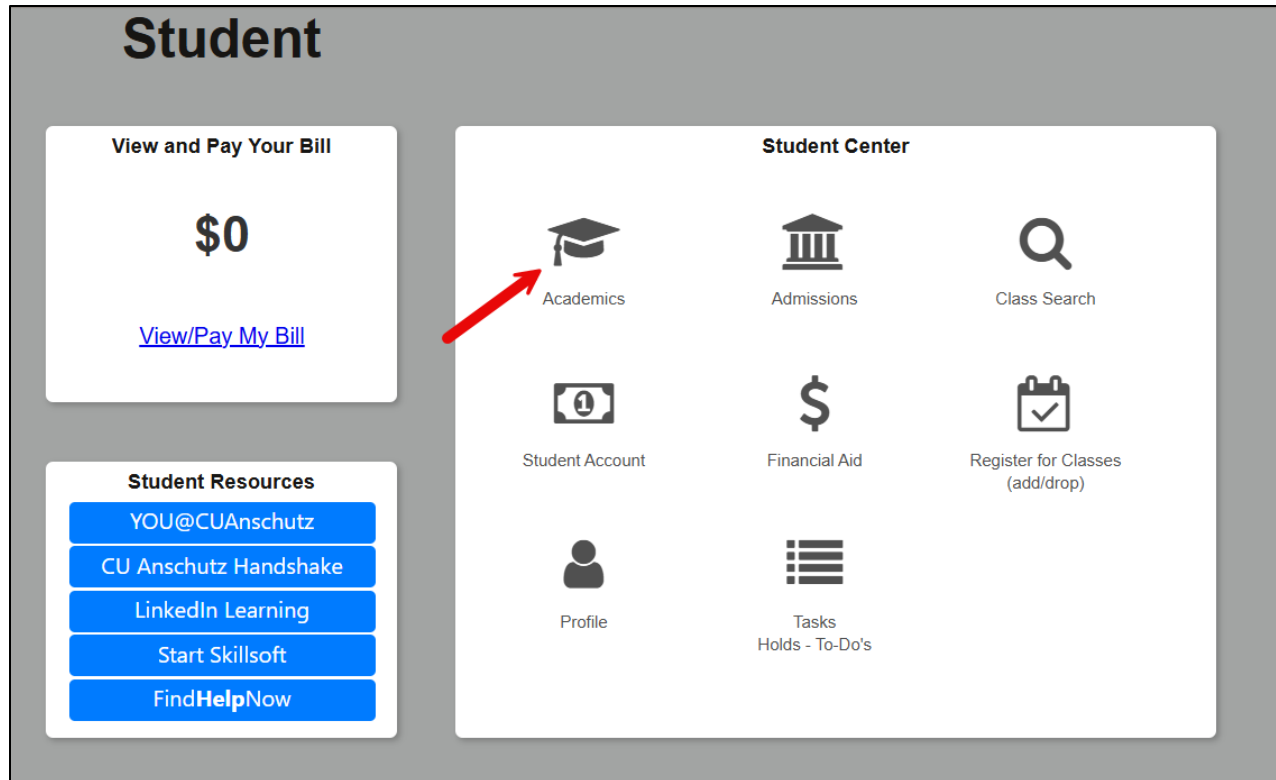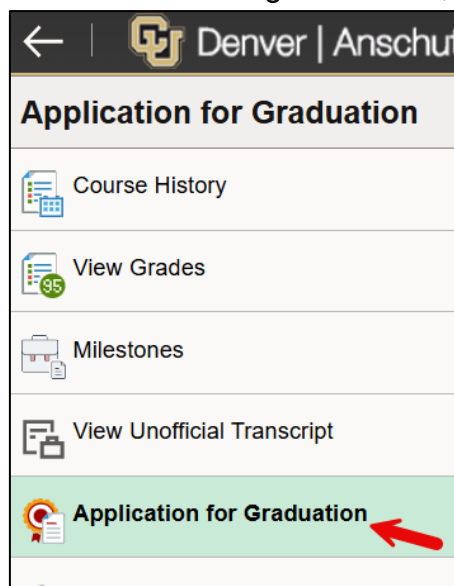# Apply for Graduation

Please note: If the Pre-Registration Task has not yet been completed for the term, a prompt will appear, and the task must be completed before proceeding to the student portal homepage.

1. Log into the [UCDAccess](#) student portal and click the Academics icon in the Student Center.

2. In the left side navigation menu, click Application for Graduation.

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November 25, 2025

1

Apply for Graduation

3. Verify that the program information is correct and click the Select to Apply toggle on the left side of the page. Then, click the Apply button on the right side of the page to initiate the graduation application.

