



## Office of the Registrar

# Applying for Graduation in PeopleSoft

**Step 1:** Log into PeopleSoft navigate to your Student Center, click on My Academics.

Maritime Student Center

### Student Center

**Academics**

- [Search](#)
- [Enroll](#)
- [My Academics](#)

other academic... >>

Deadlines URL

#### This Week's Schedule

|      | Class                   | Schedule  |
|------|-------------------------|-----------|
| 3+ 1 | CEP 270-1<br>SUP (1003) | Room: TBA |
| 3+ 1 | ME 395-1<br>LEC (1033)  | Room: TBA |

weekly schedule ▶

**Step 2:** Click on apply for Graduation

### My Academics

**Academic Requirements** [View my advisement report](#)

**Transfer Credit** [View my transfer credit report](#)

**Course History** [View my course history](#)

**Transcript** [View my unofficial transcript](#)

**Enrollment Verification** [Request enrollment verification](#)

**Graduation** [Apply for graduation](#)  
[View my graduation status](#)

**My Program:**

#### Current Academic Objective

Requirement (Catalog) Term

|          |                             |           |
|----------|-----------------------------|-----------|
| Career:  | Undergraduate               | Fall 2013 |
| Program: | Undergraduate               | Fall 2013 |
| Plan:    | Facilities Engineering Tech | Fall 2013 |

Graduation Status: Not Applied

#### Current Academic Summary



**Step 3: Verify your academic program, degree, and Major are correct:**

## Apply for Graduation

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### Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

|  |                                      |
|--|--------------------------------------|
| <b>Program: Grad Extended Educ Degree</b>  |                                      |
| California Maritime Academy   Postbaccalaureate  |                                      |
| Degree: Master of Science<br>Major: Transportation and Engineering<br>Concentration: Transportation Management | <a href="#">Apply for Graduation</a> |

**Step 4: If correct click on the Apply for Graduation “hyperlink”**  
**Use the drop down menu to select your Expected Grad Term, this is the term that you are expected to complete all of your degree requirements. Then click on Continue**

|        |        |              |
|--------|--------|--------------|
| Search | Enroll | My Academics |
|--------|--------|--------------|

## Apply for Graduation

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### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

|  |  |
|--|--|
| <b>Program: Grad Extended Educ Degree</b>  |  |
| California Maritime Academy   Postbaccalaureate  |  |
| Degree: Master of Science<br>Major: Transportation and Engineering<br>Concentration: Transportation Management |  |
| <b>Expected Graduation Term</b>  | <input type="text" value="select term ..."/> |

|                          |          |
|--------------------------|----------|
| SELECT DIFFERENT PROGRAM | CONTINUE |
|--------------------------|----------|



## Apply for Graduation

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### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

| Program: Grad Extended Educ Degree  |             |
|---|-------------|
| California Maritime Academy   Postbaccalaureate   |             |
| Degree: Master of Science<br>Major: Transportation and Engineering<br>Concentration: Transportation Management  |             |
| Expected Graduation Term  | Fall 2015 ▼ |
| <b>Graduation Instructions</b>  |             |
| Fall 2015 Graduation Only   |             |
| Please meet with your program advisor to discuss/review all major requirements.   |             |
| You should be currently enrolled in or have already completed all courses that will satisfy your degree requirements. If you've taken degree applicable courses at other institutions, please make sure the Office of the Registrar has official transcripts on file.       |             |
| Please verify your Primary Name as this will be the name that will be printed on your diploma. The name on the diploma must be your legal name that appears on your social security card and/or state issued identification card.   |             |
| If changes to your name need to be made, two legal documents must be submitted to the Office of the Registrar showing the name change you're requesting.  |             |
| Please verify your mailing address as this will be the address to which your diploma is sent. If your address needs to be updated, please log into your student center and update the mailing address. You will be able to make name/address changes through December 2015. |             |

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|  |   |
|--|---|
| <a href="#">SELECT DIFFERENT PROGRAM</a> | <a href="#">CONTINUE</a>  |
|--|---|

**Step 5: Read the complete message and click Continue.**

## Step 6: Please review and verify your graduation data

[Search](#) [Enroll](#) [My Academics](#)

### Apply for Graduation

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#### Verify Graduation Data

| Program: Grad Extended Educ Degree  |           |
|---|-----------|
| California Maritime Academy   Postbaccalaureate   |           |
| Degree: Master of Science<br>Major: Transportation and Engineering<br>Concentration: Transportation Management  |           |
| <b>Expected Graduation Term</b>   | Fall 2015 |
| <b>Graduation Instructions</b>  |           |
| Fall 2015 Graduation Only   |           |
| Please meet with your program advisor to discuss/review all major requirements.   |           |
| You should be currently enrolled in or have already completed all courses that will satisfy your degree requirements. If you've taken degree applicable courses at other institutions, please make sure the Office of the Registrar has official transcripts on file.   |           |
| Please verify your Primary Name as this will be the name that will be printed on your diploma. The name on the diploma must be your legal name that appears on your social security card and/or state issued identification card.<br>If changes to your name need to be made, two legal documents must be submitted to the Office of the Registrar showing the name change you're requesting.<br>Please verify your mailing address as this will be the address to which your diploma is sent.<br>If your address needs to be updated, please log into your student center and update the mailing address. You will be able to make name/address changes through December 2015. |           |

[SELECT DIFFERENT PROGRAM](#)

[SUBMIT APPLICATION](#)



[SELECT DIFFERENT TERM](#)

**Once verified click Submit Application**

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[Search](#) [Enroll](#) [My Academics](#)

### Apply for Graduation

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#### Submit Confirmation

 You have successfully applied for graduation.



If you need to change your mailing address click on Home (upper right corner), which brings you to your Maritime Student Center, under Personal Information click My mailing address

**Personal Information**

[Emergency Contact](#)

other personal... >>

**Contact Information**

[My mailing address](#)  
200 Maritime Academy Drive  
#218  
Honolulu, HI 96818

That will bring you to the following screen click edit

addresses    phone numbers    email addresses    emergency contacts

### Addresses

View, add, change or delete an address.

| Address Type | Address  |                      |
|--------------|--|----------------------|
| Home         | 4725 Bougainville Dr<br>#218<br>Honolulu, HI 96818       |                      |
| Mail         | 200 Maritime Academy Drive<br>#218<br>Honolulu, HI 96818 | <a href="#">edit</a> |
| On-Campus    | Vallejo, CA 94590  |                      |

### Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:  Hawaii Postal:

County:

Update the address and click OK



## Addresses

### Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

| Change Address   |   |
|--|---|
| 200 Maritime Academy Drive<br>#218<br>Honolulu, HI 96818 | <a href="#">Edit Address</a>  |
| Date changes will take effect                            | <input type="text" value="06/09/2015"/> <input type="text" value="31"/> (example: 12/31/2000) |
| <input type="button" value="SAVE"/>                      |   |
| <a href="#">Return to Current Addresses</a>              |   |

| Address Types                            |   |
|--|---|
| <input type="checkbox"/> Home            | * |
| <input checked="" type="checkbox"/> Mail |   |
| <input type="checkbox"/> Billing         |   |
| <input type="checkbox"/> On-Campus       | * |

Verify that the information is correct and click Save.

Once you click Save you will receive the following confirmation

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### Change Address

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### Save Confirmation

The Save was successful.