LOG INTO ULink WITH YOUR ULID

SELECT THE ACADEMICS TAB
SELECT ACCESS YOUR INFO ON SELF SERVICE BANNER

- View Class Schedule
- Final Exam Schedule

SELECT THE STUDENT TAB, THEN STUDENT RECORDS AND FINALLY CLICK ON APPLY TO GRADUATE
CURRICULUM TERM SELECTION

a. This represents the semester you are currently enrolled in.
   i. Click **Submit** to continue.

CURRICULUM SELECTION

a. Select your program and Click **Continue**.
b. However, if the information displayed is incorrect, please **STOP** the application and contact the Registrar’s Office.
GRADUATION DATE SELECTION

a. Please select the CORRECT Graduation Date and then Click Continue.

Diploma Name Selection

a. The name displayed is the legal name in the system and will be the name that will appear on your diploma. If it is incorrect, contact the Registrar’s Office.

b. Click Continue.
DIPLOMA MAILING ADDRESS SELECTION
a. Review Instructions and Click Continue.

GRADUATION APPLICATION PAYMENT
a. Select Payment Method and Click Continue.
   i. Please remember to pay the fee through your Statement of Account.
GRADUATION APPLICATION SUMMARY

a. This page allows you to review your application. After review, click Submit Request.

GRADUATION APPLICATION SIGNATURE PAGE

a. Confirmation of application submission
After completing your application, you can view your graduation application by returning the Student Records and clicking on View Application to Graduate.
How to Pay Application Fee

After completing your application, you will need to pay the $90 fee through your Statement of Account.

a. Please note that even if you are applying for a future term, the fee will show up in your CURRENT statement of account.

SELECT THE STUDENT TAB, THEN STUDENT ACCOUNT, THEN ACCOUNT DETAIL FOR TERM.

a. Select the current term and click SUBMIT.
A list of all fees for that semester will appear, if you scroll through, you will find the APPLICATION FOR DEGREE Fee like the example below. Your account balance will either be just the $90 fee or your entire balance for the semester.

a. To continue to pay the fee, select **Statement & Payment Center**.

![Table showing fees](image)

**Net Term Balance**: $90.00

**Net Balance for Other Terms**: $0.00

**Account Balance**: $90.00

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**Click Make a Payment**

![Payment Center](image)
The Account Payment screen will appear. This will allow you to select different options. The option you need to select is **Pay by Line item:**

a. Then select the **Application for Degree** and click **Continue.**

Payment Methods can either be an Electronic Check or Credit Card.

a. Select the type of payment and click **Select.**
A confirmation page will appear to verify your selection before continuing.

a. If everything looks okay, select **Continue to PayPath**.

The final step will be to pay, please select **Continue** to complete your transaction.