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.

Curriculum Selection

Select one curriculum for this progress toward degree.

Undergraduate Students

If this is inaccurate you must complete the Major, Minor, Concentration, and Bulletin change form located on the Office of the Registrar homepage.

(http://uca.edu/registrar/ummcb_form)

This information must be accurate in the system before completing the online application.

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

Double Major Example

Curriculum Selection

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

Select Curriculum

○ **Current Program**
Bachelor of Business Admin

Level:	Undergraduate
College:	Business
Campus:	Main
Major and Department:	Accounting, Accounting
Major and Department:	Management, Marketing & Management

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

Diploma Name Selection

💬 Enter the name to be printed on your diploma.

★ indicates required field

Name For Diploma

First Name:

Middle Name:

Last Name:★

Continue

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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

Diploma Mailing Address Selection

💬 Please enter or edit a new mailing address for your diploma.

★ indicates required field

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:	123 ABC Lane
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
Minor:	TESOL

Submit Request

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 Date:**

Curriculum Information

Primary Degree
College:	Liberal Arts
Campus:	Main
Major:	English
Major Concentration:	English - Licensure
Minor:	Teaching and Learning
Minor:	TESOL

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**

Student Records

View Holds
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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