My Academic Programs

Verify that your program information is correct before making a selection and starting your application for graduation. If you have a previously submitted, active application, you can also make edits by clicking the toggle to Yes on the appropriate program application where it says "Select to Edit". Then click the "Edit" button in the corner. Contact the Registrar's Office if you have any questions regarding your program information.

⌄ **College of Nursing UGRD**

CU Denver | Undergraduate

Degree	Plan	Sub-Plan
Bachelor of Sci-Nursing	Major: Nursing	Option: Accelerated BSNU

☑ Select to Apply

Apply

4. The graduation application consists of 5 steps. Each step is outlined on the left side of the page, and the status of each step will update as progression is made. The statuses include not started, visited, in progress, or complete.

Application for Graduation

1	**Graduation Term** Visited
2	**Diploma / Degree Name** Not Started
3	**Address** Not Started
4	**Additional Information** Not Started
5	**Submit** Not Started
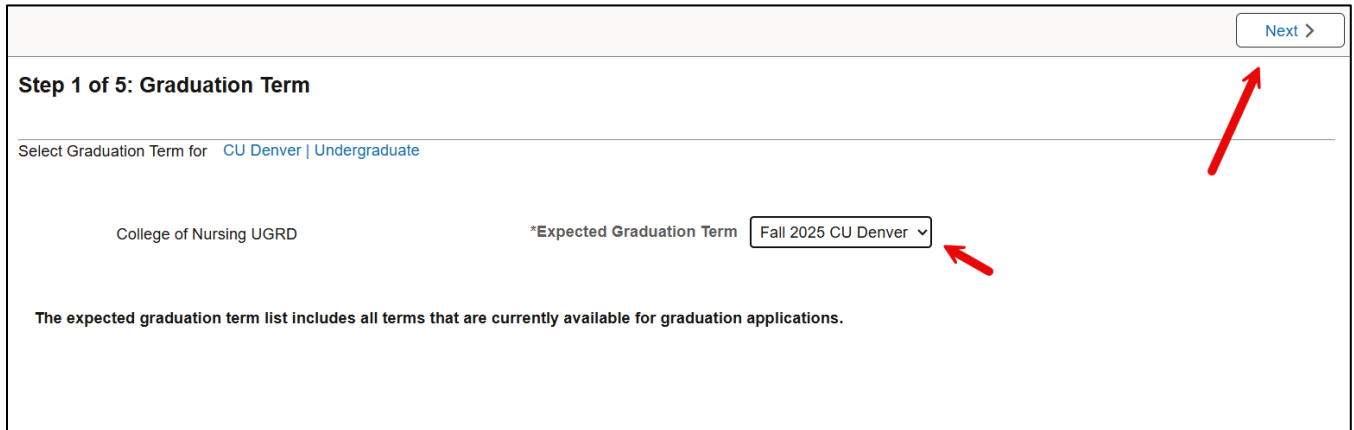
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November 25, 2025

