UR Self-Service Graduation Application Student Instructions and Information
**Important notes for Business Students are in Red**

Read the following important information before applying to graduate. Also visit the graduation and convocation webpages for more details.

General Overview

- Starting September 1, 2020, the paper application will no longer be available on the web and will no longer be accepted at the faculty and federated college student services offices.

- The application submission windows available:
    - August 1 to January 31 in order to be presented at the spring convocation ceremony.
    - February 1 to July 31 in order to be presented at the fall convocation ceremony.
    - Graduate Students (*Doctoral, Masters, and Graduate Diplomas or Certificates*) **must also be aware of specific graduate student deadlines**.
- You will file your intent to graduate using the UR Self-Service graduation application.

- All communications will be sent to your preferred and uregina.ca email addresses. It is your responsibility to ensure you are checking your email accounts regularly for messages from ur.graduation@uregina.ca and your academic advisors. **It is a good practice to check it daily**.

- Student records are audited by the academic advisors in the faculties and federated colleges. If there is ever an issue with your grade point averages, distinctions, courses, etc., please contact your specific faculty or federated college student services office as soon as possible.

- All students approved to graduate are automatically added to the convocation ceremony souvenir program. A souvenir program is also printed for remote/online celebrations. Therefore, it is your responsibility to inform the Registrar's Office if you want your name to be excluded from the convocation program by the end of your final term. The name is automatically printed unless we hear from you via email by **May 1** for the spring ceremony in June and **September 1** for the fall ceremony in October. *See Privacy at Convocation*.

- **Early or delayed participation in the convocation ceremony is not allowed** at the University of Regina. All students must participate in the convocation ceremony they are approved for whether it is at an in-person or remote celebration. Students at the University of Regina have to be approved for graduation in order to participate in the convocation ceremony.

- At in-person convocation ceremonies, parchments are distributed at the venue before the ceremony. If an in-person ceremony is cancelled, graduates will be celebrated remotely, and your parchment(s) will be mailed to your current mailing address listed in UR Self-Service. To avoid delays or to prevent your graduation package from going missing, ensure your mailing address is correct by **May 1** for the spring ceremony in June and **September 1** for the fall ceremony in October. **Note:** If your graduation package is returned to the Registrar's office undeliverable or if it goes missing due to an incorrect or incomplete address, you are responsible to pay for the reprinting and remailing fees (as necessary).

- If you have a financial hold on your account, you will not receive any official documentation of graduation (parchment, transcripts, letters of confirmation, etc.) until the hold is cleared.

- Deadlines are strictly enforced.

UR Self-Service Graduation Application Instructions

You will access the graduation application in UR Self-Service by selecting "Student Services" ⟶ "Student Records" ⟶ "Apply to Graduate."
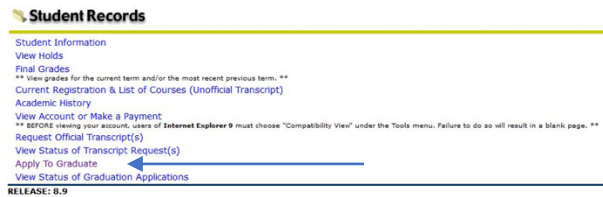
Application Sections

The online application includes the following sections:

1. Curriculum Term Selection
2. Curriculum Selection
3. Ceremony Term Selection
4. Graduation and Ceremony Selection
5. Diploma Name Selection
6. Graduation Application Summary
7. Graduation Application Signature Page

1. Curriculum Term Selection
   a. Select the most recent term or the term in which you were last enrolled in your program.

2. Curriculum Selection
   a. If the curriculum or curricula presented on this page is not correct, contact your faculty or federated college student services office before submitting an application. Once your faculty or federated college updates your program(s) return to the UR Self-Service application to apply to graduate. *Also see "Trouble Shooting Guide".*
   b. You must select a curriculum to proceed with the process.
   c. To apply to graduate from more than one program, complete one application at a time; submit the first application; click "Return to Menu" and then choose "Apply to Graduate" again in order to complete the next application.
   d. If you have additional questions about your program contact your faculty or federated college student services office.

