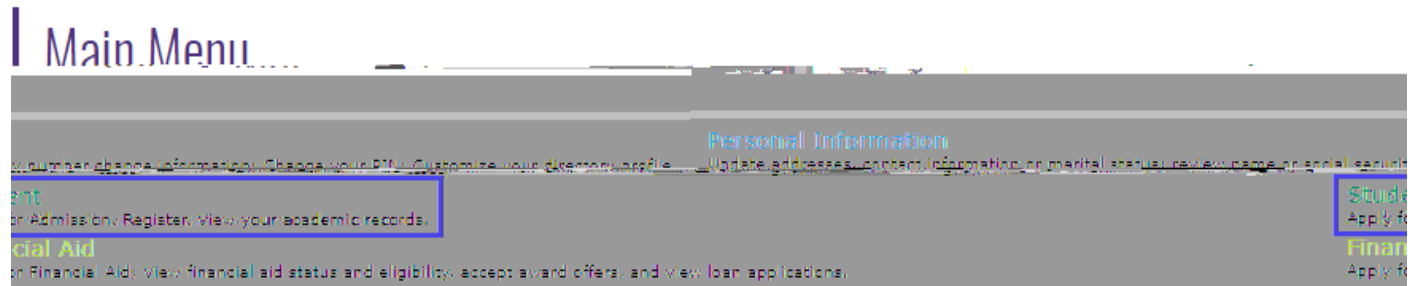


# Apply to Graduate Undergraduate Degree Progress

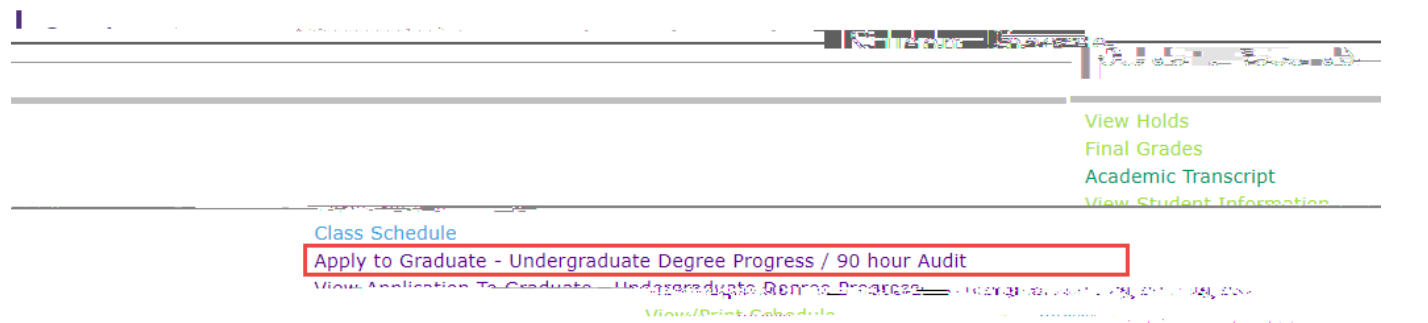
1. Login to myUCA and under Self-Service select - Student



