Applying for Graduation in PeopleSoft

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

Step 2: Click on apply for Graduation
Step 3: Verify your academic program, degree, and Major are correct:

Apply for Graduation

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.

Program: Grad Extended Educ Degree

California Maritime Academy | Postbaccalaureate

Degree: Master of Science
- Major: Transportation and Engineering
- Concentration: Transportation Management

Apply for Graduation

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

Apply for Graduation

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
- Major: Transportation and Engineering
- Concentration: Transportation Management

Expected Graduation Term

Select term...
Step 5: Read the complete message and click Continue.
Step 6: Please review and verify your graduation data

Apply for Graduation

Verify Graduation Data

<table>
<thead>
<tr>
<th>Program: Grad Extended Educ Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Maritime Academy</td>
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</tbody>
</table>

**Degree:** Master of Science  
**Major:** Transportation and Engineering  
**Concentration:** Transportation Management  
**Expected Graduation Term:** Fall 2015

**Graduation Instructions**

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.

Once verified click Submit Application
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.

That will bring you to the following screen click edit.

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.

200 Maritime Academy Drive
#218
Honolulu, HI 96816

Edit Address

Date changes will take effect: 06/09/2015 (example: 12/31/2000)

<table>
<thead>
<tr>
<th>Address Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Mail</td>
</tr>
<tr>
<td>Billing</td>
</tr>
<tr>
<td>On-Campus</td>
</tr>
</tbody>
</table>

Return to Current Addresses

Verify that the information is correct and click Save.

Once you click Save you will receive the following confirmation

Change Address

Save Confirmation

☑️ The Save was successful.

OK