<table>
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<th>Description</th>
<th>Guide to apply for degree and/or certificate completion. Students may be enrolled in a certificate and degree program and need to apply for completion for both programs. This tutorial will guide you through the process.</th>
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<td>User Group</td>
<td>USM Students</td>
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<tr>
<td>Overview</td>
<td>Log onto MaineStreet &gt; Student Self Service &gt; Student Center. Additional steps included below.</td>
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**MaineStreet link**

**Long Version:**

1. **Log onto** [MaineStreet](#)

2. **Navigate to your Student Center:** Student Self Service > Student Center

3. **In the Academics Section:** select the drop down box “other academic” > select Apply: Graduation/Completion

4. **Select the Program.** Note: if you are applying to complete multiple programs, the steps will be outlined later in the tutorial.

**Apply for Completion**

Select the academic program in which you wish to apply for completion by clicking on its description. Click the View Application link to view or cancel an existing application.
5. **Complete the Select A Completion Term page:** please read the directions thoroughly! Numbers on the image align with notes below.

Notes: The directions and/or required fields may be different. An image for an example is included below.

1. Complete the program information. Enter a comment to add an addtl major, minor etc or have one removed. For graduate students, enter requested information including potentially thesis, and advisor name.
2. Identify your completion semester
3. **If you are applying to complete a second program select Select Additional Program at the bottom of the screen and complete the respective information.**

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**Select A Completion Term**

You are applying for completion in the following academic program(s). If this is not correct, click the Start Over button to return to the previous page and select a different program. If you are completing multiple programs, click the Select An Additional Program button to add an additional program.

Enter a Comment to add an additional major, minor, etc. or have one removed.

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This application is used to initiate the degree/certificate verification process, plan for Commencement, and collect information for printing your diploma/certificate.

Select a completion term from the list below. The completion term is the term in which you will satisfy all degree/certificate requirements. Students taking any summer courses should select an August completion term.

For degree candidates only*:

Students completing requirements in December, May, or August of any given academic year (September-August) may attend the May Commencement ceremony. Simply apply for the correct completion term (December, May, August) and click "Yes I will attend the May ceremony" on the bottom of the next page.

*Non-degree certificates are not awarded at Commencement.

*Expected Completion Term

**Only applicable if completing 2 programs**
6. **A note will populate** after you select your *Expected Completion Term* regarding the graduation certification process. Press *Continue*.

7. **Complete the Confirm Personal Information page.** *please read the directions thoroughly!*

**See next page for second portion of page**
Review and complete the Confirm Personal Information continued

Notes:
1. Confirm mailing address and email for diploma mailing/contact information
2. Identify if you will be attending the Commencement program, and if you would like your information included in commencement related materials.
3. Utilize the Submit Application button when done.

If you wish your diploma/certificate mailed to an address other than the address listed above, edit the values in the fields below. Click the Refresh button to refresh the display.

- Country: USA United States
- Address 1: 12 Snoopy Lane
- City: Portland
- State: ME Maine
- Postal: 04103-1319

This is your hometown as it will appear in the Commencement Program and other commencement-related materials.

- Include me in printed materials (i.e. Commencement Program, press release, etc.): Yes
- Country: USA United States
- Hometown:
- State:

- Yes, I will attend Commencement
- No, I will not attend Commencement

Select Different Term
Submit Application
Start Over

Fall'20jrh