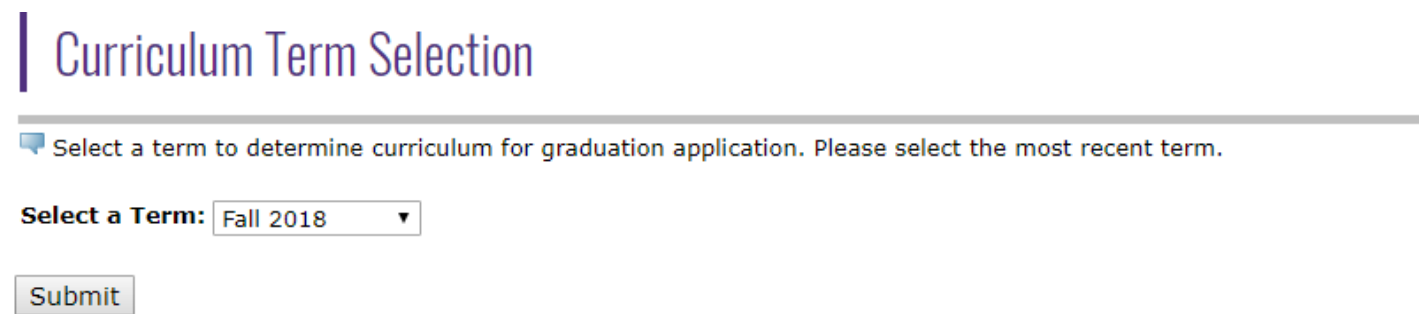
2. Select - Student Records



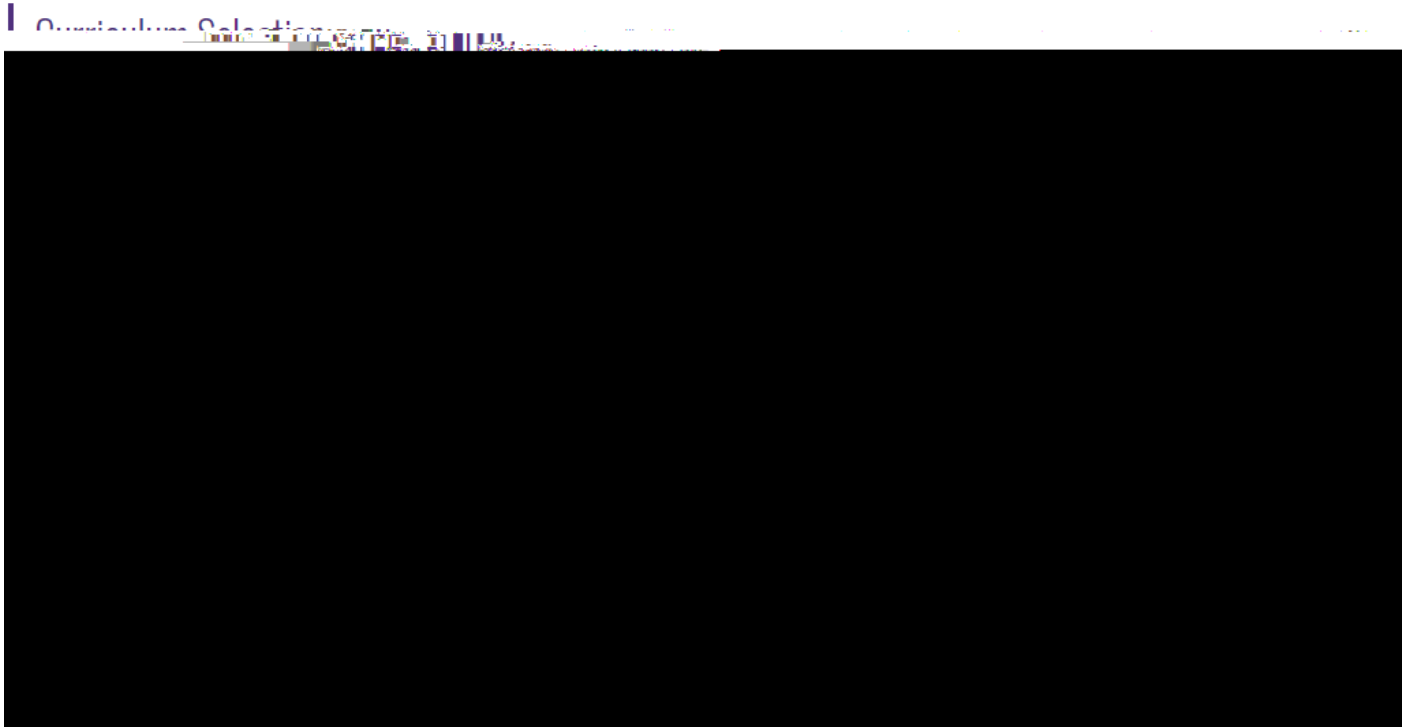
3. Select - Apply to Graduate Undergraduate Degree Progress / 90 hour Audit



