

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: <https://louisville.edu/artsandsciences/advising/apply/application-for-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

The screenshot shows the Ulink website interface. At the top, there is a navigation bar with tabs for 'My Page', 'Student Services', and 'Faculty & Staff'. The 'Student Services' tab is highlighted with a red oval. Below the navigation bar, there are three main content columns. The left column is titled 'ADMISSIONS' and contains links for Undergraduate Admissions, Transfers, Graduate Admissions, and Other Admissions. The middle column is titled 'TUITION-FEES-PAYMENT OPTIONS' and contains links for Account, Make a Payment, Payment Options, Statement of Student Financial Responsibility, Student Information, Transaction Summary, Tuition and Fees, UofL OneCard, View 1098T, Tax Credit Summary of Account, and Authorized Payer. The right column is titled 'REGISTRATION' and contains information about withdrawal deadlines, preliminary information for classes, and registration dates. At the bottom of the middle column, there is a 'FINANCIAL AID' section with a link to 'Student Financial Aid Home Page'. In the 'REGISTRATION' section, the 'Degree Application' link is highlighted with a red oval.

3. Click on **Degree Application**

The next screen may look like this:

Search Plan Enroll My Academics

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program

Academic Program **Arts & Sciences Non-Degree** Career Undergraduate

Degree Peace Studies and Conflict Res
Major Peace, Justice and Conflict Tr

Academic Program Arts & Sciences Degree Career Undergraduate

Degree Bachelor of Arts
Major Art History

Search Plan Enroll My Academics

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.

Degree Name Update Empl ID: 1234567

Name: Jane Mary Smith

Instructions: The Degree Name is the name that will be printed on your diploma and in the Commencement Program. Verify the degree name below and make corrections if necessary. Click the Save button to continue.
Note: To change your primary name as it appears on your University records and your transcript, please call the Registrar's Office at (502) 852-6522 for more information.

Current Name

First Name: Jane Middle Name: Mary

Last Name: Smith

Current Degree Name

First Name:

Middle Name:

Last Name:

8. Select the green **“Submit Application”** button.

Program Arts & Sciences Non-Degree Career Undergraduate

Preparation Undergrad Post Baccalaureate

Expected Graduation Term Spring 2015

Graduation Instructions

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

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- 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.

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.