



Please review the following instructions prior to submitting your online graduation application. If you have any questions, please contact the Graduation division within the Office of Records and Registration by calling (217) 206-7730 or by email at registrar@uis.edu.

Instructions: Students preparing to apply for graduation at the University of Illinois at Springfield should complete the following steps:

1. Review their degree audit in consultation with their adviser using the online Degree Audit Reporting System (DARS) - available online at www.uis.edu/registration - "Enter DARSweb for Students" link (under "Graduation/Degree Audits" heading).
2. Submit an online graduation application using Student Self-Service (<https://apps.uillinois.edu/selfservice>).
3. To complete the graduation application process, a student's adviser and department chair **MUST** sign the Graduation Application Signature Form and forward it to the Office of Records and Registration. By signing this form, they are verifying that the student is on track to complete his/her degree requirements in the semester indicated on the form. Each student should complete, print, and submit the Graduation Application Signature Form to his/her adviser as soon as possible. The Graduation Application Signature Form **MUST** be received in the Office of Records and Registration before a student can graduate.

Deadline: It is important to complete this process by the posted deadline. Graduation application deadlines are posted in the Office of Records and Registration, in academic department offices on campus, and emailed to all students each semester.

Graduation Application Fee: A mandatory graduation application fee will be charged to each student upon submission of the Graduation Application and will appear on your next billing statement.

Degree Conferral: Degrees are awarded only at the end of the spring, summer, and fall semesters. As soon as grades are received from faculty at the end of the term, each graduation application is reviewed. At that time, all requirements - including transcripts from other schools, clearance of incompletes, all grades and any other supporting documents - must be on file in the Office of Records and Registration. **To be eligible for graduation in a particular semester, all graduation paperwork must be received by the Office of Records and Registration no later than the scheduled deadline.** Degrees not conferred at that time will be automatically reconsidered each subsequent term for up to one year. Graduation Application Reviews will be mailed to students with active applications on file informing them of requirements not yet fulfilled.

Diplomas: Diplomas will be mailed directly to students from UIS's diploma company after the final application evaluation process has taken place at the end of each semester. Diplomas will only be mailed to those graduates who have no monetary holds and who have paid the graduation application fee. Please be sure to keep Graduation informed of your current address.

Graduation Application Changes: Once submitted, all changes to your graduation application must be made by contacting Graduation.

Commencement Information: A commencement ceremony is held each year on the Saturday classes end for the spring semester. Information about commencement is mailed to all potentially eligible participants in February. Eligible participants include summer and fall graduates from the previous year as well as candidates for the spring semester.