



How to Apply for Graduation

You are getting ready to complete the final steps before becoming a graduate from The University of Texas at Tyler!

If you have questions about if you qualify for graduation or which term you need to apply for, schedule a meeting with your academic advisor to verify your degree plan progress.

If you currently do not have access to your myUTTyler Student Center, email IT support itsupport@uttyler.edu to resolve this issue. It is critical to have access to your myUTTyler Student Center account to apply for graduation and your Patriots email account to monitor communication regarding Graduation and Commencement.

If you encounter problems with this guide, please email graduation@uttyler.edu.

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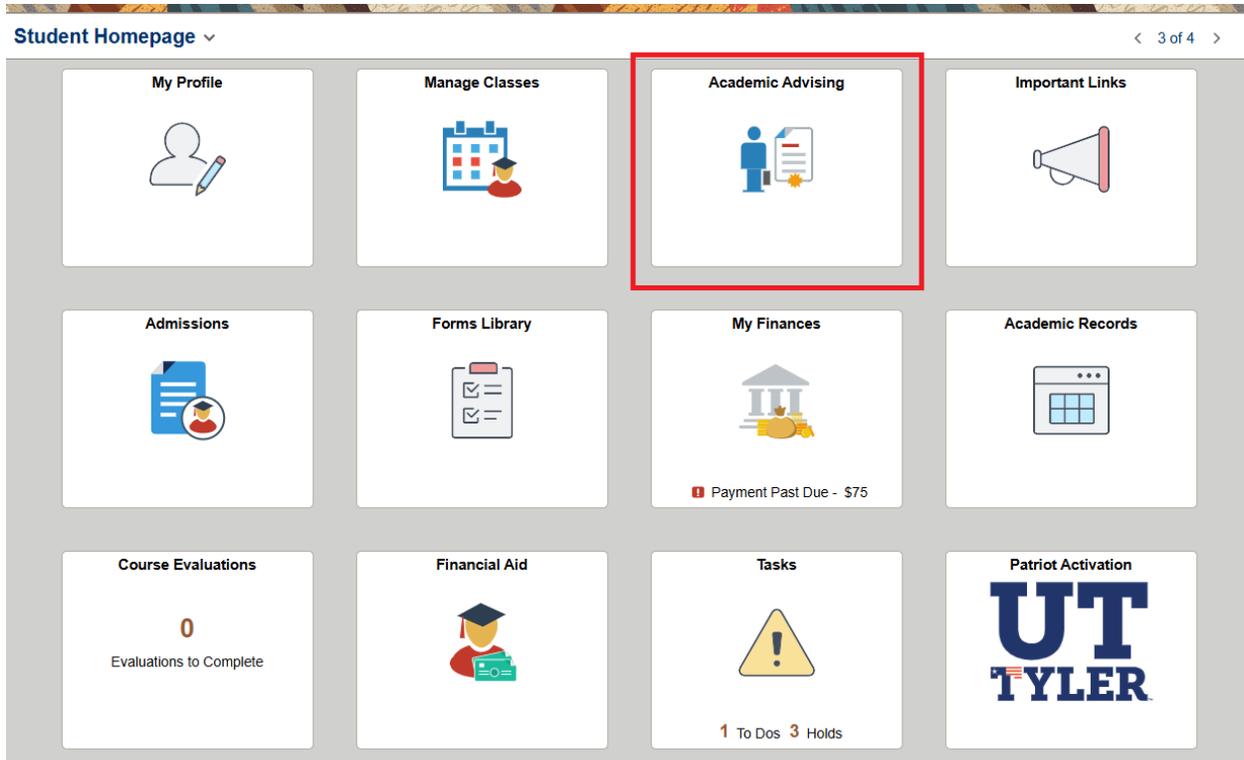
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Steps to Apply

