



UNIVERSITY OF
SOUTH CAROLINA
BEAUFORT

Guide to Self-Service Carolina Graduation Application

Step 1: Complete the application in SSC by selecting Apply to Graduate.

The screenshot shows a web interface for a student portal. At the top, there is a breadcrumb trail: Home > Student. Below this, there are four navigation tabs: Personal Information, Student (highlighted with a blue border), Account Information, and Financial Aid. The main content area is a grid of service tiles. The 'Apply to Graduate' tile in the bottom right is highlighted with a red border. Below the grid is a 'View Submitted Graduation Application' link.

Admissions Apply for admission to another campus, return to complete an application, or check your status.	Registration Check your registration status, class schedule and add or drop classes. Select the appropriate term before proceeding.	Student Records View your holds, grades, transcripts and advisor (if assigned).	South Carolina Residency Certification Complete this certification to apply for in-state tuition or a reduced tuition rate.
Enrollment Deposits Pay enrollment deposit to secure your spot in the incoming class.	Housing Services Apply for housing, view room assignments when available, and access other housing services.	Orientation Services To apply to attend Orientation Sessions.	AlcoholEdu & Haven Both are REQUIRED if you are: A new or transferring undergraduate student to Columbia campus-under the age of 23 and enrolled for the upcoming term.
DegreeWorks View your progress toward earning a degree; run What-if audit if considering change of major. This option is not available to all campuses at this time.	Withdrawal & Refund Deadlines	Final Exams	Apply to Graduate While submitting your graduation application you may verify your name, address and academic program information.
View Submitted Graduation Application			

Select the term in which you plan to graduate.

Curriculum Term Selection

← | [Home](#) > [Student](#) > [Student Records](#) > [Apply to Graduate](#)

Select the term in which you plan to graduate.

Learn more about how your [eligibility for degree candidacy](#) is determined.

If you are an **Early Walk** candidate, please submit your application using the [Early Walk Application](#).

Select a Term:

- Fall 2016
- Spring 2016
- Fall 2015
- Summer 2015
- Spring 2015
- Fall 2014

Submit



Select curriculum for the graduation application.

Curriculum Selection

Home > Curriculum Selection



Please verify the accuracy of the program information. If the information is not correct, please contact your academic unit.

If you are enrolled in multiple programs (additional major, second degree) you must submit separate applications for each program.

If you are not registered in the term in which you are applying to graduate, do not have enough earned hours or minimum grade point average, or have already applied, you will not be able to complete the application. You will receive the following message: "No curricula available for graduation application".

Please refer to the [graduation policies](#) for information concerning the number of hours required to apply to graduate

Select Curriculum



Current Program

Level: Undergraduate
College: College of Arts and Sciences
Campus: USC Columbia
Major: Chemistry

Continue

If you are not registered for the term you wish to graduate, do not have enough earned hours or minimum grade point average, or have already applied to graduate, you will see this message **“No curricula available for graduation application.”**

Curriculum Selection

Home > Curriculum Selection




Please verify the accuracy of the program information. If the information is not correct, please contact your academic unit.

If you are enrolled in multiple programs (additional major, second degree) you must submit separate applications for each program.

If you are not registered in the term in which you are applying to graduate, do not have enough earned hours or minimum grade point average, or have already applied, you will not be able to complete the application. You will receive the following message: **“No curricula available for graduation application”**.

Please refer to the [graduation policies](#) for information concerning the number of hours required to apply to graduate

Select Curriculum

 No curricula available for graduation application.

Select the term in which you plan to graduate.

Graduation Term Selection

← | [Home](#) > Graduation Term Selection

Select a term for your expected graduation.

* indicates required field

Curriculum

Current Program

Level: Undergraduate
College: College of Arts and Sciences
Campus: USC Columbia
Major: Chemistry

Select Graduation Term

Graduation Term:*

None ▼
None
Term:Fall 2016



Continue

Select if you plan to attend the USCB ceremony or the Columbia ceremony, depending on the graduation term.

Graduation Ceremony Attendance

← | Home > Graduation Ceremony Attendance

Select if you are attending a ceremony.

Fall Ceremonies:

- **Aiken Students:** Invited to attend the Aiken Convocation held on the Aiken Campus in December.
- **Beaufort Students:** Invited to attend commencement exercises held on the Columbia Campus in December.
- **Columbia and Regional Students:** Invited to attend commencement exercises held on the Columbia Campus in December.
- **Upstate Students:** Invited to attend commencement exercises held on the Columbia Campus in December.

