



**STEP 1:** Login to Athena

- Go to <https://Athena.uga.edu>
- Enter your UGA MyID and password
- Enter your Duo Credentials

**STEP 2:** Click on the **Faculty & Advisor** tab

- Click on the **Advising & Graduation** menu
- Select **Graduation Roster Processing**
- Select a **Grad Term**

If the awarding period is open, the graduation term will be restricted to the current term. All degree and certificate graduation applications you are authorized to clear will display.

**STEP 3:** Narrow your search results by using the filter options

- Select a degree or certificate program from the **Degree** dropdown menu
- Click on the **Status** filter and select **Sought**
- Select **Search**

Change an application status to **Pending** or **Deleted**. You can move an application to a future term and add a comment if applicable. Select **Save** to submit changes. A check for [University Requirements](#) will automatically run for undergraduate graduation applications. If there are missing requirements, a comment will post and the status will not update.

The University Requirements check includes: Legislative - History US & GA • Legislative - Constitution GA  
• Legislative - Constitution US • Physical Education Requirement • Experiential Learning Requirement  
• Institutional GPA is less than 2.0 • Overall Credits earned is below 121

For technical support, email [helpdesk@uga.edu](mailto:helpdesk@uga.edu)

For faculty support, email [regsupp@uga.edu](mailto:regsupp@uga.edu)

A screenshot of the Graduation Roster page in Athena can be found on page two.

# Graduation Roster Processing Page in Athena:

**Graduation Roster**

To view the dates for degree clearance, refer to the Registrar's website: <https://reg.uga.edu/general-information/calendars/important-dates/>.

**Award Period is currently open. Term restricted to: Summer 2023**

Grad Term: Summer 2023  
Level:   
College:   
Status: Sought

When the Awarding Period is open, the term is restricted.

Degree: Bachelor of Arts - AB  
Major: Film Studies - FILM  
ID:

A University Requirements check is run for all UG graduation applications

UGA ID	Name	Degree	Status	Level	College	Major	Grad Term	Last Modified By	Last Modified Date	Comments
		AB	Sought	UG	AS	Film Studies Minor: Theatre	Summer 2023	BAN_55_USER	DEC 31 2022 09:28 PM	Requirements Not Met: Hours greater than 120 or 120 with PERQ
		AB	Pending	UG	AS	Film Studies	Summer 2023	BAN_55_USER	FEB 28 2023 06:47 PM	
		AB	Deleted	UG	AS	Film Studies	Summer 2023	BAN_55_USER	APR 20 2023 08:32 AM	
		AB	Sought	UG	AS	Film Studies	Summer 2023 Summer 2023 Fall 2023	BAN_55_USER	FEB 23 2023 10:11 AM	

A graduation application can be moved to a future term

Save Reset