

Online Graduation Application & Clearance Process for Students

Once you have met with your advisor and chair 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.


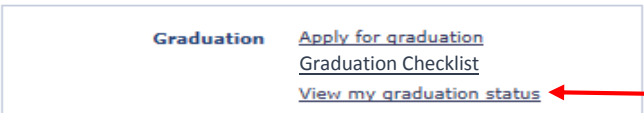
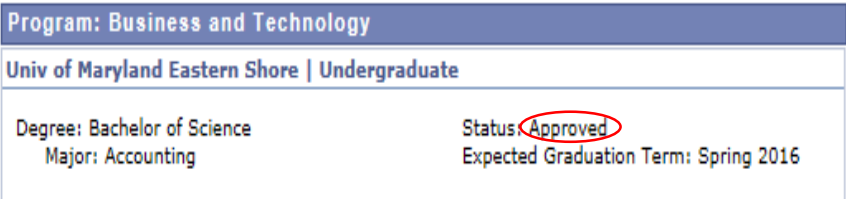
How to Apply for Graduation

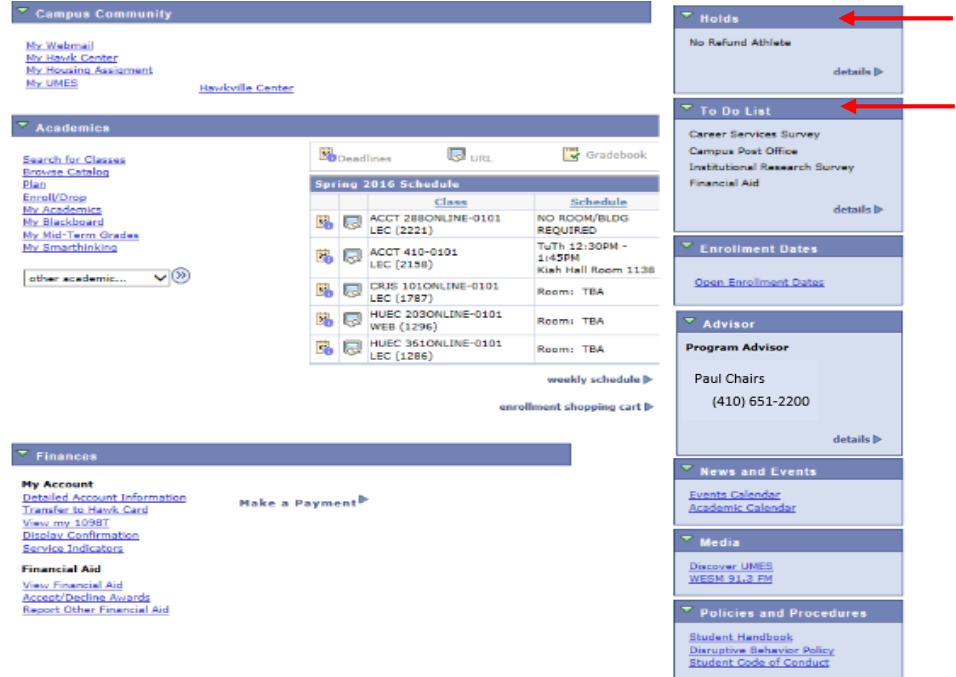
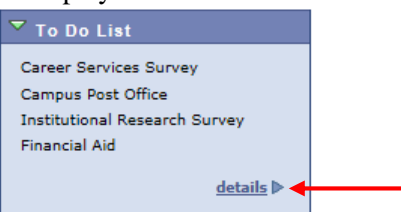
Click the **My Academics** link on the Student Center

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 203ONLINE-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> <hr/> <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> <hr/> <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> <hr/> <p>Submit Confirmation</p> <p>✓ You have successfully applied for graduation.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p>My Academics ←</p> <p>Student Center</p> <p>go to ... >></p> </div>
<p>8.</p>	<p>Click the Go button</p> <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.</p>  <p>The screenshot shows an email header with the University of Maryland Eastern Shore logo and name. The recipient is Amy Walk, dated 12/10/2015, with Student ID 1234567 and an expected graduation term of Spring 2016. The body of the email states that the graduation application for Spring 2016 has been reviewed and approved, and that the student is now a prospective candidate. It also mentions that a graduation checklist will be available in HawkWeb. The email is signed by Cheryl Holden-Duffy, Registrar.</p>
<p>1.</p>	<p>View Graduation Application Status Select the My Academics link on the Student Center My Academics</p>
<p>2.</p>	<p>Click on the View my graduation status link under the Graduation section</p>  <p>The screenshot shows a 'Graduation' section with three links: 'Apply for graduation', 'Graduation Checklist', and 'View my graduation status'. A red arrow points to the 'View my graduation status' link.</p>
	<p>Graduation Status</p> <hr/>  <p>The screenshot shows the 'Graduation Status' page. It displays the program as 'Business and Technology' at the 'Univ of Maryland Eastern Shore Undergraduate'. The degree is 'Bachelor of Science' and the major is 'Accounting'. The status is 'Approved' (circled in red) and the expected graduation term is 'Spring 2016'.</p>

