

# How to Apply to Graduate Online

Open up a web browser and navigate to <https://www.ohsu.edu/education/student-self-service> and select Current Students:

The screenshot shows the OHSU Education website. At the top left is the OHSU logo. To its right is the word "Education". In the top right corner, there are navigation links: "OHSU Home", "Find a Doctor", "MyChart", "Donate", "Jobs", "Directions", and "Contact". Below these links is a search bar with the text "Search all of OHSU" and a search icon. Below the search bar is a dark blue navigation bar with the following links: "About", "Academics and Admissions", "Registrar and Financial Aid", "Student Life", "Explore Science Education", "Library", "Alumni and Professionals", and "Academic Policy". Below the navigation bar, the breadcrumb "Education > Student Self Service" is visible. On the left side, there is a sidebar menu with the following items: "Education at OHSU", "About", "Academics and Admissions", "Registrar and Financial Aid" (which is highlighted), "Tuition and Fees", "Financial Aid", "Registrar" (with sub-items: "Student Self Service", "Faculty Self Service", "Faculty & Advisor Self Service Training", "Official Transcripts", "Update Personal Information"), "Academic Calendar and Deadlines", "Student Life", and "Explore Science Education". The main content area is titled "Student Self Service" and contains the following text: "The Student Information System (SIS) is a secure, interactive application where students can register for classes, view and pay student bills, sign up for direct deposit, update contact information, view degree audit, manage and accept financial aid awards, and order official transcripts." Below this text are two yellow buttons: "Current Students (OHSU Network Account)" and "Alumni and Former Students (UID and PIN)". Below these buttons is a list of links with plus signs: "New students", "Former students and alumni", "Login assistance", and "System maintenance". On the right side, there is a section titled "Contact the Registrar" with the following information: "Hours: Monday - Friday, 7:30 a.m. - 4 p.m.", "Phone: 503-494-7800 or 800-775-5460", "Fax: 503-494-4629", "Email the Registrar", and "Location: Mackenzie Hall, Room 1120, Mail Code L-109, 3181 S.W. Sam Jackson Park Road, Portland, OR 97239-3098".

Select Apply to Graduate:

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## Student Services

Welcome to the OHSU Student Information System (SIS)

OHSU is transitioning to a new version of this system. Some items below use an older version of the user interface.

**Current students with an OHSU Network Account**  
(logging in with @ohsu.edu email)

**Alumni, Former, and Future Students** without network credentials (logging in with UID and PIN)

**Registration & Degree Requirements**

- Registration Home
- Degree Audit
- Apply to Graduate**
- View Graduation Application
- Textbook Listing

