

CTAHR Graduation Procedures

Please reference the information below to prepare for graduation

- Make an appointment with an academic advisor at <https://ctahradv.youcanbook.me> **two semesters** before you intend to graduate (i.e., if you plan to graduate in the spring, you must meet with an academic advisor during the previous spring semester) for a “Preliminary Degree Check.”
- Complete an “Application for Degree” and “Final Degree Check” form with an academic advisor **one semester** before you intend to graduate.
- If you are pursuing an academic minor, you must complete the “Verification of Academic Minor” form **one semester** before you intend to graduate. You must meet with your academic minor advisor to complete and sign this form. You will then need to make an appointment with a CTAHR academic advisor to get the form signed and submitted. You are provided a copy.
- You must complete the “CTAHR Graduation Survey” (<http://tinyurl.com/q5uu2ej>). Once you’ve completed the survey, please email your academic advisor to let them know you have submitted it. Your graduation paperwork will then be submitted to the CTAHR’s Academic and Student Affairs Office (ASAO).
- Pay your diploma fee, which is payable online through your student account or in person at the UH Mānoa Cashier’s Office in QLCSS, Room 105.
- After submitting all of your forms to the CTAHR ASAO, you will receive an email at your hawaii.edu email address, with information on the status of your degree check. You will be informed if you have tentatively met all of the degree requirements or if you are missing requirements. Emails will be sent out toward the beginning of your graduating semester.
- Once you register for your final semester, please check your STAR academic essentials page to make sure that all sections show as “complete” or “tentatively complete”. If you notice any section that shows as “incomplete,” please make an appointment to see an academic advisor ASAP. This may mean that you are missing a requirement needed for graduation.
- If you are planning to attend the University commencement ceremony, you must register to participate at: <http://manoa.hawaii.edu/commencement/>. Additional information on the commencement ceremony can also be found at this website. Summer graduates can participate in either the spring or fall commencement ceremonies.
- During the middle of the semester that you are graduating (if you are graduating in the summer, you will receive your email in the spring), an email invitation to attend CTAHR’s Graduation Convocation will be sent to you. The Graduation Convocation is a separate event from the University’s commencement ceremony and is exclusively for CTAHR students.
- If you have any questions, feel free to email the CTAHR Academic Advising Office at ctahradv@hawaii.edu or make an appointment with an academic advisor at <https://ctahradv.youcanbook.me>.

Special note: Any “I” (incomplete) or missing grades in any course at UH Mānoa must be converted to a final letter grade prior to graduation or student will be required to re-apply for graduation in the following semester.