

# How to Apply to Graduate Online

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

## Student Services

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### Registration

- **Reminder: Student Health Insurance Waivers must be applied for annually by the deadlines defined on the [Student Health](#) website.**
- Go to the [OHSU 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
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3. Select Apply to Graduate

**Personal Information** **Student Services**

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## Student Records

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[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](#)

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4. Your program term is pre-selected so just click the submit button

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### Program Term Selection

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 Your program term has been pre-selected. Click the **Submit** button to continue and review your degree/major.

Select a Term:


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](mailto:regohsu@ohsu.edu) or call 503-494-7800.

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### Curriculum Selection

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 Select the curriculum for this graduation application. available on the Registrar's website, for additional d

**1st select current program**

**Select Curriculum**

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


**Next, click the continue button**

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

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### 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:\***   
Term: Winter 2017  
Term: Spring 2017

**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'

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### 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**

**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.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

Personal Information Student Services

RETURN TO MENU HELP EXIT

Jane Doe  
Jan 04, 2017 09:59 am

### Diploma Name Selection

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**.

If you have recently changed your name and haven't updated your student record yet, please go to [www.ohsu.edu/registrar](http://www.ohsu.edu/registrar) and follow the directions on the *change of address/name form*.



\* indicates required field

**Name**  
Name: Jane Doe

**Current Diploma Name:**

Select a Name for your Diploma

Diploma Name:\*

Continue  Next, click the continue button 

If your name is correct, select current name

9. Confirm name again and click continue

Personal Information Student Services

### Diploma Name Selection

Enter or confirm the name to be printed on your diploma and in the commencement program.


\* indicates required field

**Name For Diploma**

**First Name:**

**Middle Name:**

**Last Name:\***


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

Personal Information **Student Services**

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### Diploma Mailing Address Selection

 Use **Active Addresses** to select or change the mailing address for your diploma.

\* indicates required field Select the correct address. If the correct address is not listed, select new and enter correct address

**Current Diploma Mailing Address**  
**Select an Address for your Diploma**  
**Active Addresses:\***

None
New
Mailing (3181 SW Sam Jackson Rd.)


Next, click the continue button

11. Confirm your address again and click continue

Personal Information **Student Services**

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### Diploma Mailing Address Selection

 Confirm or enter the mailing address for your diploma.

\* indicates required field

**Mailing Address For Diploma**

<b>Street Line 1:*</b>	3181 SW Sam Jackson Rd.
<b>Street Line 2:</b>	
<b>Street Line 3:</b>	
<b>City:*</b>	Portland
<b>State:</b>	Oregon
<b>ZIP or Postal Code:</b>	97239
<b>Nation:</b>	United States of America

Confirm your address, then 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.

Personal Information Student Services Financial Aid

RETURN TO MENU HELP EXIT

U00065265 Lu A. Adams  
Jan 10, 2018 09:43 am

### 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) 494-7800. Once you have confirmed all information is correct, click **Submit Request** to submit your graduation application.


**Graduation Date**  
Term: Spring 2018

**Ceremony**  
Attend Ceremony: Undecided

**Diploma Name**  
First Name: Lu  
Middle Name: Angelita  
Last Name: Adams

**Diploma Mailing Address**  
Street Line 1: 4056 SE Washington ST  
City: Milwaukie  
State: Oregon  
ZIP or Postal Code: 97222

**Curriculum**  
Current Program  
Bachelor of Science  
Level: Nursing  
Program: OCNE  
College: School of Nursing  
Campus: La Grande  
Major: Nursing

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!

Personal Information Student Services Financial Aid

RETURN TO MENU HELP EXIT

Jan 10, 2018 09:58 am

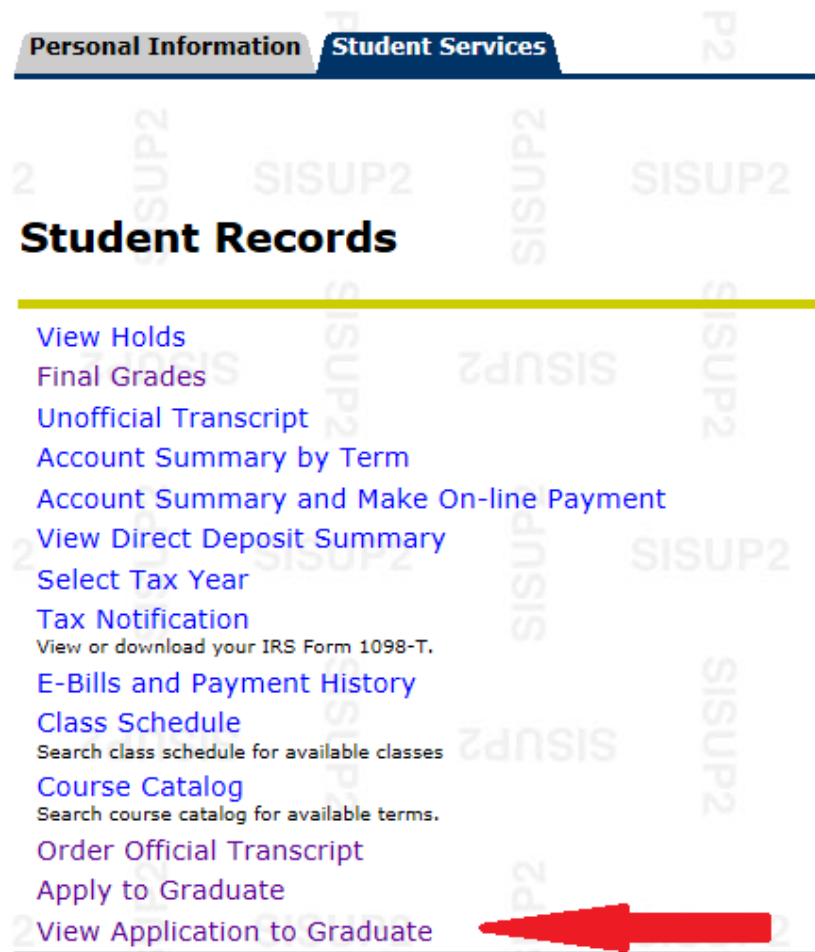
### Graduation Application Submitted

Dear 

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

















The screenshot shows a navigation menu with two tabs: 'Personal Information' and 'Student Services'. The 'Student Services' tab is active. Below the tabs is a horizontal line, followed by the heading 'Student Records' in bold black text. A yellow horizontal line is positioned below the heading. A list of menu items follows, each with a small blue icon to its left. The items are: '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' (with a sub-link 'View or download your IRS Form 1098-T'), 'E-Bills and Payment History', 'Class Schedule' (with a sub-link 'Search class schedule for available classes'), 'Course Catalog' (with a sub-link 'Search course catalog for available terms.'), 'Order Official Transcript', 'Apply to Graduate', and 'View Application to Graduate'. A red arrow points to the 'View Application to Graduate' link.

**Personal Information** **Student Services**

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## Student Records

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Search class schedule for available classes
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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](#).