

How to Apply to Graduate Online

1. Log into Self Service using your U-number and password
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 [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
-

3. Select Apply to Graduate

Personal Information **Student Services**

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

Personal Information **Student Services**

Program Term Selection


 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 or call 503-494-7800.

Personal Information **Student Services**

Curriculum Selection

 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

Personal Information **Student Services**

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


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'

Personal Information **Student Services**

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 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 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

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:*

Continue **Next, click the continue button**

- None
- New
- Mailing (3181 SW Sam Jackson Rd.)

11. Confirm your address again and click continue

Personal Information Student Services

Diploma Mailing Address Selection

Confirm or enter the mailing address for your diploma.

* indicates required field

Mailing Address For Diploma

Street Line 1:* 3181 sw sam jackson park Rd

Street Line 2:

Street Line 3:

City:* portland

State: Oregon

ZIP or Postal Code: 97239

Nation: United States of America

Continue **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**

[RETURN TO MENU](#) [HELP](#) [EXIT](#)

Graduation Application Summary

Jan 03, 2017 10:51 am



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 2017

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name: last

Middle Name: term

Last Name: ever

Diploma Mailing Address

Street Line 1: 3181 sw sam jackson park Rd

City: portland

State: Oregon

ZIP or Postal Code: 97239

Nation: United States of America

Curriculum

Current Program

Certificate Program

Level: Medical Graduate

College: School of Medicine

Campus: Portland Campus

Major: Healthcare Management

Graduation Charges

Fee: \$50.00

Payment Method: Applied to Student Account

Submit Request

Review information and if everything is correct, click **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!

Graduation Application Submitted

Dec 30, 2016 01:39 pm

Dear [REDACTED]

Congratulations! You have successfully submitted your application to graduate from OHSU. Your student account will be charged \$50.00 in 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

Personal Information

Student Services

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](#)