3. Ceremony Term Selection

    a. Select the term that corresponds with the convocation ceremony you will be presented at. There will only be one term to select which is dependent on which submission window you are applying to graduate.

4. Graduation Ceremony Selection

Because of COVID-19, an in-person ceremony may not be possible, and graduates will be acknowledged remotely. In the event that an in-person ceremony is possible it is important to collect your RSVP information for planning purposes.

    a. **Convocation Ceremony**

        i. Will you be attending the convocation ceremony? Select "Yes" or "No".
        ii. If "Yes", enter your height in feet and inches to determine your gown size.

    b. **Institutional Honours**

        i. If applicable, select an institutional honour(s) (Co-op, Internship, International, and Bilingual Mention) in order for your academic file to be audited for this mention. Only the institutional honours that apply to your faculty/program will be visible. Review the graduate and undergraduate student regulations specific to your faculty and program for more information about institutional honours.

c. **Graduate Retention Program (GRP)** *Undergraduate Students Only*

Graduate Retention Program

Do you want the University of Regina to apply on your behalf for the Graduate Retention Program?	● Yes ○ No

By selecting "Yes" I hereby authorize my educational institution to apply on my behalf to the Ministry of Advanced Education for the Graduate Retention Program eligibility certificate to which I may become entitled under The Graduate Retention Program Act.

I consent to my educational institution disclosing my personal information (name, address, phone number, Social Insurance Number, date of birth, graduation date) to the Ministry of Advanced Education for any purpose necessary to confirm my eligibility for and to administer the Graduate Retention Program under the said act.

I consent to the Ministry of Advanced Education to collect and use personal information previously collected from me from other educational and employment programs to administer the Graduate Retention Program.

The Government of Saskatchewan requires your current Mailing Address(MA) and Preferred Email Address to administer the Graduate Retention Program. Ensure your contact information is up to date by December 31 of the year you graduate. Any changes to a mailing address or preferred email address after this date will not be reflected in the U of R data transfer. You will then have to contact the Ministry of Advanced Education to correct your contact information.

    i. If you have any questions about the GRP, review the Ministry's website first: https://www.saskatchewan.ca/residents/education-and-learning/graduate-retention-program.

    ii. The declaration and submission of Social Insurance Number (SIN), if not already in the student information system, will be visible to undergraduate students only. It is very important to ensure your preferred email address and mailing address are up to date in UR Self-Service by the end of December of your graduating year in order to prevent delays in receiving the GRP certificate from the Ministry of Advanced Education.

5. **Diploma Name Selection**

    a. The name that is listed will be printed on your parchment. This name (which should be your full legal name) is what is saved in the student information system. You are responsible to ensure your name is correct the system by the end of your last term. Undergraduate students will contact the Registrar's Office and graduate students will contact FGSR for any necessary corrections or changes. See Legal Name and Name Change Policy.

        Note: Any reprints requested because of errors in your name after your final term are subject to reprinting and remailing fees as necessary.

    b. Your current, active mailing address (where your parchment will be shipped to) is pulled directly from the student information system. If necessary, update your address within the application immediately by selecting the blue icon. A new tab will open to the address page. Once completed, return to the application and select the green arrow icon to refresh your address. You are responsible to have your mailing address correct in the system by the end of your final term.

        Note: If your mailing address changes after your final term, you must update your address no later than May 1 for spring graduates and September 1 for fall graduates. Any parchments returned to the Registrar's Office undeliverable or are lost in the mail will be subject to remailing and reprinting fees as necessary.

    c. Once updated, select "Continue."

Diploma Name Selection

This is the name that will appear on your parchment, transcripts and other confirmation of your academic record. Contact ur.graduation@uregina.ca if you need to correct your name (full legal name, including mixed case [superscript], accents, or hyphens]. No initials are permitted unless documentation is provided. This must be done before the end of your last term. If you have a legal name change review the Legal Name and Preferred Name Policy for steps on how to update your name in the student information system.

It is your responsibility to ensure your name is correct in UR Self-Service by the end of your final term. Reprint requests because of a misspelled or incomplete name in the system is subject to reprinting and courier fees.