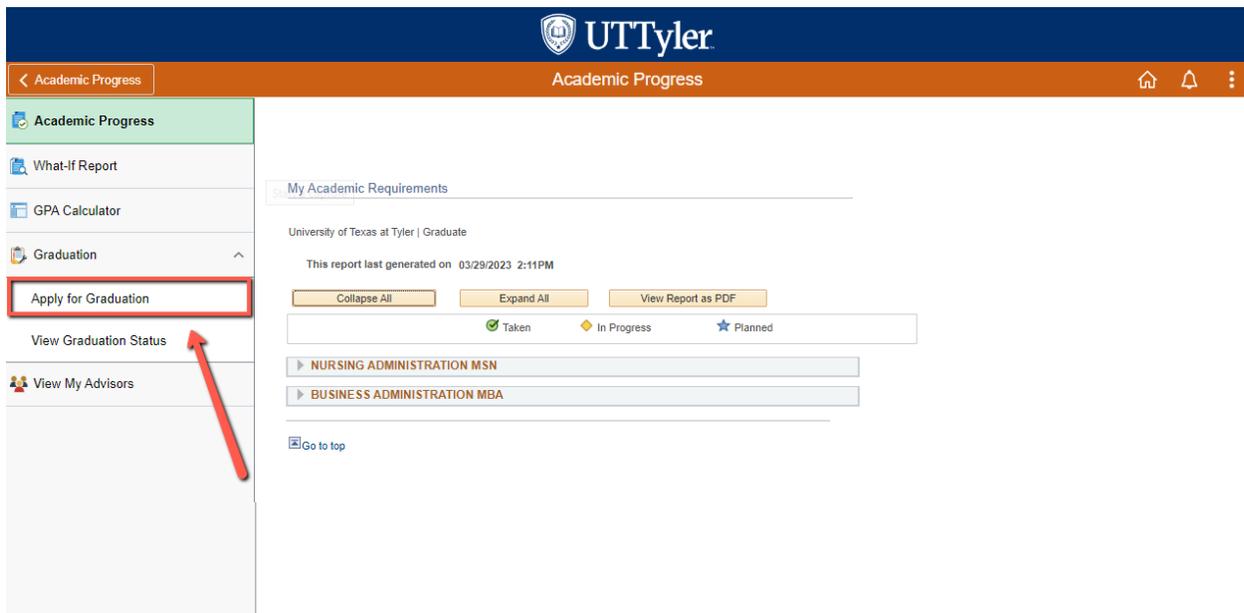
****This application is not compatible with a mobile device. We recommend completing this application on a computer. ****

Accessing the Graduation Application

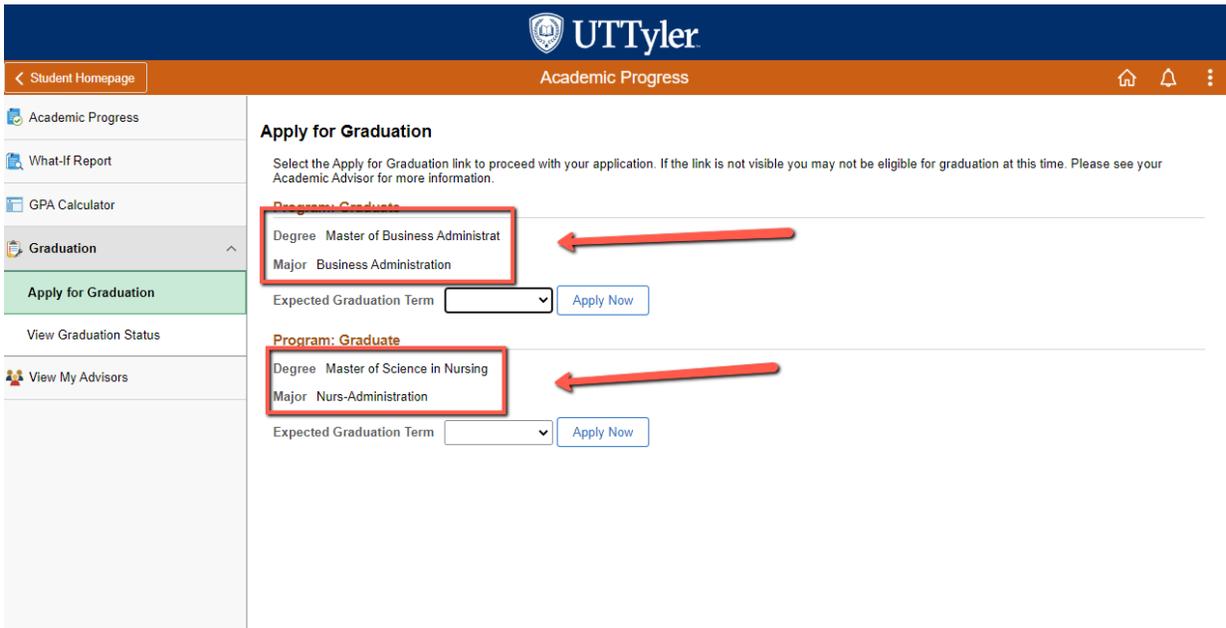
- a. On your myUTTyler Student Homepage, click on the “Academic Advising” tile.