2

Apply for Graduation

5. **Step 1: Graduation Term.** Select the Expected Graduation Term from the dropdown menu and then click Next.
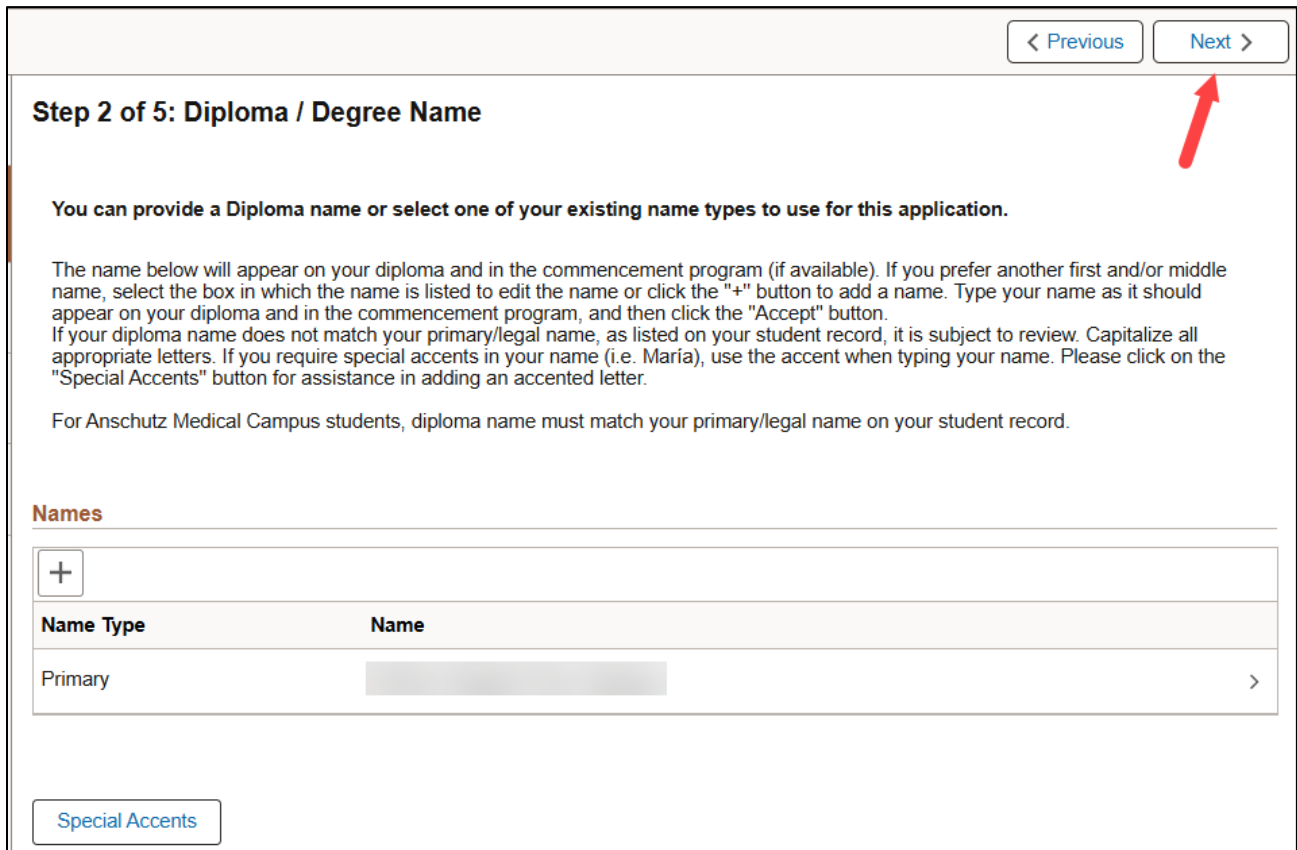

6. **Step 2: Diploma/Degree Name.** Review the name that will display on the diploma. If the defaulted/Primary name is correct, click the Next button on the top right side of the page to proceed to step 3.

If a different name is desired, click the plus sign on the left side of the page to add a new diploma name.

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W: www.cuanschutz.edu/registrar

November 25, 2025

3

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A pop-up window will appear; enter the desired First Name and/or Middle Name, then click the Accept button.

Please note: Students may only edit First and Middle Name. If the Last name needs to be updated, please contact the CU Anschutz Office of the Registrar (Registrar@cuanschutz.edu) to submit a Name Change & Record Update Request form.

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November 25, 2025

4

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If edits are required for an existing diploma name, click on the name or the > to open the edit window.

Step 2 of 5: Diploma / Degree Name

You can provide a Diploma name or select one of your existing name types to use for this application.

The name below will appear on your diploma and in the commencement program (if available). If you prefer another first and/or middle name, select the box in which the name is listed to edit the name or click the "+" button to add a name. Type your name as it should appear on your diploma and in the commencement program, and then click the "Accept" button.

If your diploma name does not match your primary/legal name, as listed on your student record, it is subject to review. Capitalize all appropriate letters. If you require special accents in your name (i.e. María), use the accent when typing your name. Please click on the "Special Accents" button for assistance in adding an accented letter.

For Anschutz Medical Campus students, diploma name must match your primary/legal name on your student record.

Names

Name Type	Name	
Diploma (Updated)		>

Enter the correct First and/or Middle Name, then click the Accept button.

Cancel	**Edit Name**	Accept

Type Diploma

Name Format English

*First Name [   ]

Middle Name [   ]

Last Name

Suffix [⌄]

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November 25, 2025   5

Apply for Graduation

To add an accented letter to the diploma name, click the Special Accents button to open the accent library.

< Previous   Next >

Step 2 of 5: Diploma / Degree Name

You can provide a Diploma name or select one of your existing name types to use for this application.

The name below will appear on your diploma and in the commencement program (if available). If you prefer another first and/or middle name, select the box in which the name is listed to edit the name or click the "+" button to add a name. Type your name as it should appear on your diploma and in the commencement program, and then click the "Accept" button.
If your diploma name does not match your primary/legal name, as listed on your student record, it is subject to review. Capitalize all appropriate letters. If you require special accents in your name (i.e. María), use the accent when typing your name. Please click on the "Special Accents" button for assistance in adding an accented letter.

For Anschutz Medical Campus students, diploma name must match your primary/legal name on your student record.