The address below is the address where your parchment will be delivered.

It is your responsibility to ensure your mailing address is correct in UR Self-Service by the end of your final term. If your mailing address is incorrect in the system after May 1 for spring convocation and September 1 for fall convocation, and your parchment is returned to the U of R undeliverable or is lost in the mail, you will be responsible for the remailing and replacement fees, as necessary.

To update your mailing address now, select the blue icon and a new tab will open. Edit your address and once finished, return to this tab and then select the green arrows to refresh the address.

To continue with the Graduation Application process, select Continue.

Current Diploma Name: Blanche Hollingsworth Devereaux

Current Mailing Address: 6151 Richmond Rd Regina SK S4V 1H1

[Continue]

6. **Graduation Application Summary**

   a. In the application summary table, you will see all of the information that will be submitted.
      i. Your major here will also be incorrect.
   b. ***AFTER YOU SUBMIT YOUR GRAD APPLICATION YOU WILL GET A CONFIRMATION EMAIL WHERE YOU WILL NEED TO SELECT YOUR MAJOR.***
      i. This email may take a little time to come to your inbox, please be patient.
   c. To correct any of the information, select the back arrow and update your answers before. submitting your application.
   d. Before you select "Submit Application," take a screen shot or print this page for your records through your browser.
   e. Once submitted you will have to contact your faculty or federated college student services office for program corrections and the Registrar's office for ceremony RSVP, parchment name, and GRP corrections.
   f. The graduation approval process takes a while to complete, so your patience is appreciated. During this time, if you are NOT hearing from us, that is good news! We will only contact you if there is an issue with your application.

Graduation Application Summary

If you need to correct any of the information in your application, use the back button to correct before submit

Graduation Application Summary	
Graduation Date	Term: 202120 - Spring
Attend Ceremony	Y
Gown Size	6 feet 4 inches
Diploma Name	Blanche Deveraux
Diploma Mailing Address	Shady Pines Regina, SK S4V 1H1
Curriculum	
Primary Degree	Master of Arts
Level	Graduate
Program	Master of Arts in Creative Writing and English Thesis Option
College	Graduate Studies & Research
Campus	U of R
Major	Creative Writing and English

7. Graduation Application Signature Page

1. A confirmation letter (like the one below) will be posted here. For your records, you can take a screen shot or print this page from your browser.

Dear <FIRST_NAME>,

Your graduation application has been received.

Important Information

1. If you need to update your application by adding a secondary program, majors, minors, etc. contact your [faculty or federated college academic advising](#) office as soon as possible.

2. If you are a graduate student, review the [FGSR deadlines](#).

3. To view your application status in the future, select "View Status of Graduation Applications" in UR Self-Service.

4. To change your RSVP to the convocation ceremony, please contact the Registrar's Office at [ur.graduation@uregina.ca](#).

5. Monitor your preferred email and uregina.ca email for further graduation and convocation information.

6. Visit the [Graduation and Convocation](#) web pages to learn more about the graduation process and ceremony information.

View Status of Graduation Applications

Once your online application is submitted, you will able to view your graduation status and the information you submitted in UR Self-Service by selecting "View Status of Graduation Applications."

In UR Self-Service select "Student Services" ⟶ "Student Records" ⟶ "View Status of Graduation Applications."

Major listed here will be wrong as well, see note under Step 6 for reason.

1. **Name:** This is the name that will be printed on your parchment.
2. **Application Number:** The amount of applications that have been submitted
3. **Request date:** The date your application was submitted.
4. **Application Status:**
   a. **Applied**: Your application has been received.
   b. **Faculty Reviewed**: Your application has been reviewed by your faculty
      i. It will likely remain on this status for a very long time, please be patient, we are processing numerous applications at a time.
   c. **Faculty Approved**: Your faculty has forwarded your name to Executive of Council for final approval.
   d. **Contact Faculty**: Please contact your faculty or federated college student services office as soon as possible.
5. **Application Status Date:** The date your application status was updated.
6. **Graduation Date**
   a. **Term**: The term of the convocation ceremony when you will be presented
   b. **Year**: The academic year of the convocation ceremony when you will be presented
7. **Attend Ceremony**: Your RSVP (Yes or No)
8. **Curriculum**: This is the program you intend to graduate from. Review the degree, level, program title, the faculty (college), campus and major, minor, concentrations to ensure this information is correct. If you believe anything is missing contact your student services office.

