



The UNIVERSITY *of* WEST ALABAMA

Application for degree guide

<https://selfservice.uwa.edu/Student/>

- Select “Graduation Overview”

The screenshot shows the UWA Self-Service portal for students. The header includes the UWA logo and navigation links for Sign out and Help. A yellow banner at the top contains a warning icon and text: "Keep your contact information up-to-date! Visit your [User Profile](#) to update your address, personal email address and phone number. Don't forget to click Confirm to signify your information is correct."

Below the banner, a grey bar says "Hello, Welcome to Colleague Self-Service! Choose a category to get started."

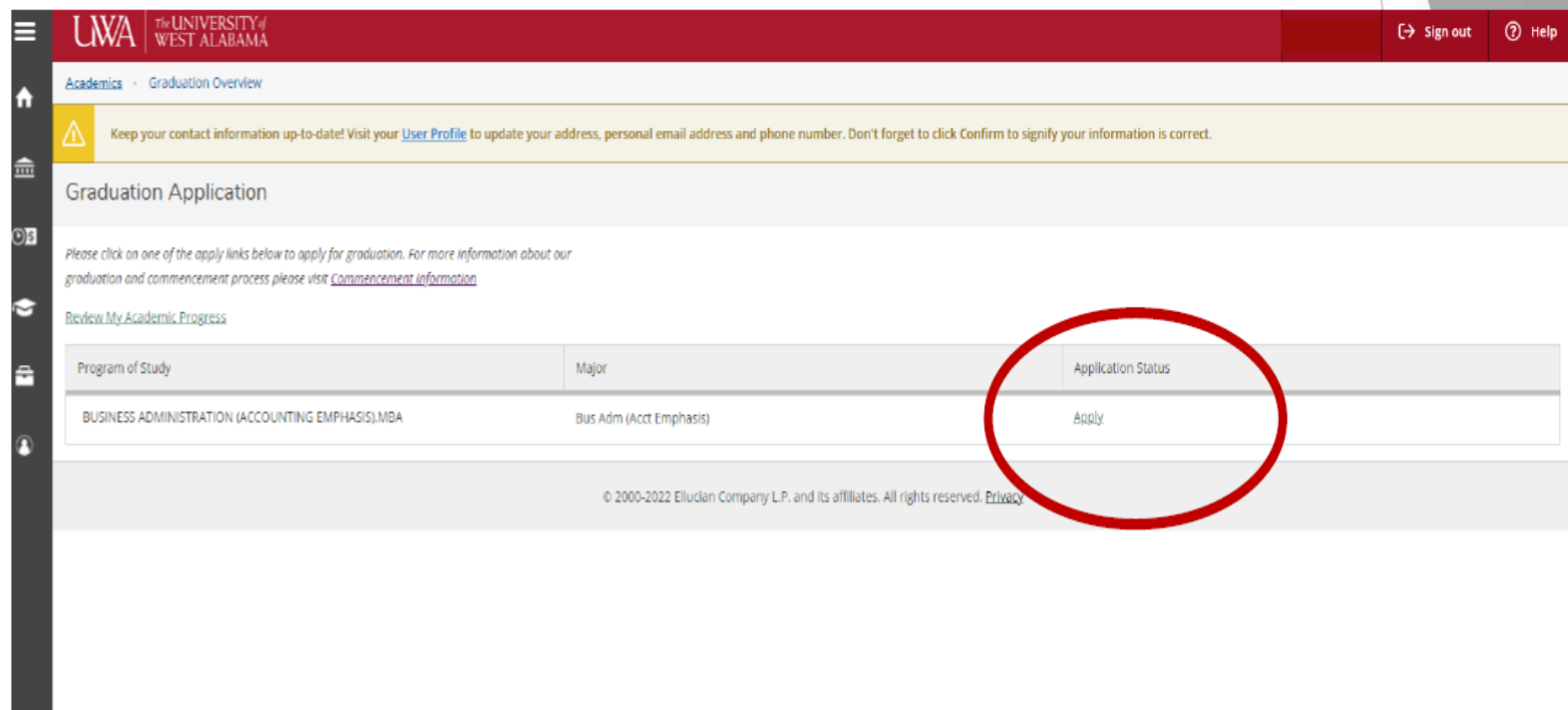
The main content area displays a grid of service categories, each with an icon and a brief description:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Banking Information**: Here you can view and update your banking information.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**: Here you can view the course catalog.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application. (This link is circled in red in the original image.)
- Financial Management**: Here you can view the financial health of your cost centers and your projects.

The footer contains the copyright notice: "© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)"

Select “Apply”

If you have applied, you will not be able to apply again.



