



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. You will need to **contact** the Office of the Registrar at regsupp@uga.edu if a graduation application has a locked minor and needs to be deleted.

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

For faculty support, email 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: [Dropdown]
College: [Dropdown]
Status: Sought

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

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

A University Requirements check is run for all UG graduation applications

Submit Clear

| UGA ID | Name | Degree | Status | Level | College | Major | Grad Term | Last Modified By | Last Modified Date | Comments |
|------------|------------|--------|---------|-------|---------|--------------------------------|---|------------------|----------------------|---|
| [Redacted] | [Redacted] | 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 |
| [Redacted] | [Redacted] | AB | Pending | UG | AS | Film Studies | Summer 2023 | BAN_55_USER | FEB 28 2023 06:47 PM | [Redacted] |
| [Redacted] | [Redacted] | AB | Deleted | UG | AS | Film Studies | Summer 2023 | BAN_55_USER | APR 20 2023 08:32 AM | [Redacted] |
| [Redacted] | [Redacted] | AB | Sought | UG | AS | Film Studies | Summer 2023 Summer 2023 Fall 2023 | BAN_55_USER | FEB 23 2023 10:11 AM | [Redacted] |

A graduation application can be moved to a future term

Save Reset