

# UCF Student Help Guide

## Online Intent to Graduate Form

Log in to myUCF > Student Self Service > Graduate Students

Choose "Intent to Graduate: Apply" from drop down box

### Academics - Undergraduate and Graduate Careers

other academic...

**i** You are not enrolled in classes.

### Finances

#### My Account

Fee Invoice

[Student Direct Deposit](#)

Disbursement Details

#### Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[View Financial Aid Bulletin](#)

[View Financial Aid Status](#)

#### UCF Textbook Purchase Program

[Textbook Purchase Program Opt In](#)

[Textbook Purchase Program Status](#)

**i** You have no outstanding charges at this time.

[Due Charges / ePay](#)

#### To View:

Charges use the View Your Account link.

Tuition, Due Date, Deferments use Fee Invoice link.

Select an Academic Program

Search

Plan

Enroll

My Academics

## Apply for Graduation

### Select Program and Degree

#### Select an Academic Program

Academic Program [Education EdD](#)

Career

Graduate

Degree Doctor of Education

Program

Education EdD

## Message

Notice for Intent to Graduate (24000,175)

If you are not currently enrolled in the term for which you are applying to graduate, contact your program for further information.

OK

Click on OK button

Choose Term and click continue

go to ...

Search Plan Enroll My Academics

### Apply for Graduation

#### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program. Contact your program if you cannot select the appropriate program information.

Only terms in which you are able to apply for graduation will be displayed.

Program	Career
Degree	
Program	

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

SELECT DIFFERENT PROGRAM CONTINUE

Search Plan Enroll My Academics

go to ...



## Verify Name and Address

Verify that all data is correct. If name or address is incorrect please be aware that the university may ask for documentation to verify changes.

If everything is correct, click the Continue button to continue the process.

Will be attending commencement



Check box if attending ceremony

Advisors:

Advisor 1

Advisor 2

List chair/co-chair of committee (doctoral) or advisor(s) for master's thesis and educational specialists.

This is the name that will appear on your diploma. Please update if necessary.

Last Name\*

Suffix

First Name\*

Middle Name

Diploma name

Your diploma ONLY will be mailed to this address. Please update if needed.

Diploma mailing address

Address 1\*

Address 2

City\*

State\*

Zip\*

Country\*

Please verify your Mailing address.

All other communications from the university will continue to go to this address.

Mailing address

Address 1

Address 2

City

State

Zip

Country

USA

United States

[Edit Address](#)

Email



I acknowledge that all graduation communications will be sent to the above email address. If an email address is not listed, that means you have not signed up for a Knights email.

[Click here](#) to get a Knights email account. If you do not sign up for a Knights email you will not receive graduation communications.

Must check box to continue to next page

Masters Students Only:



Thesis



Non-Thesis

If you are a doctoral candidate or educational specialist candidate, neither box is checked

SELECT DIFFERENT PROGRAM

CONTINUE

Verify information and click "Continue" button

Click on survey(s) to complete

go to ...  

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

## Apply for Graduation

---

### Complete Surveys

Next step: Complete the UCF Surveys

**Failure to do so will require a visit to your college advising office.**

**Please note - if your session is inactive for 20 minutes you will be logged out of myUCF**

Description	Survey		
	<a href="#">Survey</a>		
UCF Graduate Survey	<a href="#">Survey</a>		



---

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

go to ...  

Surveys can be accessed after Online Intent to Graduate Form is submitted.

Log in to myUCF

Choose "Intent to Graduate: Survey" from drop down box

Academics - Undergraduate and Graduate Careers

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

Intent to Graduate: Survey >>

[weekly schedule](#)  
[enrollment shopping cart](#)

Choose appropriate survey (s) to complete

### Intent to Grad Surveys

Your ITG is pending review.  
Our records show you have not yet completed all of your ITG surveys. Please note it may take up to one hour for the survey completion acknowledgment be received.  
This survey information is used by UCF faculty and administrators to improve the collegiate experiences of UCF students. The survey is confidential - no individual information will be used in any report. Your answers provide an important evaluation of your overall UCF experience, activities, and academic experience at UCF. We strongly encourage your straightforward and constructive responses.

Surveys	
	<a href="#">Survey</a>
UCF Graduate Survey	<a href="#">Survey</a>



[Return to Student Center](#)

## Not eligible to file ITG

This message will appear if you are not active in a program or have already filed an Intent to Graduate Form for the current term.

The screenshot shows the top navigation bar with a "Home" link. Below it is a search bar with "go to ..." and a magnifying glass icon. A menu bar contains "Search", "Plan", "Enroll", and "My Academics". The main content area is titled "Apply for Graduation" and "Select Program and Degree". A blue message box states: "No Active Academic Programs or Already Filed Intent". Below this, a message reads: "you have no programs that are eligible to file an intent to graduate. if you previously applied for graduation please review your status at graduation intent status." A red arrow points to this message. At the bottom, there is another search bar and a menu bar with "Search", "Plan", "Enroll", and "My Academics".

## Student Review Intent to Graduate on myUCF

Choose "Intent to Graduate: Status" from drop down box

The screenshot shows the "Academics - Undergraduate and Graduate Careers" section. Below the navigation links "Search", "Plan", "Enroll", and "My Academics", there is a dropdown menu with "Intent to Graduate: Status" selected and highlighted by a red oval. To the right, there are links for "weekly schedule" and "enrollment shopping cart".

## Graduation Intent Status

Only those students that have filed their intents online will show on this page.

Description	Completed	Date	Status
Notice of Intent to Graduate Submitted	X	09/18/2009	Completed
Confirmation e-mail sent to student	X	09/18/2009	Completed
UCF survey completed			

### Legend

Status = Pending

- This step in the process has not been completed.

Status = Completed

- This step in the process is finished.

## Program Review

Program/Track	Academic Program	Degree	Review Status
Social Work MSW	SWMSW	MSW	Pending

### Legend

Status= Applied

- The Intent to Graduate form has been submitted

Status = Pending

- By the program, pending successful completion of current term requirements

Status = Withdraw

- Your Intent to Graduate was withdrawn

Status = Awarded

- Your degree has been posted to your transcript.