

## **Guide to Applying for Graduation**

The process of applying to graduate consists of <u>two</u> parts. The student should self-nominate through e-Campus, and a Nomination to Graduate form must be submitted which requires faculty approval.

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

## 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 gradforms@etal.uri.edu 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

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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 <u>gradforms@etal.uri.edu</u> to report an error.

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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.

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

A confirmation screen will populate once submitted.

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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.

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