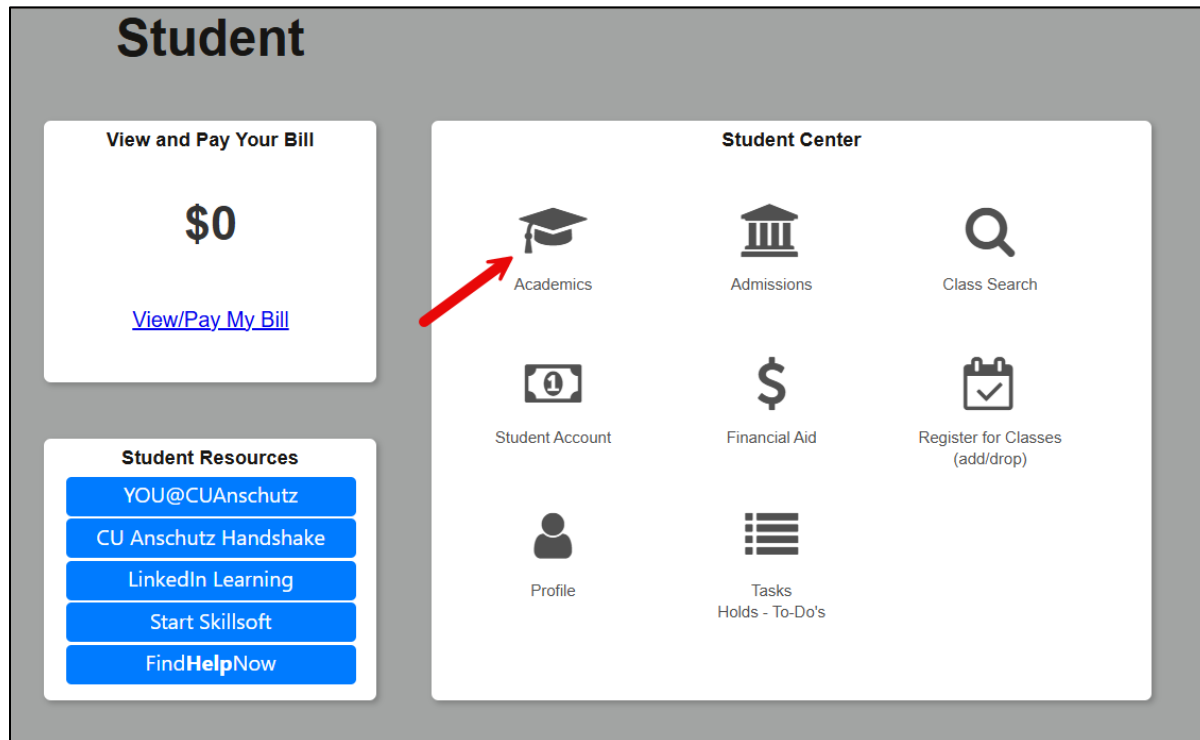


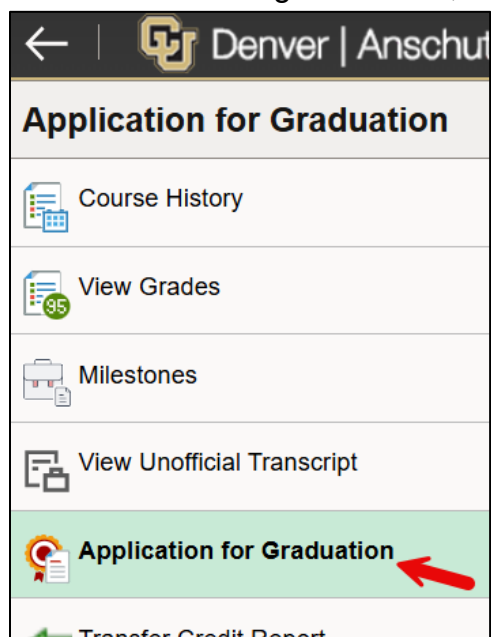
Edit or Cancel a Graduation Application

Please note: This guide is applicable for graduation applications that have been submitted. If a graduation application has NOT yet been submitted, please refer to the “Apply for Graduation” guide.

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



Edit or Cancel a Graduation Application

To Edit the Graduation Application:

- Click on the Select to Edit toggle, then click the Edit button on the right side of the page.

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

Status In Review

Spring 2026

☒ Select to Edit

View Cancel

Edit

- Step 1: Graduation Term.** The expected graduation term cannot be edited and is displayed for reference only. Click Next.

Next >

Step 1 of 5: Graduation Term

Selected Graduation Term for CU Denver | Undergraduate

College of Nursing UGRD Expected Graduation Term Fall 2025 CU Denver

Deadline to update diploma name and address: 12/12/2025
Deadline to update your application to graduate: 09/15/2025
Deadline to cancel your application to graduate: 09/15/2025

- Step 2: Diploma/Degree Name.** Click on the Diploma Name to open the edit window.