**Academic Records**

- View Grades
- View Unofficial Transcript

**Registration & Degree Requirements**

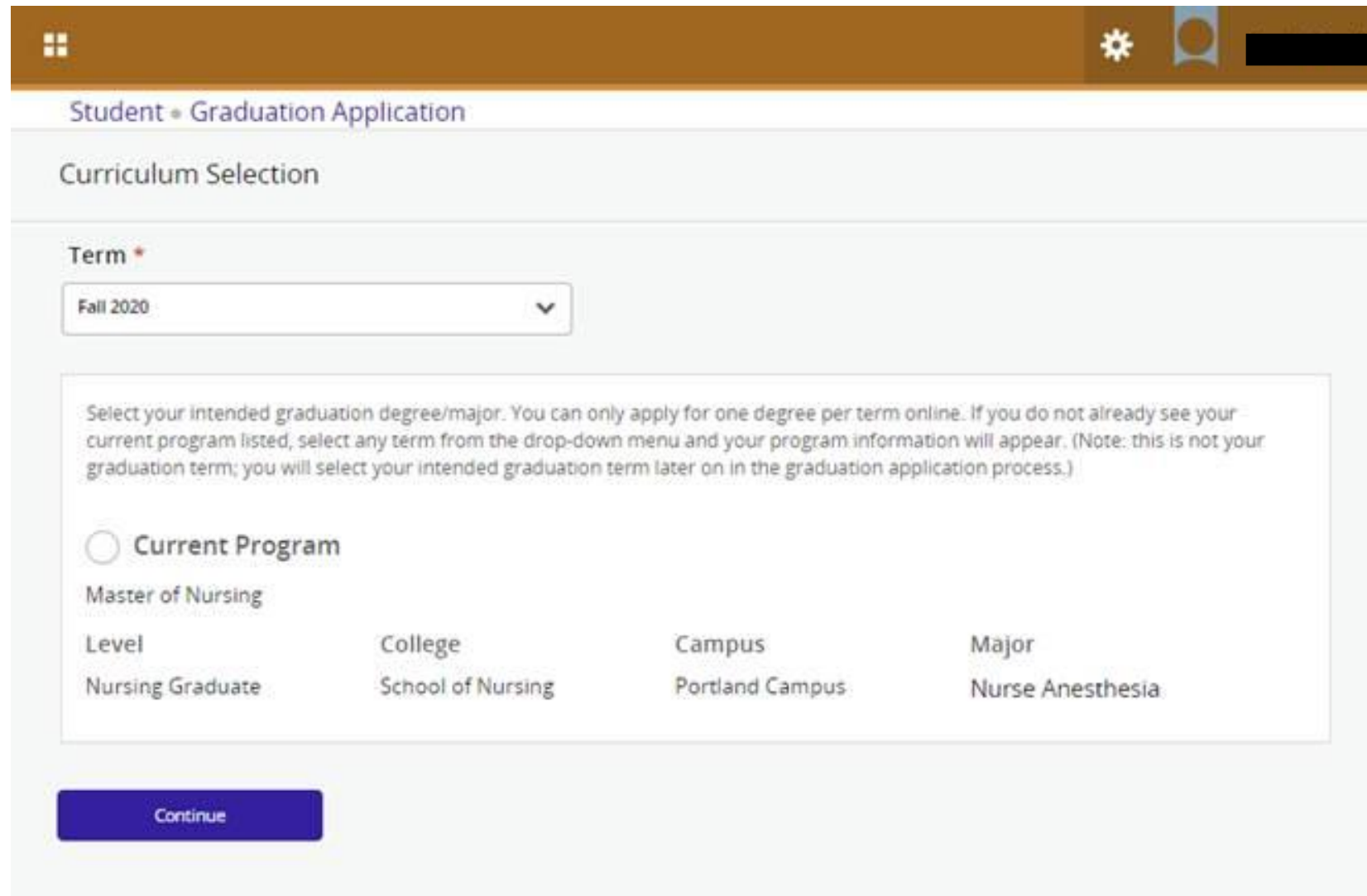
- Registration Home
- Textbook Listing

**Academic Records**

- View Unofficial Transcript
- Order Official Transcripts

**Student Accounts Receivable**

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.



The screenshot shows a web interface for a graduation application. At the top, there is a navigation bar with a home icon, a gear icon, and a profile picture. Below the navigation bar, the page title is "Student • Graduation Application". The main section is titled "Curriculum Selection". Underneath, there is a "Term" dropdown menu currently set to "Fall 2020". Below the dropdown is a text box containing instructions: "Select your intended graduation degree/major. You can only apply for one degree per term online. If you do not already see your current program listed, select any term from the drop-down menu and your program information will appear. (Note: this is not your graduation term; you will select your intended graduation term later on in the graduation application process.)". Below the text box is a radio button labeled "Current Program". Underneath the radio button, the following information is displayed: "Master of Nursing", "Level: Nursing Graduate", "College: School of Nursing", "Campus: Portland Campus", and "Major: Nurse Anesthesia". At the bottom of the form is a blue "Continue" button.

Student • Graduation Application

### Curriculum Selection

Term \*

Fall 2020

Select your intended graduation degree/major. You can only apply for one degree per term online. If you do not already see your current program listed, select any term from the drop-down menu and your program information will appear. (Note: this is not your graduation term; you will select your intended graduation term later on in the graduation application process.)

