
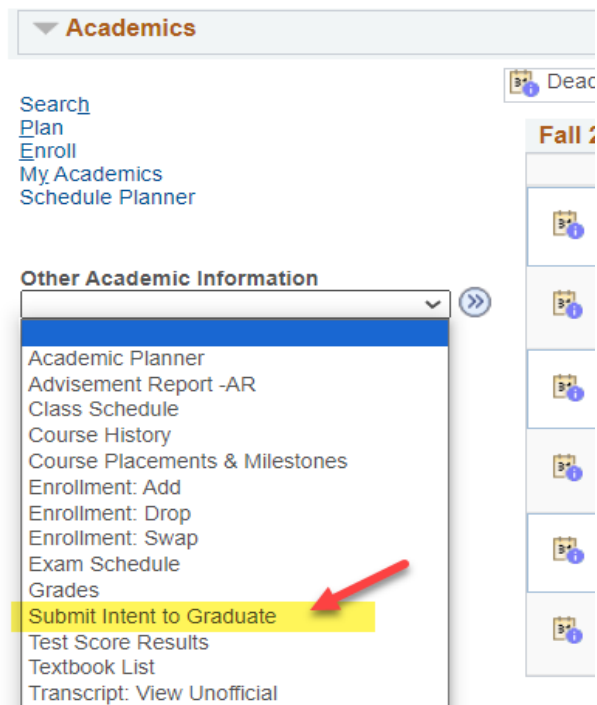


Submit Intent to Graduate

Students should notify the university of their intent to graduate if expecting to graduate in the next year. Please submit your **term of graduation** before the start of your **final term** if possible. The deadline for your name to be printed in the Commencement program is November 1st in the Fall (for December ceremony) and April 1st in the Spring (for May ceremony). You can still participate in the ceremony though, even if your name isn't in the program. Summer graduates are with the May ceremony and Winter graduates with the December.

Directions:

1. In the **Academics** section of your Student Center, select **Submit Intent to Graduate** from the drop-down menu. Click the double arrow button. 



2. Click on the **Submit Term of Graduation** link next to the program from which you are graduating.

Submit Your Intent to Graduate

Select the "Submit Term of 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 term of graduation needs to be changed, please contact your College Dean's Office.

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

Program: College of Arts, Soc Sci & Hum	
UW-La Crosse Undergraduate	
Degree: Bachelor of Arts Major: Psychology BA Minor: Criminal Justice Minor Course of Study: CASSH BA Degree Prog Opt-Lang	Submit Term of Graduation

3. On the next page, select your expected graduation term and click **Continue**. The terms are listed alphabetically, so be sure to select the correct term. If the future term you are searching for is not available, come back the next term and see if it is available then.

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, or submit a change of major/program form to the Dean's office.

Select your graduation term from the drop down. Up to the next eight terms may be displayed. THE TERMS ARE LISTED ALPHABETICALLY. Be careful to select the correct term.

If the term you are looking for is not displayed, you will need to wait to submit your intent until closer that date. It is recommended that you submit your intent before the start of your last term.

Program: College of Science & Health	
UW-La Crosse Undergraduate	
Degree: Bachelor of Science Major: RS: Radiologic Technology BS	
Expected Graduation Term	<input type="text" value="select term ..."/>

[Select Different Program](#)

[Go to top](#)

- Fall 2024
- Fall 2025**
- Spring 2025
- Spring 2026
- Summer 2025
- Winter 2025
- Winter 2026
- select term ...

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 you have successfully submitted your intent to graduate. 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 update your personal EMAIL address in WINGS to a non-UWL email before the end of your last term at UWL. Your digital diploma will be sent to your personal email address. To have access after graduation and your UWL account is ended, your personal email address must be a non-UWL email.

****IMPORTANT:** 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, data on OneDrive, 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 note that Canvas access ends when your last class is finished.

Besides updating your addresses, 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 and save the data you would like to save from your OneDrive, email (messages and contacts), and other UWL systems to your own personal computer or storage device before you leave UWL. Copy and save any data from Canvas you need now, before the end of your last term of enrollment.
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 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.

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

[Submit Intent to Graduate](#)

Verify Graduation Data

Program: College of Arts, Soc Sci & Hum
UW-La Crosse Undergraduate
Degree: Bachelor of Arts Major: Psychology BA Minor: Criminal Justice Minor Course of Study: CASSH BA Degree Prog Opt-Lang Expected Graduation Term Spring 2025
Graduation Instructions

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

Submit Confirmation



You have successfully submitted your intent to graduate.

8. To verify that you submitted your intent correctly, 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 status will say "Submitted Intent to Graduate" if you have already completed this. Note the expected graduation term. If that term is incorrect, contact your Dean's office.

Graduation	Submit intent to graduate View my graduation status
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Graduation Status

Program: College of Arts, Soc Sci & Hum
UW-La Crosse Undergraduate
Degree: Bachelor of Arts Major: Psychology BA Minor: Criminal Justice Minor Course of Study: CASSH BA Degree Prog Opt-Lang Status: Submitted Intent to Graduate Expected Graduation Term: Spring 2025

Tip: If you select **Submit Intent to Graduate** from your home page drop down menu again, you will see **View Graduation Status** to indicate you have already submitted a term. Clicking on it will display the term you have already submitted as your graduation term.