Spring Ceremonies:

- **Aiken Students:** Invited to attend commencement exercises held on the [Aiken Campus](#).
- **Beaufort Students:** Invited to attend commencement exercises held on the [Beaufort Campus](#).
- **Columbia Students:** Invited to attend commencement exercises held on the [Columbia Campus](#).
- **Regional Students:** Invited to attend commencement exercises on their home campus.
- **Upstate Students:** Invited to attend commencement exercises held on the [Upstate Campus](#).

Select Ceremony Attendance

Attend Ceremony:

Yes



No

Continue

Selects the name to appear on the diploma.

Diploma Name Selection

← | [Home](#) > [Diploma Name Selection](#)

Please select the "Current Name" option from the drop down list to confirm the name that will be printed on your diploma.

If you have special characters in your name, please email changes to commence@mailbox.sc.edu.

If the "Current Name" information listed is not correct you must complete a [Name Change Request Form](#).

* indicates required field

Name

Name:

Current Diploma Name:

Select a Name for your Diploma

One of your Names:*

Continue


None
None
New
Current Name
VIP ID



Confirm the name for the diploma.

Diploma Name Selection

[←](#) | [Home](#) > [Diploma Name Selection](#)

 Listed below is the name to be printed on your diploma.

Name For Diploma

First Name:	Kiara
Middle Name:	Shanice
Last Name:	Long
Suffix:	

[Continue](#)



Select a mailing address for the diploma. All your active address are displayed. You can create a new diploma mailing address.

Diploma Mailing Address Selection

[Home](#) > [Diploma Mailing Address Selection](#)

Please select the address that you would like for your diploma to be mailed. You can enter a new address if needed.

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma

One of your Addresses:*

[Continue](#)

[View Transcript](#) ■ [View Graduation Applications](#) ■ [View Addresses And P](#)


- None
- None
- New
- Parent/Guardian/Next of Kin
- Student Current Address
- Student Permanent Address



Update, create a new address, or confirm the address for the diploma.

Diploma Mailing Address Selection

← | [Home](#) > Diploma Mailing Address Selection

 If the information is correct, click "Continue". If the address is incorrect, please update it. If the address you enter returns an error, please email the address to commence@mailbox.sc.edu.

* indicates required field

Mailing Address For Diploma

Street Line 1:*

Street Line 2:

Street Line 3:

City:*

State or Province:

ZIP or Postal Code:

Nation:

Continue



Final Step: Confirm the Summary and Submit Request

Graduation Application Summary

Home > Graduation Application Summary

Please confirm the information below and if correct, click "Submit Request".

Graduation Term

Term: Fall 2016

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name:

Middle Name:

Last Name:

Diploma Mailing Address

Street Line 1:

City:

State or Province:

ZIP or Postal Code:

Curriculum

Current Program

Level: Undergraduate

College: College of Arts and Sciences

Campus: USC Columbia

Major: Chemistry

Submit Request



You will then see a confirmation page that the application has been submitted for degree candidacy approval.

Graduation Application Confirmation

 | [Home](#) > Graduation Application Confirmation

Dear

Your graduation application has been submitted to your college to be approved for degree candidacy.

If you have additional majors or degrees, please submit an additional application.

If your name has special characters, please contact commence@mailbox.sc.edu.

All communications regarding commencement will be sent to your University issued email address.

Office of the University Registrar
Commencement Team

Once the graduation application has been submitted, you can view details by selecting View Submitted Graduation Application.

Home > Student

Personal Information | **Student** | Account Information | Financial Aid

Admissions Apply for admission to another campus, return to complete an application, or check your status.	Registration Check your registration status, class schedule and add or drop classes. Select the appropriate term before proceeding.	Student Records View your holds, grades, transcripts and advisor (if assigned).	South Carolina Residency Certification Complete this certification to apply for in-state tuition or a reduced tuition rate.
Enrollment Deposits Pay enrollment deposit to secure your spot in the incoming class.	Housing Services Apply for housing, view room assignments when available, and access other housing services.	Orientation Services To apply to attend Orientation Sessions.	AlcoholEdu & Haven Both are REQUIRED if you are: A new or transferring undergraduate student to Columbia campus-under the age of 23 and enrolled for the upcoming term.
DegreeWorks View your progress toward earning a degree; run What-if audit if considering change of major. This option is not available to all campuses at this time.	Withdrawal & Refund Deadlines	Final Exams	Apply to Graduate While submitting your graduation application you may verify your name, address and academic program information.
View Submitted Graduation Application			