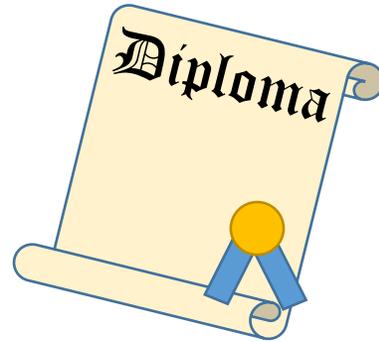




## Congratulations, you're almost there!

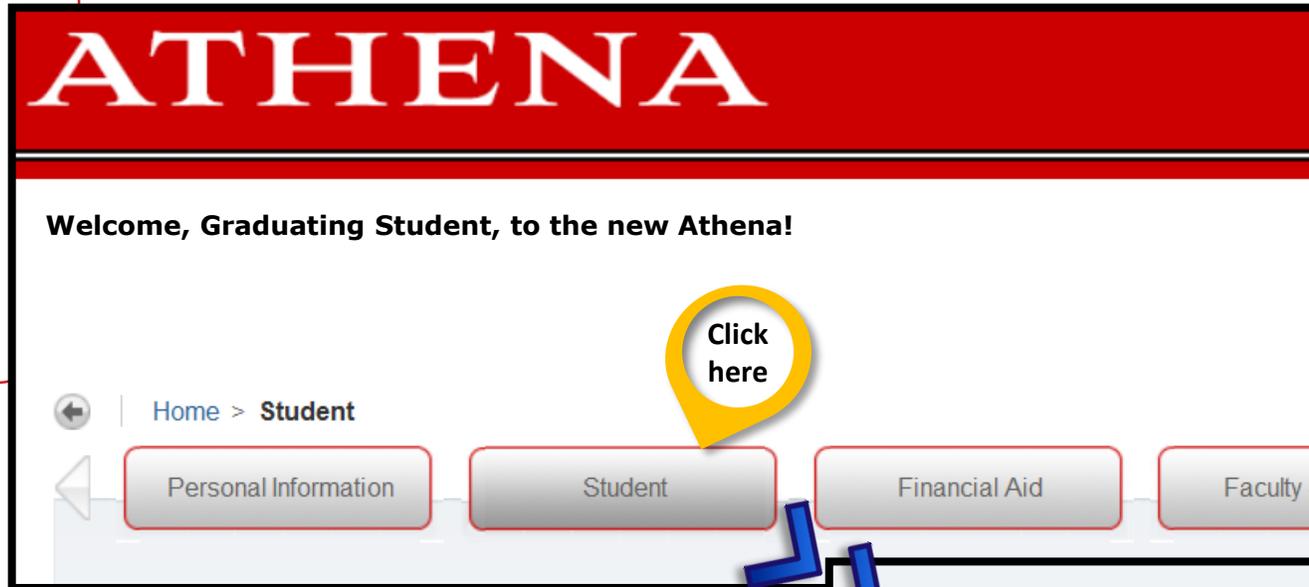


Now that you are close to completing degree requirements, it's time to log into Athena and apply to graduate.

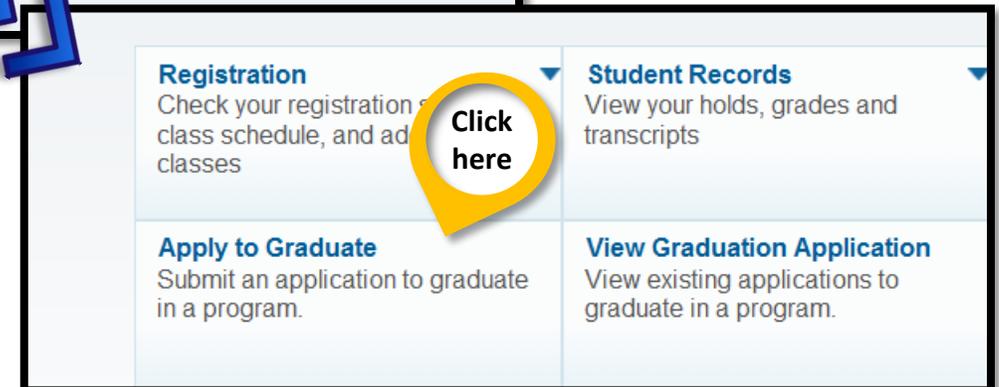
### Requirements for applying to graduate:

- > You are an active student
- > You have a UGA grade point average of 1.95 or higher
- > You have senior class standing

Once you have logged into Athena, click the Student tab, then click Apply to Graduate.



