

Office of the Registrar  
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Great Falls, MT 59405  
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[www.uprovidence.edu](http://www.uprovidence.edu)



## Applying for Graduation through ArgoExpress

Listed below are application instructions. If you have questions, please contact us between the hours of 8 a.m. - 5 p.m.

### Why apply for graduation?

A formal application is a requirement of all degree candidates, and is based on academic policy which allows us to post your degree to your formal academic record (transcript). Degrees will not be awarded until a graduation application and supporting application fee is on file with the Registrar's Office. By submitting the formal application, you will have the opportunity to verify the degree you are seeking, review your name as you would like it printed on your diploma, and confirm your diploma mailing address. Applying for graduation also starts the process to review your curriculum and make sure you are on track to graduate. The associated graduation application fee is \$90 and can be paid after submitting your application, through your ArgoExpress account.

### Log onto ArgoExpress

1. Go to [www.uprovidence.edu](http://www.uprovidence.edu)
2. Click on the hamburger MENU in the upper right-hand corner.
3. Click on **ArgoExpress**
4. Click on **Enter Secure Area**
5. Enter your User ID, which is your Student ID number: A000....
6. Enter your PIN number (initially it was your birth date in this format: mmddyy {ex. 061394})

### Graduation Application

1. Click on the **STUDENT** tab
2. Click on the **STUDENT RECORDS** link
3. Click on **APPLY TO GRADUATE**

Follow the prompts on the Graduation Application

- "Curriculum Term Selection" - should have a default term already populated. You should only need to click submit.
  - Verify your curriculum is accurate.  
(If the major/minor/concentration shown on the graduation is not correct, please contact [registrar@uprovidence.edu](mailto:registrar@uprovidence.edu) to explain discrepancy)
  - Verify the spelling of your name. This will be printed on the diploma.
  - Verify mailing address. This is the diploma shipping address.
4. Once the application has been submitted pay the application fee within ArgoExpress
    - Click on **Student** tab
    - Click on **Student Account** link
    - Click on **Account Summary by Term**
    - Scroll to the bottom of the page and click **Electronic Payment**
    - Follow the prompts for payment



#### Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Request Printed Transcript](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Apply to Graduate](#)
- [View Application To Graduate](#)
- [Test Scores and Placement](#)

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### What's Next?

Once your application has been submitted you can review this at any time within ArgoExpress by clicking Student Records and then View Application to Graduate. Your graduation application will then be put in a que for the Registrar to review and do an initial degree audit.

Check your UP Email! The Registrar will send information regarding your initial degree audit to your UP email account. This is also where you will receive information regarding your degree status, graduation events, and other important notifications.