) weeks from the conferral date.

You have successfully reviewed the process for applying for graduation.

**End of Procedure.**