The screenshot shows the Athena system interface. At the top, the word "ATHENA" is displayed in white on a red background. Below this, a white banner reads "Welcome, Graduating Student, to the new Athena!". A navigation breadcrumb shows "Home > Student". Below the breadcrumb is a horizontal menu with four tabs: "Personal Information", "Student", "Financial Aid", and "Faculty S...". The "Student" tab is highlighted with a yellow callout bubble that says "Click here".



The screenshot shows a dropdown menu with four options. The "Apply to Graduate" option is highlighted with a yellow callout bubble that says "Click here".

|                                                                                                       |                                                                                            |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Registration</b><br>Check your registration status, view your class schedule, and add/drop classes | <b>Student Records</b><br>View your holds, grades and transcripts                          |
| <b>Apply to Graduate</b><br>Submit an application to graduate in a program.                           | <b>View Graduation Application</b><br>View existing applications to graduate in a program. |

The term has already been selected for you so click the Submit button.

**ATHENA**

Personal Information | Student | Financial Aid

### Curriculum Term Selection

Home > Student > Student Records > Apply to Graduate

Please select the most recent term in the drop down in order to apply to graduate.

Select a Term: Fall 2015

Submit

Click here

*Don't worry if this is not your graduation term date.*

Select the degree program for graduation then click the Continue button.

Personal Information | Student | Financial Aid

## Curriculum Selection

Home > Curriculum Selection

Select one curriculum for this graduation application.

Click on one button. If graduating in multiple programs of study, please submit a separate application for each.

### Select Curriculum

**Current Program**  
Bach of Sci Civil Engineering  
Level: Undergraduate  
Program: Civil Engineering  
College: College of Engineering  
Campus: Athens  
Major and Department: Civil Engineering, College of Engineering  
College: College of Engineering  
Requirements:

Continue

Click here

Click here

*Follow this advice if you will be graduating in multiple degree programs.*

Personal Information | Student | Financial Aid

## Graduation Date Selection

Home > Graduation Date Selection

Select a date for your expected graduation.

\* indicates required field

### Curriculum

**Current Program**  
Bach of Sci Civil Engineering

**Level:** Undergraduate

**Program:** Civil Engineering

**College:** College of Engineering

**Campus:** Athens

**Major and Department:** Civil Engineering, College of Engineering

**College Requirements:** College of Engineering

### Select Graduation Date

Graduation Date:\*

[Click here](#)

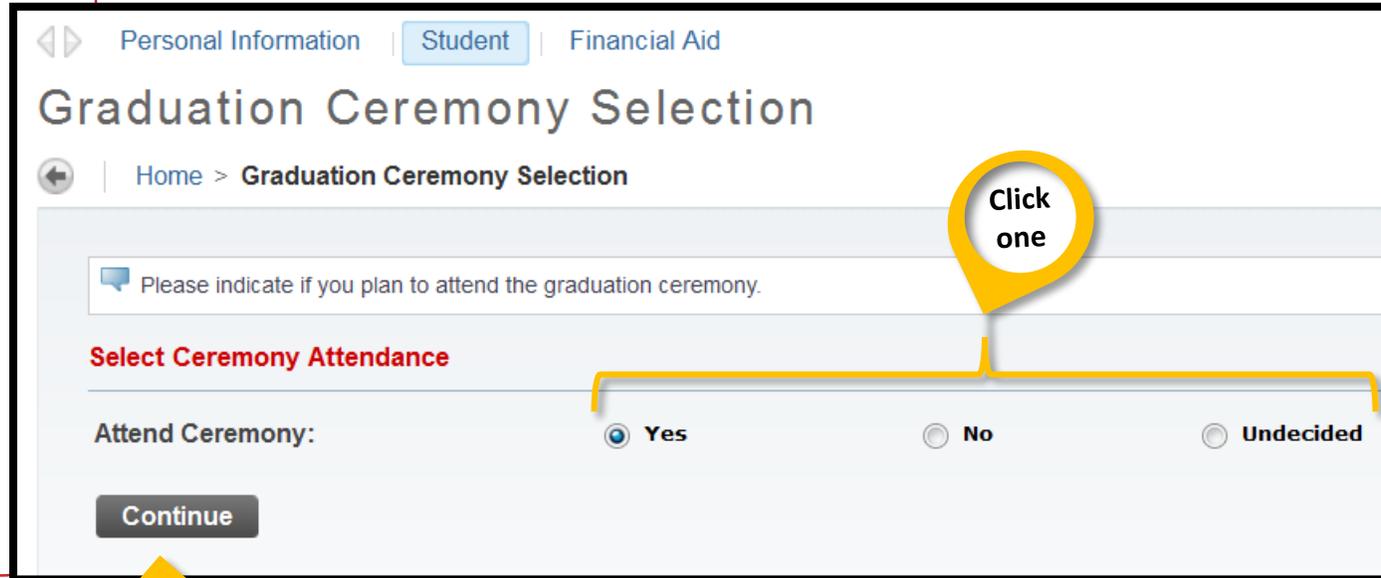
- None
- None
- Date:Jul 31, 2015 Term:Summer 2015
- Date:Dec 18, 2015 Term:Fall 2015

