How to Apply for Graduation through your R'Web menu
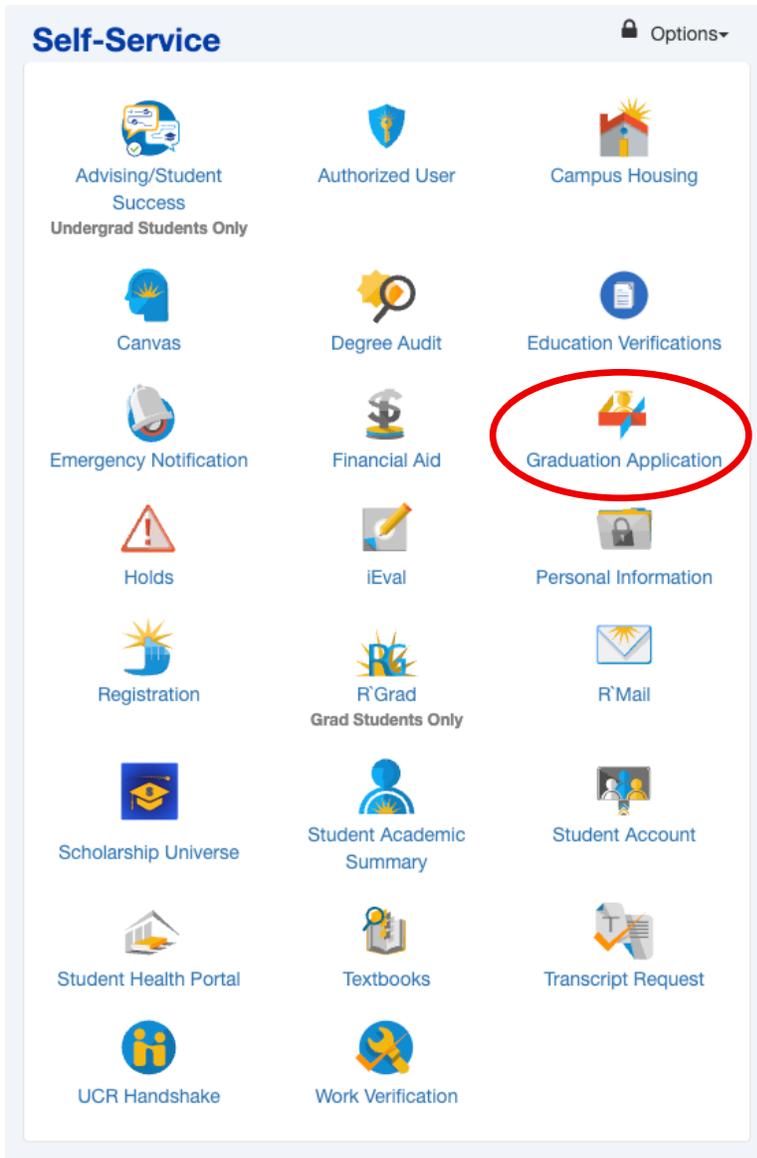
Step 1. Navigate to your R'Web menu and click on the Graduation Application icon.

Step 2. Read the instructions CAREFULLY. Once you have reviewed the instructions, start the graduation application by clicking on the link at the bottom of the instructions page where it says "To Start the Graduation Application, Click here."

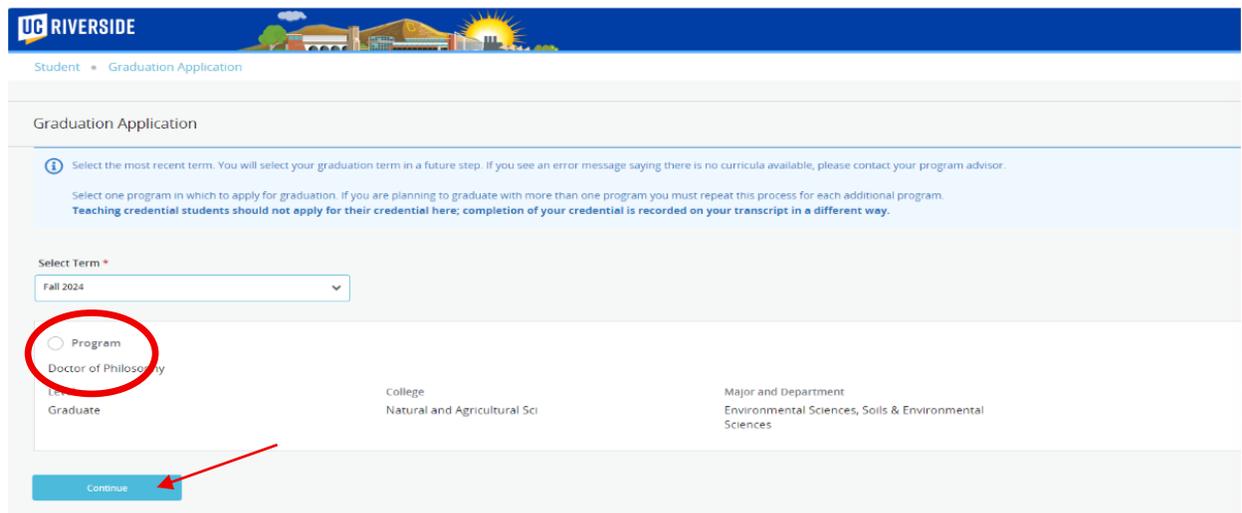**Step 3.** Select the <u>most recent term of your enrollment</u> of the options you are being provided. This connects your degree information to the graduation application. <u>This IS NOT the quarter you plan to graduate.</u>