	<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> 																									
<p>2.</p>	<p>To display more details from the To Do List; Click on the details link</p> 																									
	<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>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>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>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>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>03/22/2016</td> <td>Incomplete</td> <td>Univ of Maryland Eastern Shore</td> <td>Graduation Clearance List</td> </tr> </tbody> </table>	To Do Item	Due Date	Status	Institution	Administrative Function	Campus Post Office	03/22/2016	Incomplete	Univ of Maryland Eastern Shore	Graduation Clearance List	Career Services Survey	03/22/2016	Incomplete	Univ of Maryland Eastern Shore	Graduation Clearance List	Financial Aid	03/22/2016	Incomplete	Univ of Maryland Eastern Shore	Graduation Clearance List	Institutional Research Survey	03/22/2016	Incomplete	Univ of Maryland Eastern Shore	Graduation Clearance List
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<p>1.</p>	<p>Graduation Clearance Checklist Select the My Academics link on the Student Center My Academics</p>															
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	<p>Graduation Clearance Checklist Example Checklist (Items displayed will vary by individual)</p> <p>Student ID 1234567 Walk, Amy Account Balance 185.61</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Graduation Checklist Terms Find View All First 1 of 1 Last</p> <p>Career Undergrad Term Spring 2016 Sequence 10</p> <div style="background-color: #ffffcc; padding: 10px; margin: 5px 0;"> <p style="text-align: center;">Graduation Clearance Instructions Congratulations on your Pending Graduation!</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> </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Checklist Status and Instructions</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Graduation Clearance Survey</td> <td style="width: 20%;">Status Incomplete</td> <td style="width: 20%;">Status Date 02/10/2016</td> </tr> </table> <p>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.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Survey Required</p> <p>Valid Thru Date 07/01/2016 Accept Terms ← <i>Click on the Accept Terms button to launch the survey</i></p> </div> <table style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <tr> <td style="width: 60%;">Campus Post Office</td> <td style="width: 20%;">Status Incomplete</td> <td style="width: 20%;">Status Date 12/10/2015</td> </tr> </table> <p>This is a reminder to turn in your post office key as soon as practical. You will be charged a replacement fee if you do not turn in your key by graduation.</p> <table style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <tr> <td style="width: 60%;">Institutional Research Survey</td> <td style="width: 20%;">Status Completed</td> <td style="width: 20%;">Status Date 12/10/2015</td> </tr> </table> <p>The Office of Institutional Research appreciates you taking the time to complete this survey so we can better serve our students.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Survey Required</p> <p>Valid Thru Date 04/30/2016 Survey Status Complete</p> </div> <table style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <tr> <td style="width: 60%;">Financial Aid</td> <td style="width: 20%;">Status Completed</td> <td style="width: 20%;">Status Date 12/10/2015</td> </tr> </table> <p>All financial aid recipients who received federal student loans at any time are required to complete a federal loan exit counseling session prior to being cleared by financial aid. Students must complete the exit counseling online at https://www.studentloans.gov. The Office of Student Financial Aid does not conduct in-person exit counseling interviews - they must be completed online. Please contact the Office of Student Financial Aid at 410-851-8172 or by visiting the office in the Student Development Center, Suite 1100. Thank you for your prompt attention.</p> <table style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <tr> <td style="width: 60%;">Perkins Loans Exit Interview</td> <td style="width: 20%;">Status Incomplete</td> <td style="width: 20%;">Status Date 12/16/2015</td> </tr> </table> <p>You must contact the Comptroller/Financial Aid Accounting Office to complete this exit. Call 410-851-7939/8090 or email staff@umes.edu</p> </div> </div>	Graduation Clearance Survey	Status Incomplete	Status Date 02/10/2016	Campus Post Office	Status Incomplete	Status Date 12/10/2015	Institutional Research Survey	Status Completed	Status Date 12/10/2015	Financial Aid	Status Completed	Status Date 12/10/2015	Perkins Loans Exit Interview	Status Incomplete	Status Date 12/16/2015
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