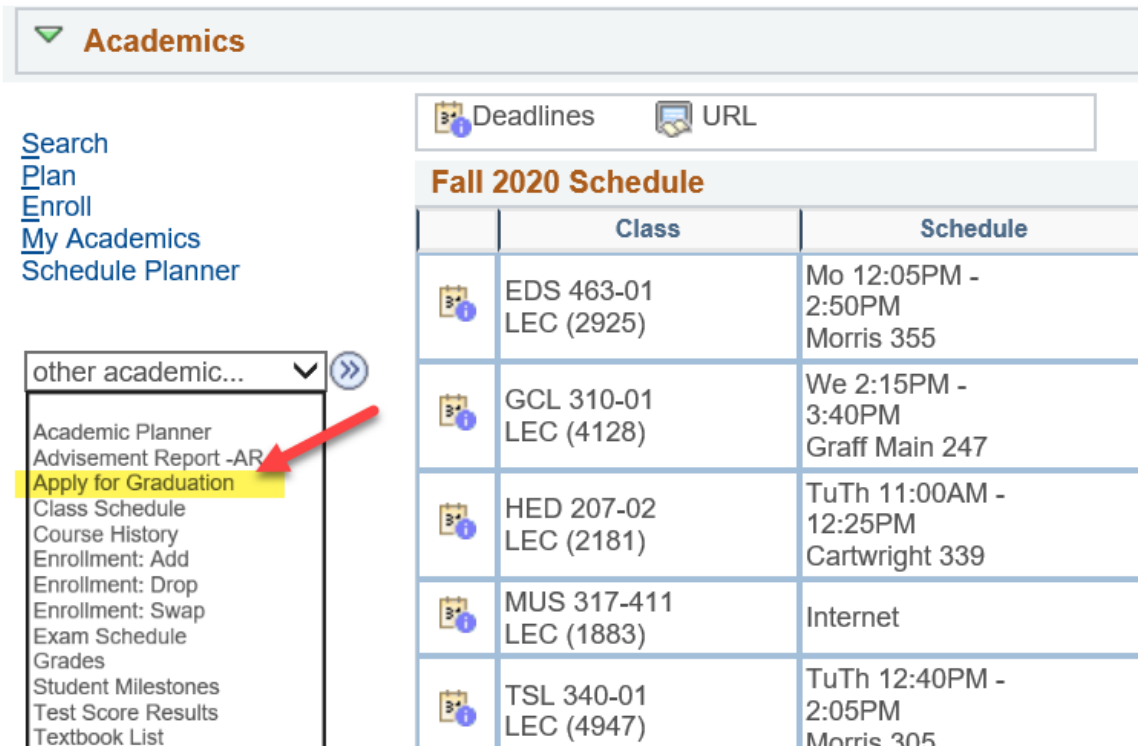# Submit Intent to Graduate

Students with 90 or more credits and who intend to graduate in the next semester or two should notify the university of that intent ahead of time. This indicates you wish to receive Commencement information and you are ready to have your academic record reviewed by your College Dean's office. Your College Dean's office must verify you have completed all your requirements before a degree can be awarded. You will be notified by email if any degree requirements are not satisfied.

The term in which you graduate is the term in which you plan on completing your final credits or other requirements. Students may earn a degree at the end of May, August, December, or January. Students graduating in August are assumed to be participating in the May ceremony, and those graduating in January are assumed to be participating in the December ceremony. You may contact your College Dean's office to request permission to participate in a different ceremony.

Deadline for names to be included in Commencement is November 1st in the Fall (for December ceremony) and April 1st in the Spring (for May ceremony). However, **it is strongly recommended that you notify the University of what term you plan on graduating in before the start of your final term**. Students can submit their term of graduation up to a year ahead of time.

If you will be graduating soon:

1. In the **Academics** section of your Student Center, select **Apply for Graduation** from the drop-down menu. Click the double arrow button.

2. Click on the **Apply for Graduation** link next to the program from which you are graduating.

Submit Intent to Graduate

Submit Your Intent to Graduate

Select the "Apply for Graduation" link to start the submission process. It is recommended that students submit their intent to graduate before their last term.

If you see "View Graduation Status" instead, you have already submitted your intent to graduate. Click on "View Graduation Status" to see what term you indicated as your graduation term.

If the degree or major(s) listed below is not correct, please contact your College Dean's office.

Program: School of Visual & Perf Arts

UW-La Crosse | Undergraduate

Degree: Bachelor of Science   Apply for Graduation
    Major: THA: Design/Technical BS
Minor: PHY: Astronomy Minor
Minor: MTH: Mathematics Minor

3. From the drop-down menu, select your expected graduation term and click **Continue**. If the term you are searching for is not available, you will not be able to submit the term now. Return in a few months and try again. It is recommended that students apply before the start of your last term.

