How to Apply to Graduate from A&S with a

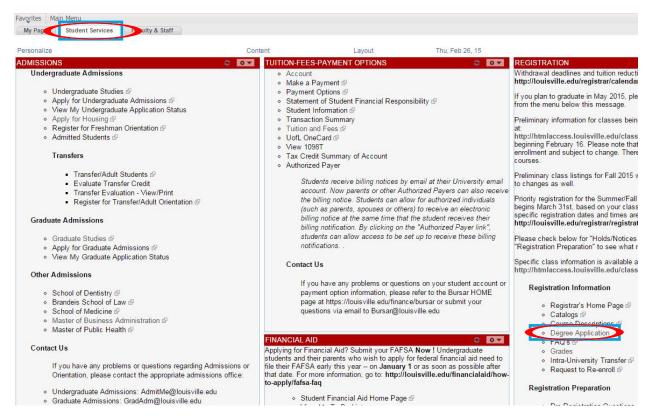
Peace, Justice and Conflict Transformation Certificate

If you have not already applied for **admission to the certificate** on the A&S advising website - please do so at least 2 business days before applying to **graduate** with the certificate (**this tutorial covers applying to graduate**). Those are 2 separate forms. You should apply to be admitted to the certificate well before your final semester. You should apply to graduate at the beginning of your final semester.

Applying for Admission: http://louisville.edu/artsandsciences/advising/apply/PJCT-certificate

Applying for Graduation: http://ulink.louisville.edu/

- 1. To apply to graduate Login to Ulink at the beginning of your final semester
- 2. Click on the **student services** tab at the top



3. Click on Degree Application

The next screen may look like this:



- 4. Click on "Arts & Sciences Non-Degree"
- 5. Under "Expected graduation term" select the semester you intend to graduate from the drop down menu.

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

SELECT DIFFERENT PROGRAM

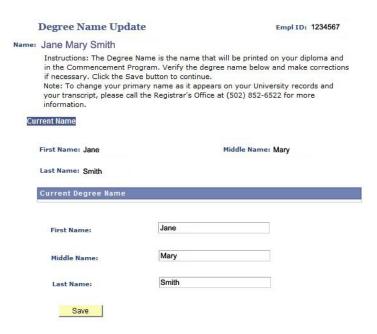
CONTINUE

On the next screen a list of graduation instructions should appear. It may look something like this:

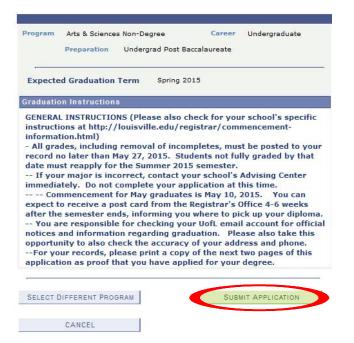
"GENERAL INSTRUCTIONS (Please also check for your school's specific instructions at http://louisville.edu/registrar/commencement-information.html)

- All grades, including removal of incompletes, must be posted to your record no later than May 27, 2015. Students not fully graded by that date must reapply for the Summer 2015 semester.
- -- If your major is incorrect, contact your school's Advising Center immediately. Do not complete your application at this time.
- --- Commencement for May graduates is May 10, 2015. You can expect to receive a post card from the Registrar's Office 4-6 weeks after the semester ends, informing you where to pick up your diploma.

- -- You are responsible for checking your UofL email account for official notices and information regarding graduation. Please also take this opportunity to also check the accuracy of your address and phone.
- --For your records, please print a copy of the next two pages of this application as proof that you have applied for your degree."
 - 6. Click continue.
 - 7. On the next screen verify that your name is correct.



8. Select the green "Submit Application" button.



You can apply to graduate with your major after you have applied to graduate with the Peace, Justice and Conflict Transformation Certificate by going through the above steps and clicking the "Arts & Sciences Degree" link.

It does not matter whether you apply on Ulink to graduate with your major or the certificate first.

It **DOES** matter that you applied to be admitted to the certificate at least 2 business days before applying to graduate. The link to graduate with the certificate will not appear unless you have been admitted to the certificate via the A&S Advising website. It is a matter of the data being entered into Ulink. In theory the A&S application for admission to the certificate should be filled out a few semesters before you apply to graduate.