If you receive a message that says "no curricula avaialbe for graduation application." Please contact your program advisor. If you don't know who your advisor is, please visit https://graduate.ucr.edu/need-help and click on your major from the list provided.
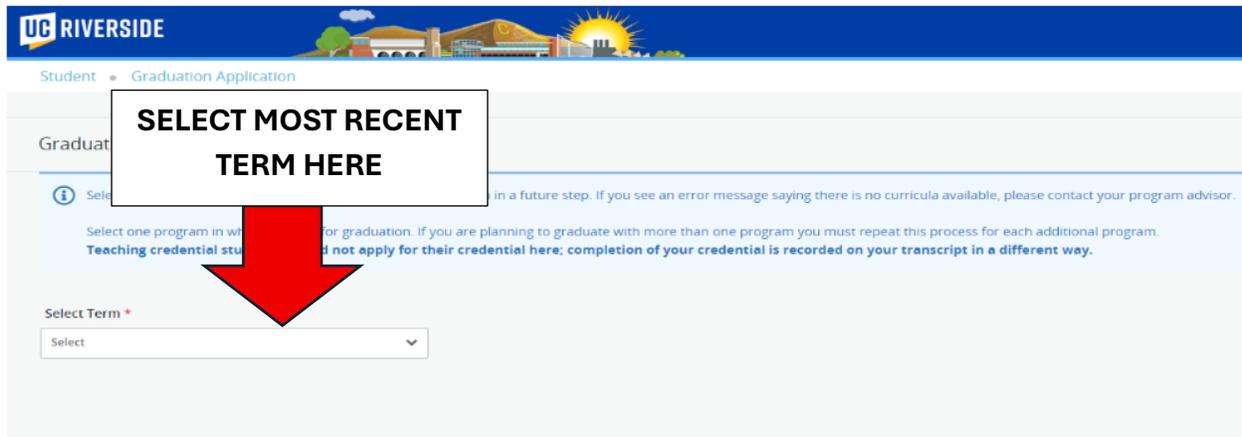
Step 4. Once you select the term of enrollment, the system will populate your degree program and allow you to choose the degree you plan to earn. Select the radio button next to your degree program and then click Continue.

Step 5. This is where you will select your graduation term! Select from the drop-down menu and then click Continue.

If the term you wish to graduate does not appear here, please consult the graduation procedures page to check the date that the graduation application opens and when it closes. https://graduate.ucr.edu/graduation-procedures-phd-masters-degrees

If you have missed the deadline, you will not be able to graduate in that term. Please consult with your advisor to discuss options. If you don't know who your academic advisor is, please visit https://graduate.ucr.edu/need-help and click on your major from the list provided.

Step 6. Confirm the name you wish to appear on your diploma. Then click Continue.

By default, your <u>lived name</u> will appear on your diploma. If you have not provided a lived name to the Registrar's Office, your legal name will be used.

If you wish to update your lived name, you may do so by submitting a request to the Registrar using this link: https://registrar.ucr.edu/grades-records/information.

Updates must be submitted by the end of finals week of your graduation term to be considered for the diploma. More information about diplomas may be accessed here: https://registrar.ucr.edu/graduation-guide/diplomas.


Step 7. A summary of your choices will appear at the end of the process. You may click the back button to review or change the information you have selected. If you are satisfied with your choices, click Submit Request.

CONFIRMATION. You will NOT receive an email confirmation of your graduation application.

You may check your submission by accessing your Student Academic Summary in your R'Web menu or by clicking on the Graduation Application icon. Both options will allow you to confirm your submitted application.

If you have previously earned a degree at UCR, you will also see any previously submitted graduation applications for those earned degrees.
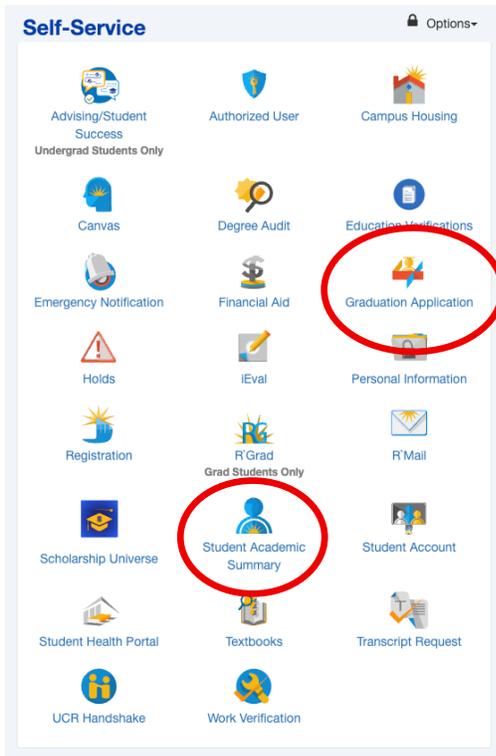
If you select Student Academic Summary, you'll see this screen and the Graduation Information in the center of the screen. If you click on the "Active (x)" link, you can view the application(s).

You can also select "View Application to Graduate" from the left menu.

All of these options take you to the same end point – viewing your graduation application(s).

Congratulations on the upcoming completion of your advanced degree!