

## End of Term Graduation Information

Congratulations on almost being done! Please read below for important information regarding final check-out, transcripts, diplomas/certificates, commencement, alumni services, and account access. If you have any questions, please contact us at [registrar@uws.edu](mailto:registrar@uws.edu).

We are so excited for you and wish you the best in your future endeavors!

Sincerely,

*The Registrar Team*

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### Final Check-Out:

- Degrees/certificates are posted only when all final grades are entered, and all requirements are successfully completed.
- [U.S. Federal Financial Aid recipients](#) must complete an exit interview with the [Department of Education](#). If you have any questions, email [Financial Aid](#).
  - Diplomas are only available once Financial Aid has cleared the account.

### Transcripts:

- All transcripts must be requested; UWS does not send out transcripts without a request.
- Requesting UWS transcripts: Navigate to the registrar page of the [UWS website](#).
  - Under the “Transcript Requests” section, click the “Order online transcripts here” link to access our online request portal.
    - Transcript requests may be submitted at any time but are only held and [available](#) for download for a [total of 30 days](#).
      - IF having the [degree conferred on the transcript is desired](#), submit the transcript request in the month that the term ends. When requesting the transcript, select “Hold for Degree” next to “Processing Time”. The registrar’s office will hold to upload the transcript until after the degree/certificate is recorded.
    - Be sure to select the [preferred transcript format](#) for the recipient. Some licensing agencies/institutions accept electronic, and others require mailed, hard-copy transcripts.

For questions pertaining to transcripts, please contact the Registrar’s Office directly at (503) 847-2560 or by email at [registrar@uws.edu](mailto:registrar@uws.edu).

### Diplomas/Certificates:

- Diplomas and certificates are mailed to the address provided on the "Pre-Graduation Diploma" form.
  - If the mailing address needs to be updated, please email the office at [registrar@uws.edu](mailto:registrar@uws.edu) as soon as possible.
- Along with the original diploma or certificate, a photocopy is included for personal use. The original diploma/certificate will be in between two cardboard sheets to prevent damage.

Graduating Months	Doctor of Chiropractic Diplomas (mailed or picked up)	All other graduate diplomas and certificates (mailed or picked up)
March	starting the month of April	starting the month of May
June	starting the month of July	starting the month of August
September	starting the month of October	starting the month of November
December	starting the month of January	starting the month of February

**NOTE:** Bachelor of Science in Human Biology degree recipients will be notified when the diplomas are ready for pick up.

***Please note:** UWS cannot release diplomas/certificates for students with a hold on their account.*

For questions pertaining to diplomas/certificates, please contact the Registrar's Office directly at (503) 847-2560 or by email at [registrar@uws.edu](mailto:registrar@uws.edu).

### Commencement:

- Commencement is held once per year in June.
- Ceremony information, including information about eligibility to participate in the Commencement ceremony, is available at [uws.edu/community/commencement](http://uws.edu/community/commencement).
- Eligible students will receive an email invitation to RSVP to Commencement in mid-April.
- Please be sure to update your personal email address in [my.UWS.edu](http://my.UWS.edu) before your account access is discontinued to be sure you receive this important invitation. You may also email [commencement@uws.edu](mailto:commencement@uws.edu) with any questions.

### Alumni Services:

- Join the UWS Switchboard community today! This is a digital space to connect with the UWS community (students, staff, faculty, alumni, and friends) and provides information

on jobs, shadowing, mentoring, patient referrals, practice management/advice and more.

- Periodically update your contact preferences to stay connected through UWS news updates, continuing education offerings, and event invitations. The alumni office is the main point of contact going forward, and they are always happy to help. Email: alumni@uws.edu Phone: (503) 251-5713.

**Account Access:** Access to the following services expire 30 days after your official graduation date.

#### Office 365:

- Information: This includes access to Email, OneDrive, Microsoft Office apps, and any single sign-on apps that use your main account credentials.
- Instructions:
  - Update any personal accounts using your UWS email to use a personal email address.
  - Update any Microsoft Office apps you installed to use a personal Microsoft account.
  - Download any important documents for later use, including OneDrive files, emails or Teams communications. Please see the Microsoft guides to Download files and folders from OneDrive and Export contacts from Outlook

#### Canvas LMS:

- Information: This includes access to all courses and communications on Canvas
- Instructions: Download any important documents for later use, including course materials and any important communications

#### MyUWS:

- Information: This includes access to grades, transcripts and course registration
- Instructions:
  - Confirm that the latest contact information in MyUWS is accurate and update if not current.
  - Download any important documents for later use, including unofficial transcripts course syllabi, and any important communications
  - See 'Transcripts' section above for information on ordering transcripts after graduation

#### Library Access:

- Information: This includes access to student research materials.

- Instructions: As UWS alumni, the library supports lifelong learning. Please see the [Library Services for Alumni online guide](#) for information on continuous access to resources.

Other Academic Apps:

- Information: In addition to the services above access will expire for most other academic services provided by UWS, including Zoom, ExamN, and Panopto
- Instructions:
  - Panopto: download the Panopto assignment videos you wish to keep
  - Zoom: download any Zoom cloud meeting recordings you wish to keep