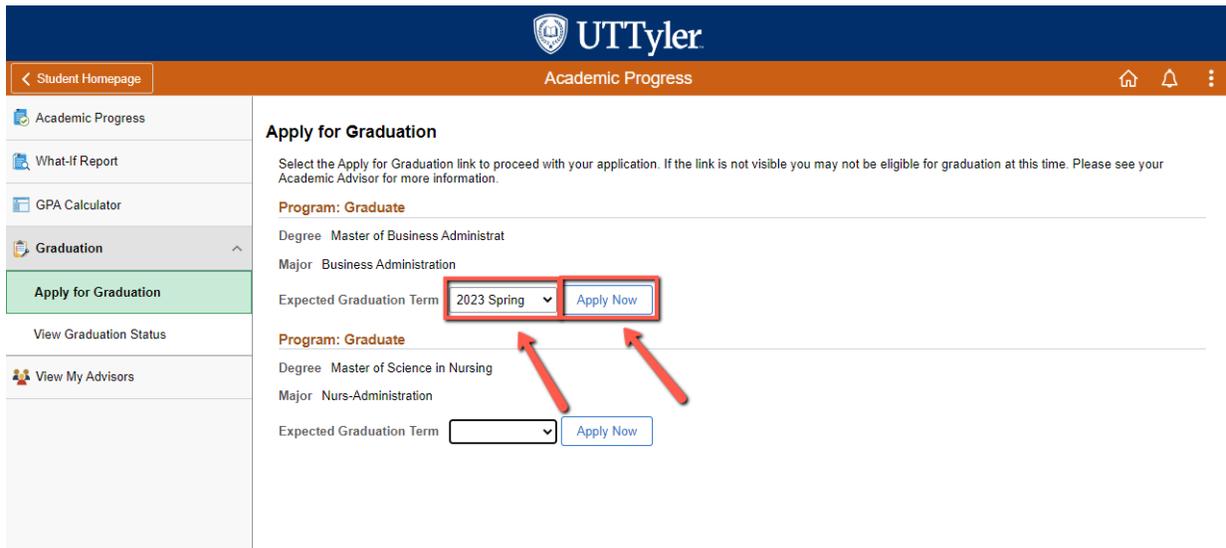
- b. Next, click “Graduation” on the left navigation bar. Then click “Apply for Graduation”.



- c. Please confirm that your degree information (degree & major, if applicable) is correct.
 - i. If your degree information is **INCORRECT**, please contact your advisor **IMMEDIATELY** to complete the necessary paperwork to get it corrected.
 - ii. If you have multiple degree programs of study from UT Tyler, please verify both programs are correct, and you will complete the application process **TWICE**. One for each degree.



- d. Then select the term you would like to apply for and click “**Apply Now**”.
 - i. If your graduation term is not listed, visit [UT Tyler Graduation](#) website to review the dates to apply for graduation.



Step 1 of 8: Introduction

Once you have reviewed the message, click the “Next” button.

Step 2 of 8: Diploma Name

To update your name that will be printed on your diploma, you will have to click on the diploma name field and edit the details.

- i. A pop-up window will appear for you to verify your name is correct
- ii. If your diploma name on file is correct, click “**Confirm**”
- iii. If incorrect, input the name you like to be displayed on your diploma in the corresponding fields.
 1. click “**Confirm**”
- iv. Then click “**Next**”.