Click the Graduation Date drop down and select your graduation term. Click the Continue button.

Click here

Click here

This is where you indicate whether or not you will attend commencement. Make your choice then click the Continue button.



The screenshot shows a web form titled "Graduation Ceremony Selection". At the top, there are navigation tabs for "Personal Information", "Student", and "Financial Aid". Below the title, there is a breadcrumb trail: "Home > Graduation Ceremony Selection". A message box says "Please indicate if you plan to attend the graduation ceremony." Below this, the section is titled "Select Ceremony Attendance". Underneath, it says "Attend Ceremony:" followed by three radio button options: "Yes" (which is selected), "No", and "Undecided". A "Continue" button is located at the bottom left of the form. Two yellow callout bubbles are present: one pointing to the "Continue" button with the text "Click here", and another pointing to the "Yes" radio button with the text "Click one".

Click here

Click one

*Commencement information can be found at [commencement.uga.edu](http://commencement.uga.edu)*

Click the dropdown, select a name for your diploma, then click the Continue button.

Personal Information | Student | Financial Aid

## Diploma Name Selection

Home > 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: Graduating Student

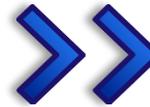
Select a Name for your Diploma

One of your Names: \*

- None
- New
- Graduating Student

Continue

Click here



Make any necessary changes then click the Continue button.

Personal Information | Student | Financial Aid

## Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma.

Please include any special characters or capitalization. However, nicknames will not be printed.

\* indicates required field

**Name For Diploma**

First Name:

Middle Name:

Last Name: \*

Continue

Click here

Click the dropdown, select a address for your diploma, then click the Continue button.

Personal Information | Student | Financial Aid

## Diploma Mailing Address Selection

Home > 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  
New  
Current/Local Address (456 Bulldawg Way)  
Permanent Address (789 Go Dawgs Street)  
Student Account Address (123 UGA Court)

Continue

Click here

Make any necessary changes then click the Continue button.

Personal Information | Student | Financial Aid

## Diploma Mailing Address Selection

Home > 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 UGA Court

Street Line 2:

Street Line 3:

