

How to Apply for Graduation

Students

In the portal, you will have the ability to electronically apply for graduation in your respective programs of study. You can access the application within the MyU Portal (www.myu.umc.edu) from the Student tab → Academics → Graduation Application.



Page 1 – Choose the program of study and month for which you are applying to graduate. Any applications in progress will display in a table along with its graduation date and status. The Program of Study drop-down is populated with the program/programs from your academic record. If applicable, select the program’s track. Next, select one of the available graduation periods from the dropdown. Please note you are required to submit a separate application for each program.

University of Mississippi Medical Center Graduation Application

Heidi Shoemake - 30092100

Applications In Progress		
Program of Study	Graduation Date	Application Status
Doctor of Medicine	August 2014	Denied by Registrar's Office
Accelerated Baccalaureate in Nursing	December 2014	Not Submitted
Residency in Sports Physical Therapy	May 2015	Approved
Residency in Sports Physical Therapy	December 2014	Denied
Medical Residency in Radiology	May 2015	Pending
BS in Health Sciences	August 2014	Not Submitted

Program of Study

Track

Applying to Graduate in

Page 2 – You will be asked to verify your Legal Name. This is the name which will appear on your diploma.

- * If your name is correct, select “No, Proceed to Next Step”.
- * If you already have a name change request pending, you will be requested to not submit another one.
- * If your name is incorrect or you wish to change your name, select “Yes, Proceed to Name Change Form”. You will be required to provide documentation to support this request.

New Graduation Application

Step 1: Review Full Legal Name

Full Legal Name Heidi Shoemake

The request to change your full legal name to Heidi Shoemake New is pending approval. Please do not submit a request again.

* All student records are maintained and degrees and diplomas are awarded under the individual student's full legal name. If your legal name has or will be changed p name change request and required documentation immediately. Only the Registrar's Office can change a student's name in the SAP student system.

If your name has changed or you anticipate a change between the time of submission and graduation, you must submit a name change request with this application.

If you chose “Yes, Proceed to Name Change Form”, you will be directed to the Name Change Request form. Complete the new name fields, select the effective date of the change, and upload the legal document of the name change. If you don’t have the documentation, check the box agreeing to submit the appropriate documents to the Registrar’s Office at a later date. After submitting the request, you will be redirected to continue completing the graduation application.

Name Change Request

Note: One of the following documents is required as noted for the requested name change.

- Marriage – Copy of Marriage Certificate
- Divorce – Copy of the section of the divorce decree ordering reinstatement of previous name
- Other – Court Order

Current Name **Heidi Shoemake**

New Name
First name Middle name Last name Suffix

Effective Date of Change 

Legal Document Only Marriage Certificate, Divorce Decree, Court Order are accepted.

I will submit appropriate document to the Registrar's Office at a later date.

Page 3 – Next, review your local address. The address that appears here is the local address on file with the University. If this information needs to be updated, click the hyperlink and you will be directed to the MyU portal to update your profile information.

New Graduation Application

Step 2: Review Local Address

Local Address **318 Lindsey Road
Morton, MS
39117**

* Please review your local address and [update your local address](#) if needed.

Page 4 – On step three, you must review your Hometown and Newspaper information. Your hometown information is determined by your permanent home address. If this information is incorrect, please contact the Registrar’s Office.

Next, provide the name of the newspaper from your hometown.

New Graduation Application

Step 3: Review Hometown

Hometown Clinton, MS

* Your hometown is determined by your Permanent Address. If you believe your hometown is listed incorrectly, please contact the Registrar's Office.

Hometown newspaper (This information is used for press release by Public Affairs at UMMC.)

I do not wish to have my information included in any press releases.

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Page 5 – Provide your parent/guardian Information. To add a parent/guardian, click the add icon after completing the line item. To delete a parent/guardian, on that particular row click delete.

New Graduation Application

Step 4: Parent(s)/Guardian

Parent's Name	Hometown	Current Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Deceased	<input type="button" value="Add"/>

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Page 6 – If you are married, provide your spouse’s name and hometown.

New Graduation Application

Step 5: Spouse

Please fill out the form below if you are married. Otherwise skip this form and go to next step.

Spouse's Name

Spouse's Hometown

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Next Step >>

Page 7 – Next, your previous degrees are automatically populated for your review. If you believe any of the information listed is in error or incomplete, please contact the Registrar’s Office.

New Graduation Application

Step 6: Previous College Degrees Earned

(Bachelors degree or higher)

College	Degree Received	Date Received
You don't have any previous degree in the student system.		

* If you believe any of the information listed above is in error or incomplete, please contact the Registrar's Office.

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Next Step >>

Page 8 – Next, indicate if you intend to participate in the Graduation Ceremony. If you have a FERPA hold, you will be asked if you wish to remove your hold or participate in the Graduation Ceremony. If you select 'Yes', you will have to provide your Regalia information.

New Graduation Application

Step 7: Commencement

Do you plan to participate in the Graduation Commencement in May?

You have FERPA hold.

- No, I do not wish to remove FERPA hold or participate in Graduation Ceremony.
- Yes, I wish to remove FERPA hold in order to participate in Graduation Ceremony.

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Page 9 – If you indicated you will participate in the Graduation Ceremony, you will be prompted to provide your regalia information.

New Graduation Application

Step 7-1: Academic Regalia

Height*
(in the format of X"Y")

Weight*
(in lbs)

Chest Measurement*
(in inches)

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New Graduation Application

Step 8: Personal E-mail

Personal E-mail

Page 11 – You will be able to review your application one last time for any errors before submission. The editable fields are highlighted blue, and you can make changes to those fields by clicking the field name. Once submitted, no changes can be made. Please contact the Registrar’s Office to make changes.

New Graduation Application

Step 9: Review and Submit Application

Program of Study	Medical Residency in Radiology		
Degree Sought	Cert of Medical Residency in Radiology		
Graduation Date	August 2015		
Full Legal Name	Heidi Shoemake New (pending approval)		
Local Address	101 Main Street Brandon, MS 39047		
Hometown	Brandon, MS		
Hometown Newspaper	Brandon Paper		
Spouse	Husband Shoemake		
Spouse's Hometown			
Parents	Parent's Name	Hometown	Current Address
	Parents info is not provided.		
Previous Degrees	College	Degree Received	Date Received
	You don't have any previous degree in the student system.		
Commencement Program	Your name will be listed in the Commencement program.		
Commencement	You indicate that you DO plan to participate in the Graduation Commencement in May.		
Academic Regalia	Height: 4'11 Weight: 60 Chest Measurement : 30		
Personal Email			

Once you submit your application, you cannot make any further changes. To request changes, please contact the Registrar's Office.

After submitting the application, you will be notified of your successful submission. When the administrators have made their decisions, the status of your application will be displayed in the MyU portal.

New Graduation Application

Your application has been submitted successfully. When the administrators' decisions have been made, the status of your application will be displayed in the MyU portal.