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 **Advisor Services** tile

- 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:	
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

Submit   Clear

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_SS_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_SS_USER	FEB 28 2023 06:47 PM		
		AB	Deleted	UG	AS	Film Studies	Summer 2023	BAN_SS_USER	APR 20 2023 08:32 AM		
		AB	Sought	UG	AS	Film Studies	Summer 2023	BAN_SS_USER	FEB 23 2023 10:11 AM		

Summer 2023
Fall 2023

A graduation application can be moved to a future term

Save   Reset