City: \* Athens

State or Province: Georgia

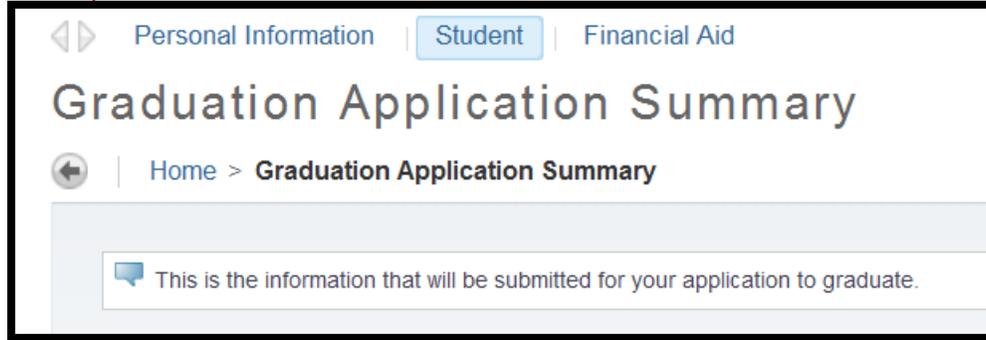
ZIP or Postal Code: 20602

Nation: United States

Continue

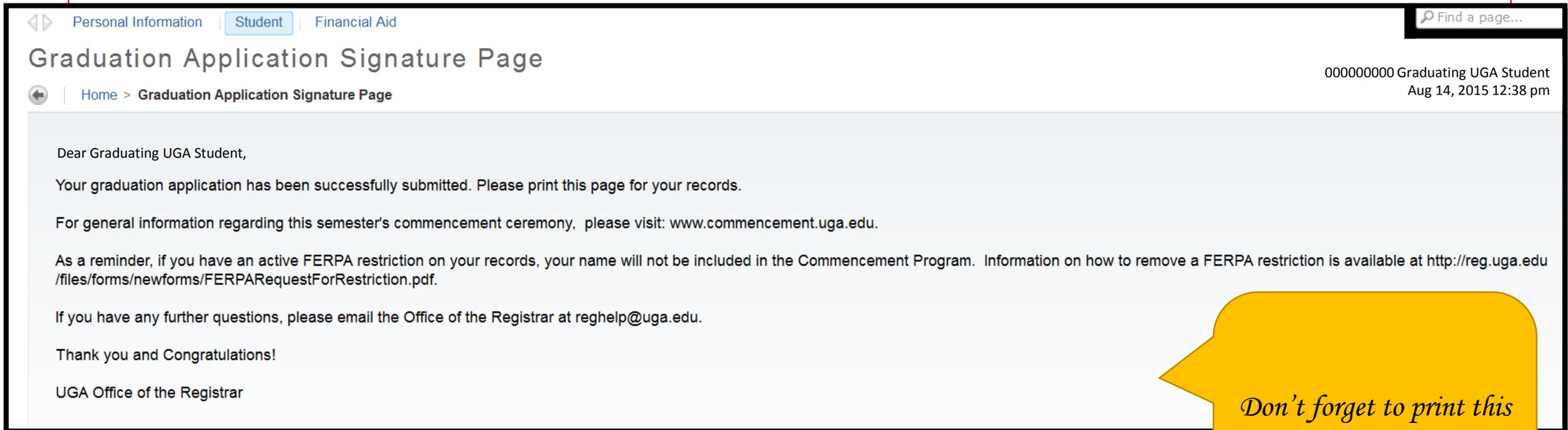
Click here

Carefully review the information on the Graduation Application Summary page. Click the Submit Request button when you are ready to move on.



*If necessary, you can use your browser's back button to go back to any page and make a correction.*

This page is a confirmation that your graduation application has been submitted successfully.



The screenshot shows a web browser interface. At the top, there are navigation tabs for 'Personal Information', 'Student' (which is selected), and 'Financial Aid'. A search bar on the right contains the text 'Find a page...'. The main heading is 'Graduation Application Signature Page'. Below the heading, there is a breadcrumb trail: 'Home > Graduation Application Signature Page'. On the right side, the user's information is displayed: '00000000 Graduating UGA Student' and 'Aug 14, 2015 12:38 pm'. The main content area contains the following text: 'Dear Graduating UGA Student, Your graduation application has been successfully submitted. Please print this page for your records. For general information regarding this semester's commencement ceremony, please visit: [www.commencement.uga.edu](http://www.commencement.uga.edu). As a reminder, if you have an active FERPA restriction on your records, your name will not be included in the Commencement Program. Information on how to remove a FERPA restriction is available at <http://reg.uga.edu/files/forms/newforms/FERPARRequestForRestriction.pdf>. If you have any further questions, please email the Office of the Registrar at [reghelp@uga.edu](mailto:reghelp@uga.edu). Thank you and Congratulations! UGA Office of the Registrar

*Don't forget to print this page for your records.*



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If you have questions or need help  
filling out your graduation  
application, please contact the  
Office of the Registrar at  
[reghelp@uga.edu](mailto:reghelp@uga.edu) or 706-542-4040.