Names

Name Type	Name	
Diploma		>

Special Accents

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November 25, 2025

6

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Follow the in-window instructions for adding an accented letter or special character.

Special Accents

Please follow the steps below to use an accented letter in your diploma name.

Step 1: Locate and highlight the desired accented letter in the table below.
Step 2: Copy it using either your mouse (right-click and select "Copy") or your keyboard (Ctrl/Command + C).
Step 3: Paste it where you need it using either your mouse (right-click and select "Paste") or your keyboard (Ctrl/Command + V).

OR

Step 1: Be sure the NumLock key on the right side of the keyboard is on before proceeding.
Step 2: Locate the desired accented letter in the table below.
Step 3: Hold down the ALT key while you type the 4 digit number next to the desired accented letter.
    Include the leading zero and be sure to **use the numeric keypad or hidden numeric keypad**, not the top row numbers on
    the keyboard. Keystrokes for MAC users are listed in a separate column
Step 4: Release the ALT key and the character with the accent will be displayed.

Desired Accent	Keystroke	Mac Users Key	Desired Accent	Keystroke	Mac Users Key
À	ALT + 0192	opt-'+A	à	ALT + 0224	opt-'+a
Á	ALT + 0193	shift-opt-y	á	ALT + 0225	opt-e+a
Â	ALT + 0194	sift-opt-m	â	ALT + 0226	opt-i+a
Ã	ALT + 0195	opt-n+A	ã	ALT + 0227	opt-n+a
Ä	ALT + 0196	opt-u+A	ä	ALT + 0228	opt-u+a
Å	ALT + 0197		å	ALT + 0229	
Æ	ALT + 0198		æ	ALT + 0230	
Ç	ALT + 0199	shift-opt-c	ç	ALT + 0231	opt-c
È	ALT + 0200	opt-'+E	è	ALT + 0232	opt-'+e

After all diploma name updates have been made, click the Next button at the top right side of the page to proceed to step 3.

‹ Previous   Next ›

Step 2 of 5: Diploma / Degree Name

You can provide a Diploma name or select one of your existing name types to use for this application.

The name below will appear on your diploma and in the commencement program (if available). If you prefer another first and/or middle name, select the box in which the name is listed to edit the name or click the "+" button to add a name. Type your name as it should appear on your diploma and in the commencement program, and then click the "Accept" button.
If your diploma name does not match your primary/legal name, as listed on your student record, it is subject to review. Capitalize all appropriate letters. If you require special accents in your name (i.e. María), use the accent when typing your name. Please click on the

7. **Step 3: Address.** Review the address the diploma will be sent to. If the information is correct, click Next on the top right side of the page.

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November 25, 2025   7

Apply for Graduation

If a different address is needed, click the plus sign to add a new Diploma mailing address.

A message will appear confirming the action to add a new address. Select Yes.

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November 25, 2025

8

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Another pop-up window will appear; add the new diploma address, and click the Accept button.

Cancel	**Add Address**	Accept

Type	Diploma	
*From	09/10/2025 🗓	
*Country	United States 🔍	
*Address 1	123	
Address 2		
Address 3		
City	City	
State	CO 🔍 Colorado	
Postal	80045	
County		

Once the new diploma address is added, click the Next button to proceed to step 4.

‹ Previous   Next ›

Step 3 of 5: Address

Your diploma will be sent to the address below.
If the address is incorrect, select the box in which the address is listed to edit the address or click the "+ " button to add the new address. Input the address where you would like your diploma mailed and click the "Accept" button.
Updating your address will ONLY update the address your diploma will be mailed to. For U.S. mailing addresses, the county is not necessary.

Please note: Anschutz Medical Campus graduates may receive their diplomas at Convocation or Commencement, depending on their program, provided all degree requirements are complete. Graduates who do not receive their diploma at Convocation or Commencement will have their diplomas mailed automatically to the address below.

Addresses

Select	Address Type	Address	
	Diploma		›

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November 25, 2025   9

Apply for Graduation

8. **Step 4: Additional Information.** Review all additional information for accuracy. If correct, under the Graduation Intention drop down menu, select Complete. Then click the Confirm button in the top right corner.

9. **Step 5: Submit.** Conduct a final review of the graduation application and *verify that all data is correct*, then click the Submit button to complete the application.

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November 25, 2025

10

Apply for Graduation

A pop-up message will appear asking students to confirm the application submission. Select Yes.

Are you sure you want to proceed with the submission?

→ Yes | No

A green banner will appear at the top of the page indicating the status of the submission.

Success! Your Application for Graduation was successfully submitted.

If there is an error submitting a graduation application, please contact the CU Anschutz Office of the Registrar (Registrar@cuanschutz.edu) for additional assistance.

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November 25, 2025   11