Apply to Graduate – Undergraduate Degree Progress

1. Login to myUCA and under Self-Service select - Student

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Apply for Admission, Register; View your academic records.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

2. Select - Student Records

Student and Financial Aid

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Financial Aid
Apply for Financial Aid; review status and loans

Student Account
View your account summaries, statement/payment history and tax information

3. Select - Apply to Graduate – Undergraduate Degree Progress / 90 hour Audit

Student Records

View Holds
Final Grades
Academic Transcript
View Student Information
Class Schedule

Apply to Graduate - Undergraduate Degree Progress / 90 hour Audit
View Application To Graduate - Undergraduate Degree Progress
View/Print Schedule

4. Select the most current term associated with the audit

Curriculum Term Selection

Select a term to determine curriculum for graduation application. Please select the most recent term.

Select a Term: Fall 2018

Submit
5. If the curricula program is incorrect the student must complete the Major, Minor, Concentration and Bulletin Change Form (http://uca.edu/registrar/ummcb_form/) to update the information before continuing. If the curricula program is correct, select the program and continue.

Double Major Example

Select Curriculum

- Current Program
  - Bachelor of Arts
  - Level: Undergraduate
  - College: Liberal Arts
  - Campus: Main
  - Major and Department: English, English
  - Major Concentration: English - Licensure
  - Minor: Teaching and Learning
  - Minor: TESOL

Continue
Dual Degree Example – Can only submit one curriculum at a time

Curriculum Selection

Select one curriculum for this graduation application. If this is inaccurate you must complete the Major application.

Select Curriculum

- **Current Program**
  - Bachelor of Business Admin
    - **Level:** Undergraduate
    - **College:** Business
    - **Campus:** Main
    - **Major and Department:** Marketing, Marketing & Management

- **Current Program**
  - Bachelor of Arts
    - **Level:** Undergraduate
    - **College:** Fine Arts & Communication
    - **Campus:** Main
    - **Major and Department:** Theatre, Film/Theatre/Creative Writing

[Continue]
6. Select the graduation term (graduation date)

Graduation Date Selection

Select a date for your expected graduation.

* Indicates required field

Curriculum
Current Program
Bachelor of Arts
Level: Undergraduate
College: Liberal Arts
Campus: Main
Major and Department: English, English
Major Concentration: English - Licensure
Minor: Teaching and Learning
Minor: TESOL

Select Graduation Date
Graduation Date:*

None

Continue

7. Select the name that will appear on the diploma. If the information is inaccurate, the information can be edited.

Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma.

* Indicates required field

Name
Name:

Current Diploma Name:

Select a Name for your Diploma
One of your Names:*

None

Continue
8. Select the mailing address for the diploma. If the information is inaccurate, the information can be edited.

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma

One of your Addresses:* None

 Continue

Mailing Address For Diploma

Street Line 1:* 123 ABC Lane
Street Line 2:
Street Line 3:
City:* Conway
State or Province: Arkansas
ZIP or Postal Code: 72034
Nation: None

 Continue
9. Review the summary of the ‘Graduation Application’ before submitting the form.

### Graduation Application Summary

This is the information that will be submitted for your application to graduate.

**Graduation Date**

- **Date:** May 04, 2019
- **Term:** Spring 2019
- **Year:** 2018-2019

**Diploma Name**

- First Name:
- Middle Name:
- Last Name:

**Diploma Mailing Address**

- **Street Line 1:**
- **City:** Conway
- **State or Province:** Arkansas
- **ZIP or Postal Code:** 72034

**Curriculum**

- **Current Program:** Bachelor of Arts
- **Level:** Undergraduate
- **College:** Liberal Arts
- **Campus:** Main
- **Major and Department:** English, English
- **Major Concentration:** English - Licensure
- **Minor:** Teaching and Learning TESOL

10. Submission Notification

**Graduation Application Signature Page**

Your graduation application has been submitted.
Graduation Application Tracker
You can view the graduation application status in the below formats

1. Unofficial Academic Transcript (myUCA): Student and Department

   **Curriculum Information**
   - **Current Program**: Bachelor of Arts
   - **College**: Liberal Arts
   - **Campus**: Main
   - **Major and Department**: English, English
   - **Major Concentration**: English - Licensure
   - **Minor**: Teaching and Learning
   - **Minor**: TESOL

   ***This is NOT an Official Transcript***

   **DEGREE AWARDED**
   - **Step One - Application**: Bachelor of Arts
   - **Degree Type**: Bachelor of Arts
   - **Degree Date**:

   **Audit Status**
   - **Degree Type**

2. Student Degree By Term (ARGOS): Department

3. Degree Works: Student and Department (Still in Testing – coming soon)
   - Graduation Audit Status and Graduation Term (graduation date)

4. Graduation Application (myUCA): Student and Department

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**Student Records**

- View Holds
- Final Grades
- Academic Transcript
- View Student Information
- Class Schedule
- Apply to Graduate - Undergraduate Degree Progress / 90 hour Audit
- **View Application To Graduate - Undergraduate Degree Progress**
- View/Print Schedule
Status Code Key

**Progress Toward Degree 90+ hour Audit**

SO – Step One - Application
RC – Reviewed Curriculum Record
ER – Error on Application (Error with Curriculum Record)
OT – On Track
NE – Not Eligible

**Progress Toward Degree 120+ hour / Graduation Application**

PN – Pending
LR – Lacking Requirements

**120+ hour Final Degree Audit**

TR – Transfer Credit Needed
XG – Incomplete Grade (X-Grade and NR Grade)
CN - Canceled
AW – Awarded
NC – Not Completed