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.

Dear Amy Wolf,

Your academic requirements have been reviewed by your departmental advisor and chair. Subsequently, you have been made eligible for graduation. Please go to your Student Center in HAWKWeb and click on My Academics, then click on Apply for Graduation under the graduation section to complete the application process. Detailed instructions can be found at Graduation Application Instructions. Please also click on the link to complete the Diploma Information Form and return via email to graduation@umes.edu. If you have any questions or concerns please direct those via email to graduation@umes.edu.

1. **How to Apply for Graduation**

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

   ![My Academics Link](image)

Questions? Email: graduation@umes.edu

Office of the Registrar · Student Development Center Suite 1120 · www.umes.edu/registrar
### Online Graduation Application & Clearance Process

#### Students

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>2.</strong></td>
<td>Click the <strong>Apply for Graduation</strong> link under the Graduation section</td>
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<td><strong>3.</strong></td>
<td>Verify the Program, Career, Degree and Major listed</td>
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<tr>
<td></td>
<td>Select the <strong>Expected Graduation Term</strong> from the drop down menu</td>
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</tbody>
</table>

**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: Business and Technology**

<table>
<thead>
<tr>
<th>Program: Business and Technology</th>
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</thead>
<tbody>
<tr>
<td>Univ of Maryland Eastern Shore</td>
</tr>
<tr>
<td>Degree: Bachelor of Science</td>
</tr>
<tr>
<td>Major: Accounting</td>
</tr>
<tr>
<td>Expected Graduation Term</td>
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</tbody>
</table>

**select term ...**

<p>| | |</p>
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<th></th>
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<tr>
<td><strong>4.</strong></td>
<td>Click the <strong>Continue</strong> button</td>
</tr>
</tbody>
</table>

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5. **Click on Submit Application button**

   **Apply for Graduation**

   **Verify Graduation Data**

   **Program: Business and Technology**
   - Univ of Maryland Eastern Shore | Undergraduate
   - Degree: Bachelor of Science
   - Major: Accounting
   - Expected Graduation Term: Spring 2016

   **Graduation Instructions**
   - ATTENTION: By clicking SUBMIT, I am acknowledging that I have met with my advisor and/or department chair and reviewed my online Degree Audit Report (Degree Audit) in HeculWeb. I further acknowledge that a $35.00 non-refundable application fee will automatically be charged to my student account.

   ![Submit Application Button]

   - **SELECT DIFFERENT PROGRAM**
   - **SUBMIT APPLICATION**
   - **SELECT DIFFERENT TERM**

6. **You will receive a confirmation on screen and the $35.00 non-refundable graduation application fee will be charged to your student account.**

   **Apply for Graduation**

   **Submit Confirmation**

   - You have successfully applied for graduation.

7. **You can return to My Academics or the Student Center after the graduation application has been submitted.**

   Click on **My Academics** from the go to drop down menu

   **Apply for Graduation**

   **Submit Confirmation**

   - You have successfully applied for graduation.

8. **Click the Go button**

   ![Go Button]
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.

1. **View Graduation Application Status**  
   Select the **My Academics** link on the Student Center  
   - [My Academics]

2. **Click on the View my graduation status link** under the Graduation section

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**Graduation Status**

**Program: Business and Technology**

<table>
<thead>
<tr>
<th>Univ of Maryland Eastern Shore</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree: Bachelor of Science</td>
<td>Approved</td>
</tr>
<tr>
<td>Major: Accounting</td>
<td>Expected Graduation Term: Spring 2016</td>
</tr>
</tbody>
</table>

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Office of the Registrar · Student Development Center Suite 1120 · [www.umes.edu/registrar](http://www.umes.edu/registrar)
Online Graduation Application & Clearance Process

Students

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.

1. Student Center Holds & To Do List
On the Student Center view the Hold &/or To Do list on the right side of the page.

2. To display more details from the To Do List; Click on the details link.

Questions? Email: graduation@umes.edu
Office of the Registrar · Student Development Center Suite 1120 · www.umes.edu/registrar
1. **Graduation Clearance Checklist**  
Select the **My Academics** link on the Student Center

2. Click on the **Graduation Checklist** link under the Graduation section

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**Example Checklist**  
*(Items displayed will vary by individual)*

- **Student ID**: 1234567  
  - **Name**: Walk, Amy
  - **Account Balance**: $123.45

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**Graduation Clearance Checklist Terms**

<table>
<thead>
<tr>
<th>Term</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016</td>
<td>10</td>
</tr>
</tbody>
</table>

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**Graduation Clearance Instructions**

*Congratulations on your Pending Graduation!*

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.

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.

Thank you for selecting UMES and good luck in your future endeavors.

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**Checklist Status and Instructions**

- **Graduation Clearance Survey**  
  - **Status**: Incomplete  
  - **Status Date**: 02/10/2016

  *Please complete the survey to assist us in refining our services. The data submitted is for statistical purposes only. If you have any questions or concerns please contact graduation@umes.edu.*

- **Survey Required**
  - **Valid Thru Date**: 07/01/2016
  - **Accept Terms**: [Click on the Accept Terms button to launch the survey]

- **Campus Post Office**  
  - **Status**: Incomplete  
  - **Status Date**: 12/13/2016

  *This is a reminder to turn in your post office key as soon as possible. You will be charged a replacement fee if you do not turn in your key by graduation.*

- **Institutional Research Survey**  
  - **Status**: Completed  
  - **Status Date**: 12/13/2016

  *The Office of Institutional Research appreciates you taking the time to complete this survey so we can better serve our students.*

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**Survey Required**

<table>
<thead>
<tr>
<th>Valid Thru Date</th>
<th>Survey Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/10/2016</td>
<td>Complete</td>
</tr>
</tbody>
</table>

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**Financial Aid**

- **Status**: Completed  
  - **Status Date**: 12/13/2016

*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](https://www.studentloans.gov). The Office of Student Financial Aid does not conduct in-person exit counseling interviews—they must be completed online.*

<table>
<thead>
<tr>
<th>Status Date</th>
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<tbody>
<tr>
<td>12/15/2016</td>
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</tbody>
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**Perkins Loans Exit Interview**

- **Status**: Incomplete  
  - **Status Date**: 12/15/2016

*You must contact the Comptroller/Financial Aid Accounting Office to complete this exit. Call 410-851-7838/8060 or email staff@umes.edu*