The screenshot shows the University of West Alabama (UWA) graduation application portal. The header includes the UWA logo and navigation links for Sign out and Help. The main content area is titled 'Graduation Application' and contains a warning message about updating contact information. Below this, there is a table with columns for Program of Study, Major, and Application Status. The 'Apply' button in the 'Application Status' column is circled in red.

Program of Study	Major	Application Status
BUSINESS ADMINISTRATION (ACCOUNTING EMPHASIS).MBA	Bus Adm (Acct Emphasis)	Apply

© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

The application for degree will look like this.

Make sure to fill in every area or you will not be able to proceed.

Name and Hometown

Full Name

Graduation Term *

Please Select Graduation Term

Preferred Name on Diploma *

Phonetic Spelling *

[More Info](#)

Hometown and State/Province *

Program of Study

BUSINESS ADMINISTRATION (ACCOUNTING EMPHASIS),MBA

Diploma

Master of Business Administration

Major

Bus Adm (Acct Emphasis)

Commencement Details

☒ Will you attend commencement?

Diploma Mailing Address

☒ Ship to preferred mailing address
150 Student Union Drive
Livingston, Alabama 35470

☐ Ship to a new address

Number of Guests (Maximum 4) *

0

Do you or your guests need any special accommodations? *

Special Accommodations

Payment Details

Click Proceed to Payment to pay the graduation application fee.

Payment Methods *

Please Select

Cancel

Proceed to Payment

Check to ensure your program of study is correct before continuing.

Name and Hometown

Full Name

Graduation Term *

Please Select Graduation Term



Preferred Name on Diploma *

Phonetic Spelling *

[More info](#)

Hometown and State/Province *

Commencement Details



Will you attend commencement?



Diploma Mailing Address
Ship to preferred mailing address



Ship to a new address

Program of Study

BUSINESS ADMINISTRATION (ACCOUNTING EMPHASIS).MBA

Diploma

Master of Business Administrat

Major

Bus Adm (Acct Emphasis)

Select your graduation term from the drop down menu.

If your term is not listed, check the application deadlines at <https://www.uwa.edu/commencement/applicationdeadlines#0>

If you still have concerns, please contact the registrar's office.

Name and Hometown

Full Name

Graduation Term *

Please Select Graduation Term

Please Select Graduation Term

Campus Fall 2022

Online Fall One 2022

Online Fall Two 2022

Phonetic Spelling *

[More Info](#)

Hometown and State/Province *

Program of Study

BUSINESS ADMINISTRATION (ACCOUNTING EMPHASIS).MBA

Diploma

Master of Business Administrat

Major

Bus Adm (Acct Emphasis)

Add your preferred name.

This will be the name listed in the program book and on your diploma. Please ensure all spelling and capitalizations are correct.

Name and Hometown

Full Name

Graduation Term *

Online Fall Two 2022

Preferred Name on Diploma *

Avery Sage Jemison

Phonetic Spelling *

[More Info](#)

Hometown and State/Province *

Add your Hometown and State / Providence for Public Relations.

If you do not wish to have your information sent to local newspapers please put N/A into the field.

Name and Hometown

Full Name

Graduation Term *

Online Fall Two 2022

Preferred Name on Diploma *

Avery Sage Jemison

Phonetic Spelling *

[More Info](#)

Avery serdʒ Jemison

Hometown and State/Province *

Fort Worth, Texas

Will you attend the ceremony?

The default is yes.

If you do not wish to attend, toggle to grey.

Commencement Details

☒ Will you attend commencement?

Diploma Mailing Address

☒ Ship to preferred mailing address

150 Student Union Drive
Livingston, Alabama 35470

☐ Ship to a new address

Number of Guests (Maximum 4) *

0

Do you or your guests need any special accommodations? *

Special Accommodations

← Yes!

↓ No!

Commencement Details

☐ Will you attend commencement?

Diploma Mailing Address

☒ Ship to preferred mailing address

150 Student Union Drive
Livingston, Alabama 35470

☐ Ship to a new address

If you are attending. Add your guests.

Maximum number of guests is 4. No additional tickets are available.

Commencement Details

☒ Will you attend commencement?

Diploma Mailing Address

☒ Ship to preferred mailing address

150 Student Union Drive
Livingston, Alabama 35470

☐ Ship to a new address

Number of Guests (Maximum 4) *

3

Do you or your guests need any special accommodations? *

N/A

If you or one of your guests need special accommodations, please let those here.

Select your mailing address.

Your diploma will be mailed to this address 6-8 weeks following the commencement ceremony.