Viewing Graduation Status with more than one Application Submitted

If you have more than one graduation application submitted, after selecting "View Status of Graduation Applications", a drop down box will list all of your applications.

   a. Select the application you would like to review.
   b. Click "Submit." *See above for information on the review page*.

Withdrawing an Application

To withdraw your graduation application, you must contact your faculty or federated college student services office BEFORE your graduation application is approved at Executive of Council. See the Approval Process for Undergraduate and Graduate Programs.

Late Applications

Late applications will not be accepted.

Students who submit an application between February 1 and July 31 and are approved to graduate by September Executive of Council will be presented at fall convocation (October).

Students who submit an application between August 1 and January 31 and are approved to graduate by May Executive of Council will be forwarded to spring convocation (June).

Note: For extenuating circumstances such as illness or bereavement (with documented proof), contact your faculty or federated college student services office to discuss possible accommodations.
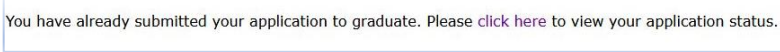
Trouble Shooting Guide

Error Messages
There are various error messages that you may see while applying to graduate. In some cases, you are to contact your faculty or federated college student services office for solutions.

Screenshots

1.
> There is a curriculum error in your file. To update your curriculum record, please contact your faculty, federated college, or academic unit's student services office.

2.
> You have already submitted your application to graduate. Please click here to view your application status.

3.
> **Select Curriculum**
> You are not able to submit an online graduation application at this time. This may be because of one of the following reasons:
> 1. Students may only apply to graduate when registration is open for the corresponding term.
> 2. You have already filed your graduation application.
> 3. You do not meet eligibility requirements to apply.

Curriculum Selection Page
All active Sought (SO) programs will be visible under the "Curriculum Selection" page in the online application. **It is important to review these programs before making a selection.** If you are uncertain of which program is the correct program to apply for, contact your faculty or federated college student services office. An example of a couple of scenarios:

1. You are a graduate student and your current graduate program is listed as well as and an undergraduate program. This is perhaps because you transferred programs as a U of R undergraduate student, but the old program was not inactivated in the system. In this case, ignore the undergraduate program and select the graduate program.

2. The only program visible has a tilde (~) next to the program title, or "Qualifying" in the program name. Do not select a program and contact your student services office. Once your curriculum is corrected, you will be able to return to UR Self-Service to complete the online application.

Revisions after the Application has been submitted

If you need to have your program updated after you have submitted your application through UR Self-Service, (adding a minor, for example):

   a. Contact your faculty or federated college student services office.
   b. Once updated in the student information system you will see your updated program in UR Self-Service by selecting "View Status of Graduation Applications."

To change your RSVP to the convocation ceremony, or your declaration for the Graduate Retention Program contact ur.graduation@uregina.ca.

Was Your Application Received?

If you believe your application was missed, first double check to see if your application was received by reviewing the "Apply to Graduate" or "View Status of Graduation Applications" in UR Self-Service. If your program appears in the "Apply to Graduate" section, your application was not submitted, so apply now. If it appears in the "View Status of Graduation Applications" section – it was received. Contact your faculty or federated college to follow-up.

Adding Additional Programs

Home Faculty

If, as an undergraduate student, you want to add or change programs within your home faculty, contact your faculty or federated college to book an advising appointment. The faculty or federated college will then update your curriculum as necessary and then you will apply to graduate online.

External Faculty

If, as an undergraduate student, you want to add an external program (from another faculty), review the following regulations: "Adding a Second Program" (Undergraduate Admissions section) and the first point under "Awarding of Concurrent and Additional Degrees"(Graduation section) in the undergraduate calendar.