Office of the Registrar
UNIVERSITY OF GEORGIA

STEP 1: Login to Athena

- Go to https://Athena.uga.edu
- Enter your UGA MyID and password
- Enter your Duo Credentials

STEP 2: Click on the "Faculty & Advisor" tab

- Click on the "Advising & Graduation" menu
- Select "Graduation Roster Processing"
- Select a "Grad Term"

If the awarding period is open, the graduation term will be restricted to the current term. All degree and certificate graduation applications you are authorized to clear will display.

STEP 3: Narrow your search results by using the filter options

- Select a degree or certificate program from the "Degree" dropdown menu
- Click on the "Status" filter and select "Sought"
- Select "Search"

Change an application status to "Pending" or "Deleted." You can move an application to a future term and add a comment if applicable. Select "Save" to submit changes. A check for University Requirements will automatically run for undergraduate graduation applications. If there are missing requirements, a comment will post and the status will not update.
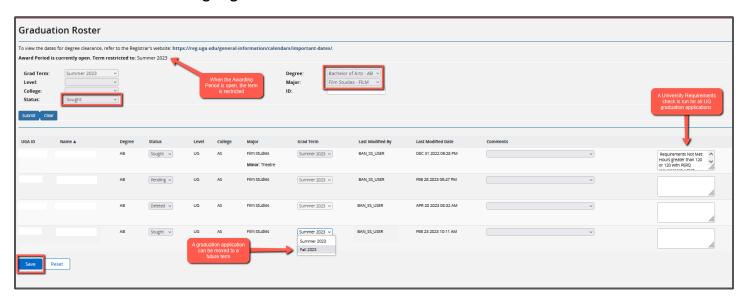
The University Requirements check includes: Legislative - History US & GA • Legislative - Constitution GA • Legislative - Constitution US • Physical Education Requirement • Experiential Learning Requirement • Institutional GPA is less than 2.0 • Overall Credits earned is below 121

For technical support, email helpdesk@uga.edu
For faculty support, email regsupp@uga.edu

A screenshot of the Graduation Roster page in Athena can be found on page two.

Graduation Roster Processing Page in Athena:

If a student's graduation application is deleted or moved to a new term, an email will be generated overnight and sent to the student.

Student Email Examples:

Email Example (Deleted Application):

Dear Jane Student:

Your graduation application for the Bachelor of Arts History has been deleted by your college. Please reapply for graduation via Athena for the appropriate term.

For questions related to your graduation application please contact your advisor or academic college.

Sincerely,
The Office of the Registrar

Email Example (Moved Term):

Dear John Student:

Your graduation application for the Bachelor of Science Psychology has been moved from Spring 2024 to Summer 2024 by your college.

For questions related to your graduation application please contact your advisor or academic college.

Sincerely,
The Office of the Registrar