How to Apply for Graduation in the
myUTTyler Student Center

The University of Texas at Tyler
Contents

Accessing Your myUTTyler Account .................................................................................................................. 3
Paying the Graduation App Access Fee Online .................................................................................................... 4
Submitting Your Application ............................................................................................................................... 7
Entering External Transfer Coursework ............................................................................................................ 11
Checking Your Application Status .................................................................................................................... 13
Updating Your Diploma Address ........................................................................................................................ 14
Accessing Your myUTTyler Account

1) Sign into your myUTTyler account by visiting my.uttyler.edu or by using the link under UT Tyler Logins on the University homepage.

2) Once you have logged in, you will need to select the Student Home Page tab, and then select Student Center in the column on the right-hand side.
Paying the Graduation App Access Fee Online

3) Once you have entered your Student Center page, you will need to pay the Graduation App Access Fee before you can submit your application online. **If you have already paid for your application fee, please proceed to step 4.** If you have not yet paid, you can either:
   - Pay at the Enrollment Services Center (ADM 230) or;
   - Pay for this online through your Student Center by completing the following steps:
     I. Select the drop down box under Finances and select Purchase Items, then select the “GO” double-arrow button next to it.

   ![Finances](image1)

   II. On the Purchase Items screen, enter a value of “1” in the quantity box next to “Graduation App Access Fee”, and then select next at the bottom.

   ![Purchase Items](image2)

   **1. Select Items**

   Enter the quantity for the items you wish to purchase. Use the calculate total push button to calculate the total amount of your purchase. Click NEXT to confirm your purchases.

   ![Available Items](image3)
III. The next screen will ask you to confirm your purchase order. Review your information, and select **Next**.

![Purchase Items](image)

### 2. Confirm Order

Verify the amount and total of the items you have selected for purchase. If correct, click the **NEXT** push button. If you wish to make changes, click the **PREVIOUS** push button.

<table>
<thead>
<tr>
<th>Selected Items</th>
<th>Term</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation App Access Fee</td>
<td></td>
<td>30.00</td>
<td>1</td>
<td>30.00</td>
</tr>
</tbody>
</table>

Currency used is **US Dollar**.  
**Total**: 30.00

IV. The next screen will require you to input your Credit or Bank Card information. Input your information, and click next to proceed to the next screen.

![Purchase Items](image)

### 3. Specify Payment Details

**Credit Card Details**

Enter the information requested exactly as it appears on your credit card.

- **First Name**: John
- **Last Name**: Doe
- **Credit Card Type**: MasterCard
- **Card Number**: 4445556667777
- **Expiration Date**: 05 / 2015

The billing address you specify must match your credit card company’s records.

- **Phone**: 555/555-5555
- **Email Address**: JohnDoe@patrols.utytler.edu
- **Country**: United States
- **Address**:

![Credit Card Details](image)
V. Next, you will confirm your payment information, and select the **Submit** button to process your payment. This will take you to a confirmation screen letting you know that your payment has been completed.

### Purchase Items

#### 4. Confirm Payment

If the information below is accurate, click the Submit button.

**Total Items**: 30.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Term</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation App Access Fee</td>
<td></td>
<td>30.00</td>
<td>1</td>
<td>30.00</td>
</tr>
</tbody>
</table>

**Currency used is US Dollar.**

<table>
<thead>
<tr>
<th>First Name</th>
<th>John</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Credit Card Type</td>
<td>MasterCard</td>
</tr>
<tr>
<td>Card Number</td>
<td>XXXXXXXXXXXXX1111</td>
</tr>
<tr>
<td>Card Expiration Month</td>
<td>05/ 2021</td>
</tr>
<tr>
<td>Telephone</td>
<td>555/555-5555</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:JohnDoe@patriots.uttyler.edu">JohnDoe@patriots.uttyler.edu</a></td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
</tbody>
</table>
| Address      | 3900 University Blvd.  
               Tyler, TX 75799 |

VI. Return to your **Student Center** to continue submitting your **Graduation Application**

(Continued on next page)
Submitting Your Application

4) On your Student Center page, select the drop down box under Academics, and select Apply for Graduation. Click the “GO” double-arrow button to proceed.

5) This will bring you to the confirmation page to validate your information. Ensure that the information listed for your degree, major, and minor are correct. If these are not correct, contact your Academic Advisor and complete any necessary Change documents to bring your files up to date before proceeding. Once you have confirmed your information, select the Apply for Graduation link to proceed.

Note: Double major students will need to apply only once, and will have two Majors listed under the same degree. Dual Degree students will need to apply twice, including the Graduation App Access Fee, and will have two distinct Degree listings with one major each.

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.
6) Select the **Expected Graduation Term** drop down box, and select the semester you are applying for graduation in. Click Continue.

**Note:** If the semester you are looking for is not available in the drop-down menu, it either has not yet been opened for applications, or the Final Filing Deadline for that term has already passed. Please refer to the Academic Calendar for all Final Filing Deadlines.

