How to Apply to Graduate Online

1. Log into Self Service using your Network account
2. Select Student records

Student Services

Registration

- Reminder: Student Health Insurance Waivers must be applied for annually by the deadlines defined on the Student Health website.
- Go to the On-line Textbook List to view required materials for classes
- Display your class schedule
- Register, add or drop classes
- Select credits on variable credit classes

Student Records

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

Degree Audit

- View your graduation requirements
- Access an educational planner

3. Select Apply to Graduate

Student Records

View Holds
Final Grades
Order Official Transcript
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
Apply to Graduate
View Application to Graduate
4. Your program term is pre-selected so just click the submit button

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.
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
```

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
```
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.ohsu.edu/registrar](http://www.ohsu.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.

9. Confirm name again and click 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.

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!

Dear [Name],

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.

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

15. A graduation fee will be added to your student account in the term in which you are completing your degree. See the Tuition & Fee Book for current graduation fee rates.