

Guide to Applying for Graduation

The process of applying to graduate consists of <u>two</u> parts that should be completed in order. The student should first self-nominate through e-Campus, and then submit a Nomination to Graduate form for program approval.

Reference the <u>Graduate School Academic Calendar</u> for all deadlines associated with this process.

Before beginning, review your course enrollment via e-campus. You cannot nominate for a term you are not enrolled in.

Part A: e-Campus Self Nomination

- **Step 1:** Log into e-Campus and scroll down to your "Student Center" section.
- **Step 2:** From the drop down menu, choose "Apply for Graduation".

 Click the blue double arrow icon next to the drop down to complete your selection.
- Step 3: Confirm the degree listed is correct.

 Then click "Apply for Graduation"

 If it is not correct, do not proceed. Email gradforms@etal.uri.edu to report an error.
- Step 4: Select the term you intend on graduating from the drop down menu titled "Expected Graduation Term."

 If the term you wish to select is not listed, please email gradforms@etal.uri.edu
- **Step 5:** Review and verify your selection. Select "Submit Application" to confirm selection. A confirmation screen will populate once submitted.

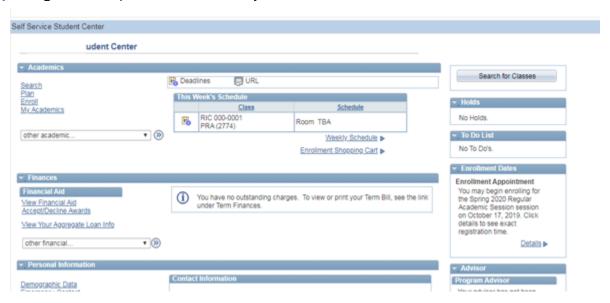
Part B: Nomination for Graduation Form

Step 1: Submit a "Nomination for Graduation" form found on the <u>Graduate School Forms</u> website. This form captures the approval of your major professor and is required to officially add you to the graduation list.

Email the Graduate School at <u>gradforms@etal.uri.edu</u> if you have any questions.

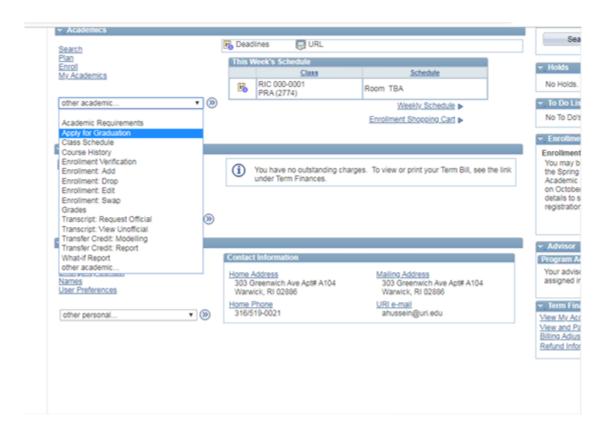
Guide to Applying to Graduate using e-Campus (With Screenshots)

Part A Step 1: Log into e-Campus and scroll down to your "Student Center" section

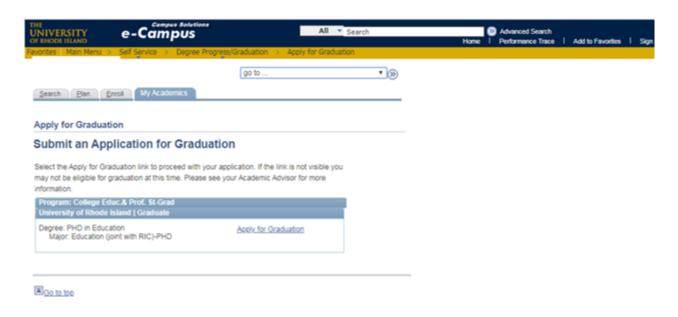


Step 2: From the drop down menu, choose "Apply for Graduation".

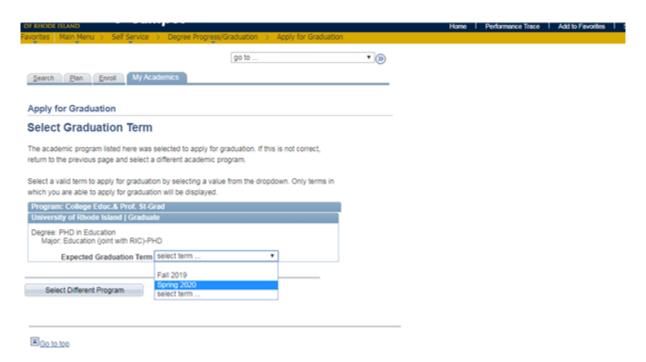
Click the blue double arrow icon next to the drop down to complete your selection.



Step 3: Confirm the degree listed, is exactly as it should appear (may be abbreviated). Then click "Apply for Graduation" If it is not correct, do not proceed. Email gradforms@etal.uri.edu to report an error.



Step 4: Select the term you intend on graduating from the drop down menu titled "Expected Graduation Term." If the term you wish to select is not listed, please email gradforms@etal.uri.edu.



Step 5: Review and verify your selection. Select "Submit Application" to confirm selection.

A confirmation screen will populate once submitted.

Submit Confirmation

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You have successfully applied for graduation.

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Part B:: Submit a "Nomination for Graduation" form found on the <u>Graduate School website</u>.

This form captures the approval of your major professor and is required as a step in the process.

Reference the **Graduate School Academic Calendar** for all deadlines associated with this process.

Email the Graduate School at gradforms@etal.uri.edu if you have any questions.