---

**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.

<table>
<thead>
<tr>
<th>Program: Second Baccalaureate</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Texas at Tyler</td>
</tr>
<tr>
<td>Degree: Bachelor of Science</td>
</tr>
<tr>
<td>Major: Biology BS</td>
</tr>
<tr>
<td>Minor: Biochemistry Minor</td>
</tr>
<tr>
<td><strong>Expected Graduation Term</strong></td>
</tr>
<tr>
<td>Graduation Instructions</td>
</tr>
</tbody>
</table>

(Continued on next page)
7) After selecting an **Expected Graduation Term** value, a new section titled **Graduation Instructions** will appear. Please read all information in this section carefully.

8) After reviewing the first several paragraphs under **Graduation Instructions**, please take note of the brief final paragraph, which will direct you to click on the **Graduation Survey** link at the end of the section; you must complete this survey in full before the **Continue** button that moves you to the next step in the process will appear.

(Continued on next page)
9) Upon completion of the **Graduation Survey**, the following message and the green **Continue** button will appear. Click **Continue** to proceed with your application.

---

**Thank you for completing the Graduation Exit Survey. Click Continue to finish processing your graduation application.**

---

10) After completing the **Graduation Survey** you will be presented with an **Alumni Association Application** screen where you can complete your application to join the Alumni Association. Entering data on this page is optional, but strongly encouraged. When entering address data you will be presented the option to designate a single address for use by the Alumni Association as well as for the mailing of your diploma following graduation. Click **Continue** to proceed with your application when you are done.

11) On the **Verify Graduation Data** page, select the appropriate answer for all four questions. Once you have finished, click **Submit Application**. This will bring you to the confirmation page that you have successfully submitted your **Application for Graduation**.

**NOTE:** If you did not pay the **Graduation App Access Fee**, you will receive an error message when you click **Submit Application** and will be unable to complete the app until the fee is paid.
Entering External Transfer Coursework

12) If you answered “Yes” to having external coursework to transfer for graduation, you will need to submit this information through your My Academics section. Click on the link to proceed.

Apply for Graduation
Submit Confirmation

✓ You have successfully applied for graduation.

My Academics

<table>
<thead>
<tr>
<th>Academic Requirements</th>
<th>View my advising report</th>
</tr>
</thead>
<tbody>
<tr>
<td>What-If Report</td>
<td>Create a what-if scenario</td>
</tr>
<tr>
<td>Transcript</td>
<td>View my unofficial transcript</td>
</tr>
<tr>
<td>Graduation</td>
<td>Apply for graduation</td>
</tr>
<tr>
<td></td>
<td>View my graduation status</td>
</tr>
<tr>
<td></td>
<td>External Coursework for Transfer</td>
</tr>
</tbody>
</table>

13) This will bring you to the My Academics page. Select the External Coursework for Transfer link.

(Continued on next page)
14) From here, please enter all external coursework you have currently in progress, or other recent work you have not yet submitted official transcripts for. If you have more than one class, you can add another row by selecting the “+” box on the left hand side.

Click the Save button once you have finished entering course data.
Checking Your Application Status

15) At this point you have now successfully applied for graduation. If you would like to monitor the status of your application, you can go to the original Apply for Graduation link from your Student Services page. This will show you the current status of your application.

If you have specific questions about your application during the review process, please contact your academic advisor.

<table>
<thead>
<tr>
<th>Program: Doctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Texas at Tyler</td>
</tr>
<tr>
<td>Degree: Doctor of Philosophy</td>
</tr>
<tr>
<td>Major: Human Resource Development</td>
</tr>
<tr>
<td>PHD</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Updating Your Diploma Address

16) After completing the Apply for Graduation process, please also confirm that you have a Diploma Address on file with UT Tyler, and that it is up-to-date; if you supplied and address and designated it to be used for your diploma on the Alumni Association Application page, you can skip this step.

To update your Diploma Address in your Student Center, complete the following steps:

A. Under Personal Information open the other personal… dropdown, select Addresses, and click the double arrow button to proceed.

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographic Data</td>
</tr>
<tr>
<td>Emergency Contact</td>
</tr>
<tr>
<td>Names</td>
</tr>
<tr>
<td>User Preferences</td>
</tr>
<tr>
<td>Addresses</td>
</tr>
</tbody>
</table>

B. On the Addresses page check to see if you have an Address Type value of Diploma already saved:

- If you do, and it is up-to-date, no further action is necessary.
- If you do, and it is incorrect, use the green edit button to update the information (see step D below).
- If you do not have a Diploma value, proceed to step C.

C. To add a new Address Type of Diploma, click the green Add A New Address button

(Continued on next page)
D. On the **Edit Address** screen enter the address you want to send your diploma to, then click the yellow **OK** button to proceed.

E. On the **Add a new address** screen visually confirm the data you have entered is correct, then use the checkboxes under the **Address Types** section to determine which addresses you want to use the new/updated information for, then click the green **Save** button to finalize the entry.

**Add a new 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 greyed out is for display only or is otherwise unavailable for association with an address.