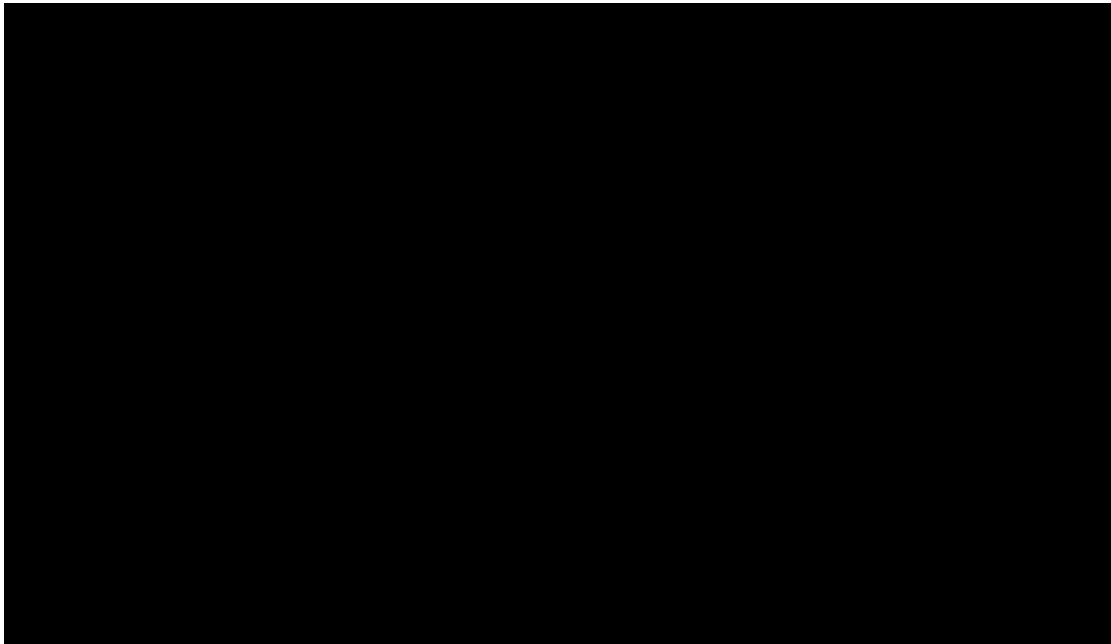
4. Select the most current term associated with the audit



5. If the curricula program is incorrect the student must complete the Major, Minor, Concentration and Bulletin Change Form ([http://uca.edu/registrar/ummcb\\_form/](http://uca.edu/registrar/ummcb_form/)) to update the information before continuing.  
If the curricula program is correct, select the program and continue.



Double Major Example



Dual Degree Example Can only submit one curriculum at a time

**Select Curriculum**

**Current Program**

**Level:** Undergraduate

**College:** Fine Arts & Communications

**Campus:** Main

**Major and Department:** Theatre, Film/Video

Communication

Theatre/Creative Writing

COMMUNICATION

6. Select the graduation term (graduation date)

Graduation Date Selection

Select a date for your expected graduation.

\* indicates required field

**Curriculum**  
**Current Program**  
Bachelor of Arts  
**Level:** Undergraduate

English - Learning and Teaching  
TESOL

Major Concentration:  
Minor:  
Minor:

Continue

7. Select the name that will appear on the diploma. If the information is inaccurate, the information can be edited.

Diploma Name Selection

\* indicates required field

**Name**  
**Name:** [Redacted]

**Current Diploma Name:**  
Select a Name for your Diploma

Name of your Name: \*

Continue

# Diploma Name Selection

Please enter or edit a new mailing address for your diploma.