Edit or Cancel a Graduation Application

[< 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 (Added)	<div></div>

>

[Special Accents](#)

Edit First and/or Middle Name, then click Accept.

[Cancel](#) **Edit Name** [Accept](#)

Type

 Diploma

Name Format

 English

*First Name

Middle Name

Last Name

Suffix

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](#).



Edit or Cancel a Graduation Application

To add an accented letter to the diploma name, click the Special Accents button to open the accent library. Follow the in-window instructions for adding an accented letter or special character. Otherwise, click Next to move to Step 3 of the Graduation Application.

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	Student Name

Special Accents

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

5. **Step 3: Address.** Review the address that the diploma will be sent to. If adjustments need to be made, select the Diploma mailing address to be updated/removed to open the editor.

Edit or Cancel a Graduation Application

[< 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	123 City CO 80045 United States

Select if the address needs to be updated or removed

Edit or delete the diploma address, then click Accept.

[Cancel](#)

Edit Address[Accept](#)

Type Diploma

*Country United States

*Address 1 123

Address 2

Address 3

City City

State CO Colorado

Postal 80045

County

Delete

After any edits have been made, click Next to move to the next step.

[< 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
--------	--------------	---------

Edit or Cancel a Graduation Application

6. **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.

< Previous

Next >

Step 4 of 5: Additional Information

Please confirm all the academic information present below is accurate. If the information below is not accurate (i.e. there are missing majors or majors that you no longer wish to pursue) please contact your Academic Advisor. They will assist you in correcting your academic record. It is essential that all academic degree information be correct before submitting an application for graduation.

For CU Boulder PHD Students Only: Please enter your PhD Dissertation title in the Dissertation Title text box below. Note: your dissertation title you enter below will display in both the commencement program and official transcript. Make sure to capitalize the first letter of each word in the dissertation title (except for words that are coordinating conjunctions: and, but, or, for, nor, etc.)

Confirm

CU Denver | Undergraduate

Plan Degree	Plan	Sub Plan	Graduation Intention
Bachelor of Sci-Nursing	Major: Nursing	Option: Accelerated BSNU	<div>Complete</div> <div>Will not complete</div>

7. **Step 5: Submit.** Conduct a final review of the graduation application and *verify that all data is correct*, then click the Update button to save the changes and submit the updated application.

Step 5 of 5: Submit

Update

Your entry for Application for Graduation is ready.

Submit to complete the process.

Verify that all data is CORRECT.

If everything is correct, click the "Submit" button to submit your application.

CU Denver | Undergraduate

Application Status In Review

Expected Graduation Term 2025 Fall

CU Denver | Undergraduate

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

Diploma Name Information

Name Type	Name	Name Suffix
Primary	Student's Name	


Diploma Address Information

Address Type	Address
Diploma	123, City, CO, 80045, USA

Edit or Cancel a Graduation Application

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?

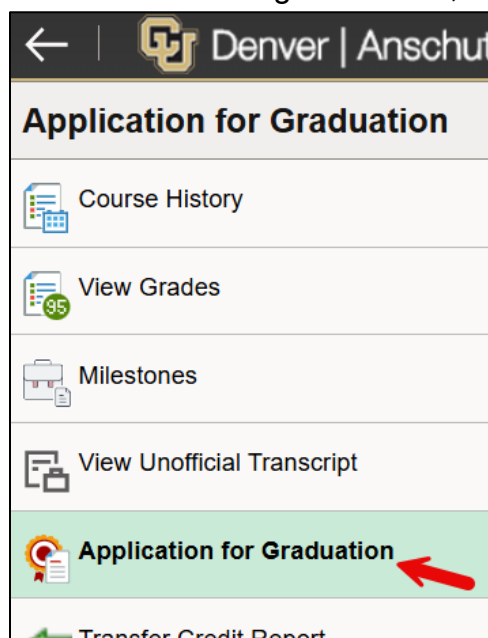


A green banner will appear at the top of the page indicating the status of the submission.

Success! Your Application for Graduation was successfully submitted.

To Cancel the Graduation Application:

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



2. Click the Cancel button for the application to be canceled.

Edit or Cancel a 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 Edit

Status In Review

Fall 2025

[View](#) [Cancel](#)

[Apply or Edit](#)

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

Are you sure you want to cancel your Application for Graduation?

[Yes](#) [No](#)

3. The application status will change from In Review to Cancelled.

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

Status Cancelled

[View](#)

[Apply](#)

If there are any errors when editing or cancelling a graduation application, please contact the CU Anschutz Office of the Registrar (Registrar@cuanschutz.edu) for additional assistance.