Using the Student Center: Apply for Graduation

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB.   In this tutorial we will review how to apply for graduation.

Students should Apply for Graduation by the required deadline, but not until they are certain they are ready to graduate and in the right program, major, minor, and/or concentration.

Impacts of Applying to Graduate: Once you have applied to graduate, your UB enrollment status become Degree Applicant and has the following impacts:

1. Provides an indicator on your academic record that tells the system you do not need to register in future semesters. If you do wish to continue to register as a UB student in one of the following categories, please take the necessary steps to update your status:

- **Continue in current program** – If you expect to continue at UB in order to complete any requirements for your current degree, do not Apply to Graduate until you have met with an advisor and determine when you will complete the additional coursework and can graduate: http://advising.buffalo.edu/directory/index.php
- **Non-degree or Subsequent Bachelor's Degree** – If you wish to continue to study at UB for further undergraduate study, you must complete a re-entry application can be found at: http://admissions.buffalo.edu/apply/reentering.php
- **Continue to study at UB as a graduate/professional student** – If you wish to continue to study at UB as a graduate student or as a professional student, you must apply at: http://www.grad.buffalo.edu/admissions

2. Degree Audit – Initiates a review of your academic record by the Registrar's Office and your major department to insure you have completed all requirements.

3. Financial Aid – Informs Financial Aid that your degree will be completed, and you will not require further aid for this program of study.

4. Commencement Information – Identifies you as a candidate so that you can receive important graduation announcements and procedures.

Before you apply for graduation, **review all of the information** listed in the My Program section. To get to this section from the Student Center, click on "**My Academics**", and then view "**My Program**."

Verify the following:

- Program and Major is accurately displayed
- If you have a Concentration within your major, is it listed?
- If you have a Minor, is it displayed accurately?
- If a minor is listed, are you going to complete it?
- If you have multiple Majors, are they displayed accurately?
- Are you planning on completing all the Majors listed?
- Keep in mind that if you have multiple Programs, you will need to repeat the graduation application for each separate program (e.g. Engineering and College of Arts and Sciences).
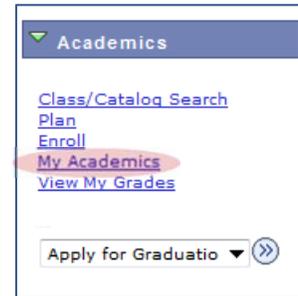
You cannot apply for graduation in the SAME program more than once. If you try to apply a second time, you will receive an error message.

Do NOT complete the Apply for Graduation section until all of the information in accurate. If any of the information in the My Program section is not listed accurately, immediately go to the respective Academic Department.

If all looks well, you can click the "Apply for graduation" link in the Graduation box. This will walk you through a series of steps to apply for graduation.

If you are eligible to graduate, you'll just have to click on "Apply for Graduation".

Class/Catalog Search | Plan | Enroll | My Academics | View My Grades

go to ...

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Management Bachelor

University at Buffalo | Undergraduate

Degree: Bachelor of Science
Major: Accounting BS

Apply for Graduation

Click Apply for Graduation

If you DO NOT see an "Apply for Graduation" link, you should check with your academic advisor as HUB does not recognize that you are eligible to graduate.

Class/Catalog Search | Plan | Enroll | My Academics | View My Grades

go to ...

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Public Health Bachelor

University at Buffalo | Undergraduate

Major: Exercise Science INT BS

Next, select the term you expect to graduate. Then click "Continue"

You'll then just need to click the "Submit Application" button at the bottom of the screen.

Finally, HUB will give you a confirmation stating your application was submitted.

There are several instructions on this screen that you should take note of.

If you want to apply to graduate from another Program you will need to repeat this process for that other Program.

If you have met both the university requirements and the requirements for the major(s), and minors or certificates that you applied for, your degree will be conferred on or shortly after the conferral date (June 1, September 1, or February 1). Your diploma will be mailed approximately six (6) weeks from the conferral date.

Checking your Graduation Status

Should you want to check the status of your graduation application, you can perform the same initial steps as when you applied for graduation:

From your Student Center, click the drop down box under the Academic group header and select Apply for Graduation. Then click the Go button.

You will then see a link "View Graduation Status" in the location that was once "Apply for Graduation". Click that link.
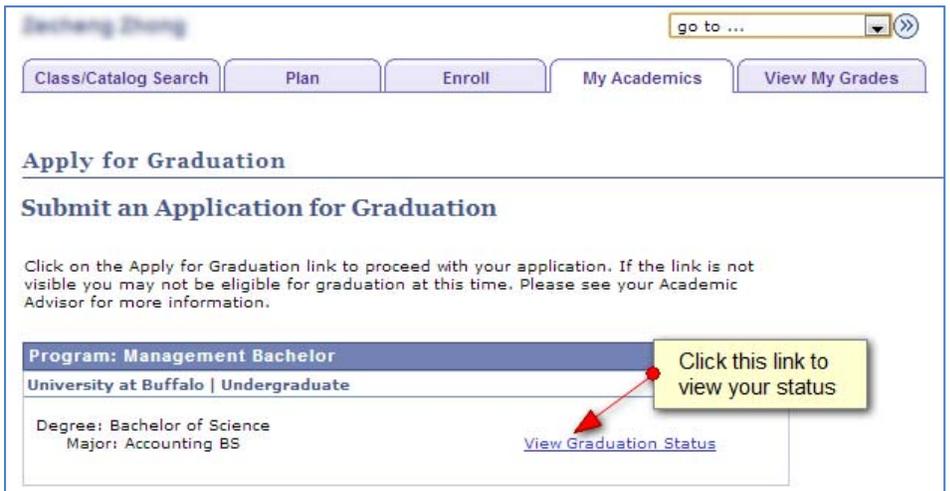
Once you click the link, you'll see the status of your application. We encourage you to check periodically on your status prior to graduation, so you know the status of your application. The Registrars Office and your department will be conducting a series of academic audits to ensure that you have satisfied all your degree requirements.
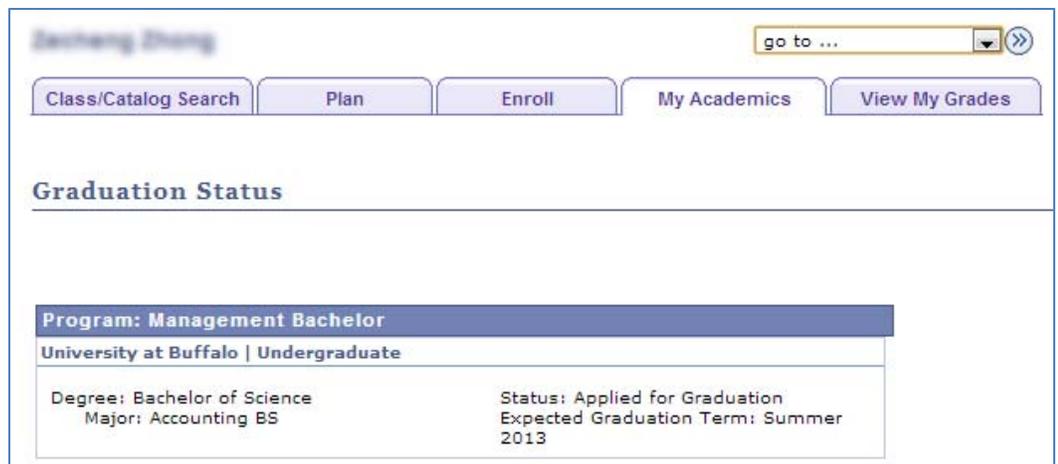
You have successfully reviewed the process for applying for graduation.

End of Procedure.