\* Indicates required field

**Name For Diploma**

**First Name:**

**Middle Name:**

**Last Name:\***

8. Select the mailing address for the diploma. If the information is inaccurate, the information can be edited.

## 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

**Select an Address for your Diploma**

\*

## Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

icates required field \* ind

**Street Line 1:**

**Street Line 2:**

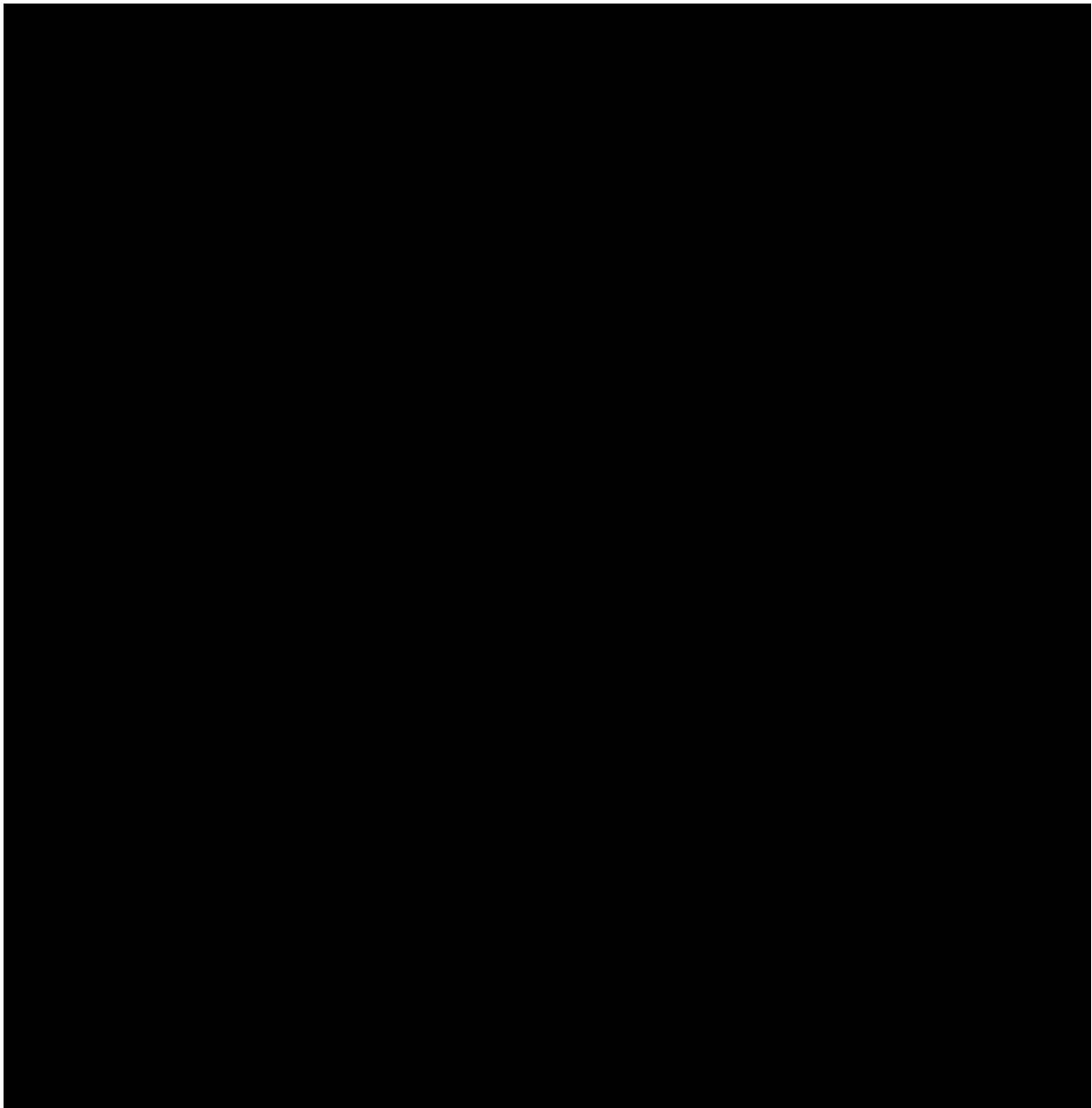