Submit Intent to Graduate

Select Graduation Term

The academic program listed here is the program with which you intend to graduate. If this is not correct, return to the previous page and select a different academic program.

Select a valid term in which to graduate by selecting a value from the dropdown. Up to the next four terms will be displayed. If the term you are looking for is not displayed, you will need to wait to submit your intent. It is recommended that you submit your intent before the start of your last term.

Program: School of Visual & Perf Arts

UW-La Crosse | Undergraduate

Degree: Bachelor of Science
    Major: THA: Design/Technical BS
Minor: PHY: Astronomy Minor
Minor: MTH: Mathematics Minor

Expected Graduation Term | select term ...

Fall 2023
Spring 2023
Summer 2023
Winter 2024
select term ...

Select Different Program

4. Another section will appear with information about Commencement, your diploma, and what will happen to your netID and email after graduation.

Graduation Instructions

After clicking "Submit Application" at the end, a message will display indicating your submission was successful. If you need to change your graduation term to a different term, you must contact your dean's office. Please read the below first before continuing.

Information regarding the upcoming Commencement ceremony is available at https://www.uwlax.edu/commencement/. The ceremony will be held at the La Crosse Center.

Your diploma will be mailed to your HOME address. Please verify/update that information before the end of your last term at UWL.

Please also verify/update your personal EMAIL address in WINGS.

**Please be aware your UW-La Crosse Net ID will be deactivated approximately 6 months after graduation. This will remove your access to WINGS, UWL email account, personal files (U:\ drive), Canvas data, and other resources accessed with your Net ID account. The data will be deleted and will not be retrievable. You will receive notice of the pending deletion two to four weeks prior to the process. Please take the actions below that apply to you to ensure a smooth transition after graduation:

1. Use your last term of enrollment to start transitioning to a personal email address for job and graduate school applications.
2. Update any non-UWL accounts created with your UWL email address to a personal email. For example, if you have used Parchment Transcript Services to order an official transcript, make sure your email address on that account has been changed to a personal, non-UWL email. Another common example is to check that your Google account is using a non-UWL email.
3. Copy the data you would like to save from your U:\ drive, email (messages and contacts), Canvas, and other UWL systems to your own personal computer or storage device before you leave UWL.
4. Within a few months of your degree being posted, download a copy of your unofficial transcript from WINGS for future use.
5. (Undergraduates only) Make note of your major GPA from your Advisement Report as this may be requested when applying for graduate school.

Your legal name will be printed on your diploma and in the Commencement program unless a Degree Name is submitted. If you wish your name to appear differently, please go to the "Personal Information" area of the Student Center and click on the "Names" link. Click the "Add a New Name" button. Choose the name type of "Degree Name." Enter the name as you wish it to appear on your diploma. Click Save. Please submit this change by April 1st for Spring graduation and November 1st for Fall graduation in order to have that name reflected in the Commencement program. International students and any other students intending to work or study in another country must use their legal name (as it appears on the transcript/VISA) to avoid complications with proof of degree.

| Select Different Program | | Continue |

5. Read the information and then click **Continue**. On the next screen, confirm the term you selected and click **Submit Application** at the bottom.

Submit Intent to Graduate

Verify Graduation Data

Program: School of Visual & Perf Arts

UW-La Crosse | Undergraduate

Degree: Bachelor of Science
    Major: THA: Design/Technical BS
Minor: PHY: Astronomy Minor
Minor: MTH: Mathematics Minor
        Expected Graduation Term Summer 2023

Graduation Instructions

6. The following message should appear, and you are done.

Submit Intent to Graduate

Submit Confirmation

✔ You have successfully submitted your intent to graduate.

7. If you aren't sure if you submitted your graduation term already, go to your Student Center and click the **My Academics** link in the **Academics** section. Then click the **View my graduation status** link at the bottom. The term and program you intend to graduate in will appear.

Tip: *If you select **Apply for Graduation** from the menu again, you will see **View Graduation Status** as the link instead of **Apply for Graduation** which is the same view. Clicking on it will display the term you have already submitted as your graduation term.*

| Search | Plan | Enroll | **My Academics** |

Graduation Status

Program: School of Visual & Perf Arts

UW-La Crosse | Undergraduate

Degree: Bachelor of Science	Status: Applied for Graduation
Major: THA: Design/Technical BS	Expected Graduation Term: Summer
Minor: PHY: Astronomy Minor	2023
Minor: MTH: Mathematics Minor	