If the address listed is not correct, select "ship to a new address". Add the address you want your diploma mailed to 6-8 weeks following the ceremony.

As a general rule, spring diplomas will be mailed in late June, summer diplomas will be mailed in late September and fall diplomas will be mailed in late January.

If outside US/Canada.

Select that box.

The international shipping fee of \$100 will be added.

Please note for international shipping the arrival time may be later.

<https://www.uwa.edu/commencement/diploma>

Diploma Mailing Address

☐ Ship to preferred mailing address

150 Student Union Drive
Livingston, Alabama 35470

☒ Ship to a new address

☐ Outside US/Canada

Address Line 1 *

200 Summer Villa

Address Line 2

Apt 103

City *

Tulsa

State/Province *

Oklahoma

ZIP/Postal Code *

74008

Payment Details - Link: <https://www.uwa.edu/university-departments/student-accounts/>

Payment Instructions

Payments can be made by logging onto [Self-Service](#), in person at the Student Accounts window located in Webb Hall, or by mailing a check or money order to the Business Office (information below).

To make a payment online through [Self-Service](#):

1. Navigate to the **Financial Information** tab in the grey sidebar on the left.
2. Click on **Student Finance** from the dropdown menu.
3. Select **Make A Payment** and complete the transaction.

To send payment via the US Postal Service by check or money order, please make checks payable to UWA and mail to:

UWA Business Office
Station 2
Livingston, AL 35470

For overnighting a check or sending via UPS or FedEx, please use the following address:

UWA Business Office
100 North Washington St
Livingston, AL 35470

Make all checks and money orders payable to UWA.

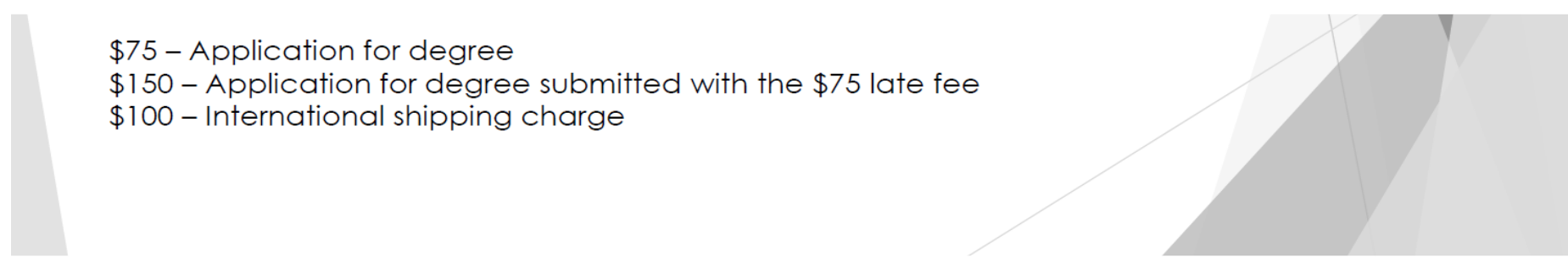
Graduation Fee Details

The graduation fee for all programs at the University of West Alabama (UWA) is \$75. The fee covers the cost of processing student files, diploma print costs, commencement printing and mailing and/or degree shipping.

Here's a breakdown of UWA graduation fees and related information:

- **Graduation Fee:** \$75
- **What the fee covers:** Diploma, tube, program expenses, mailing fees, and other expenses associated with graduation
- **Cap and Gown:** There's an additional fee for a cap and gown, which can be purchased online through the regalia vendor or on campus through Barnes and Noble.
- **International Diploma Fee:** \$100 for diplomas sent to international addresses.
- **Late Filing Fee:** There is a \$75 late filing fee for graduation applications.
- **Where to find more information:** You can find more information about graduation and commencement on the UWA website.

Graduation Fee Summary



\$75 – Application for degree

\$150 – Application for degree submitted with the \$75 late fee

\$100 – International shipping charge

Graduation Fee Policy

The graduation application fee of \$75.00 for all students (as stated above) is due before the deadline has passed. A late fee of \$75.00 will be imposed on any student applying for graduation after the deadline for application has passed (see academic calendars for deadline dates.) If a student applies for graduation and then discovers that he/she will not graduate in the semester he/she applied, the student must reapply for graduation and resubmit the graduation application fee. **The fee and application do not roll over.** The fee covers the cost of processing student files, diploma print costs, commencement printing and mailing and/or degree shipping. There is an additional fee for cap and gown to be purchased from the Barnes and Noble (Campus Bookstore). Students will receive instructions via their UWA email accounts about commencement from the Commencement Committee.