**Street Line 3:**

**City:**

**State:**

**Zip:**

**Nation:**



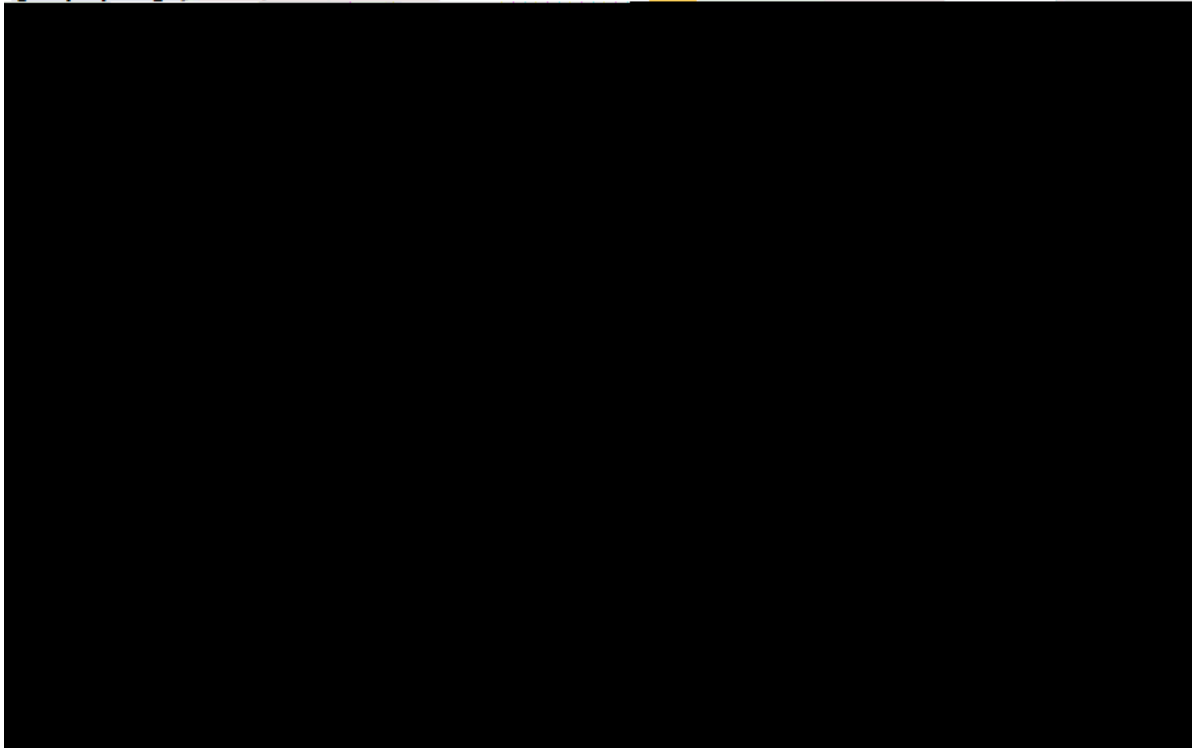
### 10. Submission Notification



# Graduation Application Tracker

You can view the graduation application status in the below formats

1. Unofficial Academic Transcript (myUCA): Student and Department



Audit Status

Degree Type

2. Student Degree By Term (ARGOS): Department
3. Degree Works: Student and Department (Still in Testing coming soon)
4. Graduation Application (myUCA): Student and Department

