How to Apply to Graduate Online

1. Log into Self Service using your U-number and password
2. Select Student records

Student Records

- View your holds
- Display your grades
- Order official transcripts
- Review grades and payments
- Make on-line payments
- View your 1098-T information
- View E-bills
- Apply to Graduate

3. Select Apply to Graduate
4. Your program term is pre-selected so just click the submit button

![Program Term Selection](image)

5. Review your program information and make sure it is correct. If it is, then select current program and click continue. If it is not correct, contact the Registrar’s Office at regohsu@ohsu.edu or call 503-494-7800.

![Curriculum Selection](image)
6. Choose the term in which you plan to graduate from the drop-down menu, then click continue.

Graduation Term Selection

Select the term in which you plan to graduate from the drop-down menu below. (503) 494-7800.

* indicates required field

Curriculum
Current Program
Certificate Program
Level: Medical Graduate
College: School of Medicine
Campus: Portland Campus
Major: Healthcare Management

Select Graduation Term
Graduation Term: *

None
Term: Winter 2017
Term: Spring 2017

Continue

1st select the term you plan to graduate

Next, click the continue button

7. Graduation ceremony selection. If you plan to attend the Convocation/Hooding & Pinning Ceremony in June, select ‘Yes’. If you do not plan on attending, select ‘No’. If you are not sure, select ‘Undecided’.

Graduation Ceremony Selection

Please indicate if you plan to attend the Spring Commencement Hooding/Pinning Ceremony.

Select an option. Later, if you change your decision, contact the Registrar’s Office

Select Ceremony Attendance
Attend Ceremony:

- Yes
- No
- Undecided

Continue

Next, click the continue button
8. Review your name and if it looks correct then select current name. If your name has changed, but you have not updated your student record, go to [www.oahsu.edu/registrar](http://www.oahsu.edu/registrar) and follow the directions on the change of address/name form. WE CAN ONLY PRINT YOUR NAME AS IT APPEARS IN YOUR STUDENT RECORD

<table>
<thead>
<tr>
<th>Diploma Name Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Jane Doe</td>
</tr>
<tr>
<td>Current Diploma Name:</td>
</tr>
</tbody>
</table>

Select a Name for your Diploma

<table>
<thead>
<tr>
<th>Diploma Name:</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New</td>
</tr>
<tr>
<td>Current Name</td>
<td>Jane Doe</td>
</tr>
</tbody>
</table>

If your name is correct, select current name

9. Confirm name again and click continue

<table>
<thead>
<tr>
<th>Diploma Name Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Jane Doe</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Middle Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
</tbody>
</table>

Continue
10. Select the address where you would like your diploma to be mailed. If you do not see the correct address listed, select new and enter your correct address.

11. Confirm your address again and click continue.
12. Review all of the information listed on your graduation application. If everything is correct then select Submit Request. If your program information is not correct then contact the Registrar’s office at 503-494-7800.

Graduation Application Summary

Please review all of the information below. If changes are needed, return to previous pages to update the information. If there is an issue with your curriculum information, please contact the Registrar’s Office at (503) 444-7800. Once you have confirmed all information is correct, click Submit Request to submit your graduation application.

Graduation Date
Term: Spring 2017

Ceremony
Attend Ceremony: Yes

Diploma Name
First Name: last
Middle Name: term
Last Name: ever

Diploma Mailing Address:
Street Line 1: 3181 sw sam jackson park Rd
City: Portland
State: Oregon
ZIP or Postal Code: 97239
Nation: United States of America

Curriculum
Current Program
Certificate Program
Level: Medical Graduate
College: School of Medicine
Campus: Portland Campus
Major: Healthcare Management

Graduation Charges
Fee: $50.00
Payment Method: Applied to Student Account

Submit Request

Review information and if everything is correct, click Submit Request.
13. You will see a confirmation page confirming that your graduation application has been submitted and that is when you know that you have applied to graduate!

Graduation Application Submitted

Dear [Name]

Congratulations! You have successfully submitted your application to graduate from OHSU. Your student account will be charged $50.00 in the term you plan to graduate.

If you have any questions you can contact the Registrar's Office at:
regohsu@ohsu.edu OR 503-494-7600

14. You can also view your submitted application by selecting the student records and then selecting view application to graduate

Student Records

- View Holds
- Final Grades
- Unofficial Transcript
- Account Summary by Term
- Account Summary and Make On-line Payment
- View Direct Deposit Summary
- Select Tax Year
- Tax Notification
- View or download your IRS Form 1098-T.
- E-Bills and Payment History
- Class Schedule
- Search class schedule for available classes
- Course Catalog
- Search course catalog for available terms.
- Order Official Transcript
- Apply to Graduate
- View Application to Graduate