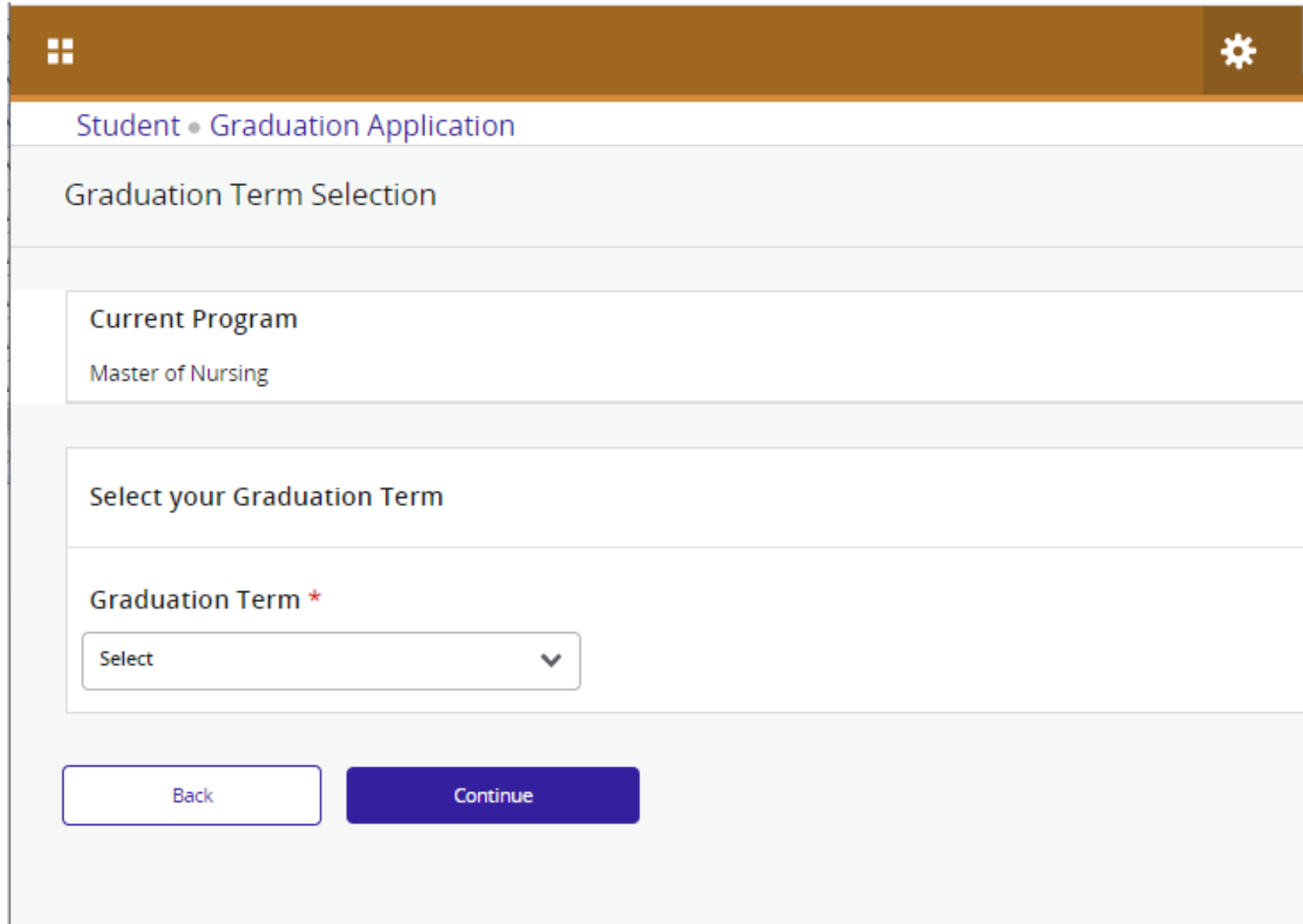
Current Program

Master of Nursing

Level	College	Campus	Major
Nursing Graduate	School of Nursing	Portland Campus	Nurse Anesthesia

Continue

Select the term in which you plan to graduate from the drop down menu, then click continue.



Student • Graduation Application

## Graduation Term Selection

**Current Program**  
Master of Nursing

Select your Graduation Term

**Graduation Term \***

Select ▼

[Back](#) [Continue](#)

Select your diploma name:

Student • Graduation Application

### Diploma Name Selection

**Current Program** ▼  
Master of Nursing

① Select the name to be printed on your diploma from the drop-down menu below. This is also how your name will be printed in the commencement program. If you choose "New" and click "Continue", you will be taken to a new screen to enter the diploma name you desire. If the "Current Name" in the drop-down is correct, select it and click "Continue". We can only print your name on your diploma as it appears in your student record. If you have recently changed your name and haven't updated your student record yet, please go to the Registrar's website (<https://www.ohsu.edu/registrar>) and follow the directions on the Change of Address/Name Form.

Name  
[Redacted]

Select a Name for your Diploma \*

Select ▼

Back

Continue

Confirm name again and click continue:

### Student • Graduation Application

Continue: we can only print your name on your diploma as it appears in your student record. If you have recently changed your name and haven't updated your student record yet, please go to the Registrar's website (<https://www.ohsu.edu/registrar>) and follow the directions on the Change of Address/Name Form.

Name

[Redacted]

Select a Name for your Diploma \*

[Redacted] ▼

First Name

[Redacted]

Middle Name

Last Name Prefix

Last Name \*

[Redacted]

Back

Continue

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.

[Student](#) • [Graduation Application](#)

### Graduation Application Summary

Graduation Term

Term

Fall 2020

Diploma Name

First Name

[REDACTED]

Last Name

[REDACTED]

Curriculum

Current Program

Master of Nursing

Level

Nursing Graduate

College

School of Nursing

Campus

Portland Campus

Major

Nurse Anesthesia

[Back](#)

[Submit Request](#)

You will see a confirmation page confirming that your graduation application has been submitted:

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Student • Graduation Application

## Acknowledgement

Dear [REDACTED]

Congratulations! You have successfully submitted your application to graduate from OHSU. Your student account will be charged a graduation fee (according to the applicable Academic Year Tuition & Fee Book) during the term you plan to graduate.

Your diploma will be mailed to the current mailing address on file with the Registrar's Office when your graduation is processed.

PO Box 4422  
Portland, OR 97208

To update your current mailing address, visit the [Personal Information page \(link\)](#) and enter a new address.

If you have any questions you can contact the Registrar's Office at:  
regohsu@ohsu.edu -or- 503-494-7800

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You can also view your submitted application by selecting View Graduation Application from the student services menu:

Student • Graduation Application

### Graduation Application

Graduation Application			
Name	Application Number	Request Date	Application Status
[REDACTED]	1	11/05/2020	Active Application

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Application Status Date	
11/05/2020	

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Graduation Term		
Date	Term	Year
12/31/2020	Fall 2020	Academic Year 2020-2021

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Diploma Name	
First Name	Last Name
[REDACTED]	[REDACTED]

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Curriculum			
Primary Degree			
Master of Nursing			
Level	College	Campus	Major
Nursing Graduate	School of Nursing	Portland Campus	Nurse Anesthesia