If you **do not** have a diploma name on file, you will click the “**Add Diploma Name**” button to add a new diploma name.

- i. A pop-up window will appear for you to make the changes you need, then click “**Save**”.
- ii. Then click “**Confirm**”
- i. Then click “**Next**”

The screenshot displays a multi-step process for diploma verification. On the left, a vertical list of steps is shown: 1. Introduction (Voted), 2. Diploma Name (In Progress), 3. Diploma Address (Not Started), 4. Graduation Survey (Not Started), 5. Alumni Membership (Not Started), 6. Graduation Acknowledgements (Not Started), 7. Make Payment (Not Started), and 8. Complete Task (Not Started). The main area is titled 'Step 2 of 8 Diploma Name' and contains the text 'No Diploma Name Defined'. A red-bordered button labeled 'Add Diploma Name' is highlighted with a red arrow. A 'Confirm' button is located in the top right corner of the main area.

Step 3 of 8: Diploma Address Verification

To update your address that your diploma will be sent to, you will have to click on the diploma address field and edit the details.

- i. A pop-up window will appear for you to verify your address is correct
- ii. If your diploma address on file is correct, click “**Confirm**”
- iii. If incorrect, input the address you like your diploma to be sent to in the corresponding fields.
 1. click “**Confirm**”
- iv. Then click “**Next**”.

If you would like to have your diploma held for pick up at the University, you can make any changes you would like by clicking on the diploma address field.

- i. A pop-up window will appear. You will click the toggle “**Pick Up from University**” to “**Yes**”. Then click “**Save**”.

The screenshot shows a progress bar on the left with 8 steps. Step 3, 'Diploma Address', is highlighted as 'In Progress'. The main area is titled 'Step 3 of 8: Diploma Address' and contains a table of diploma addresses. A 'Confirm' button is visible in the top right corner.

Address	From	
3900 University Blvd. Tyler TX, 75799 Smith	Current	Edit >

If you do not have a diploma address on file, you will click the “**Add Diploma Address**” button to add a new address.

- i. A pop-up window will appear for you to update your address as needed. Then click “**Save**”.
- ii. Then click “**Confirm**”.
- iii. Then click “**Next**”.

The screenshot shows the same progress bar as the previous image, but now Step 3 is marked as 'Complete'. The main area is titled 'Step 3 of 8: Diploma Address' and displays 'Diploma Address' with the text 'No address defined' below it. A blue button labeled 'Add Diploma Address' is highlighted with a red box, and a red arrow points to it. 'Previous' and 'Next' buttons are visible in the top right corner.

Step 4 of 8: Graduation Survey

You will answer a series of questions regarding your experiences here at The University of Texas at Tyler, once you have completed the survey you will then click **“Confirm”**. Then click **“Next”**.

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<p>1 Introduction Visited</p>	<div style="text-align: right; margin-bottom: 10px;"> Confirm </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4 of 8: Graduation Survey</p> <p style="font-size: small; margin-bottom: 10px;">Graduation Survey Instructions</p> <div style="background-color: #003366; color: white; padding: 10px; text-align: center;"> <p style="font-size: 2em; font-weight: bold; margin: 0;">UT Tyler</p> <p style="font-size: small; margin: 0;">THE UNIVERSITY OF TEXAS AT TYLER</p> </div> <p style="margin-top: 20px;">Congratulations on your pending graduation!</p> <p>As you wrap up your time at UT Tyler, we'd love to hear about your experience. Your feedback helps us improve the university for future students and make sure we're offering the best educational experience possible.</p> <p>Your responses are completely confidential and will be combined with other graduates from your major and college or school. Faculty and administrators use this feedback to enhance programs and services, so your voice truly makes a difference!</p> <p>Thanks for taking the time to help us improve UT Tyler. We appreciate you!</p> <div style="text-align: right; margin-top: 20px;"> Next page > </div> </div>
<p>2 Diploma Name Complete</p>	
<p>3 Diploma Address Complete</p>	
<p>4 Graduation Survey In Progress</p>	
<p>5 Alumni Membership Not Started</p>	
<p>6 Graduation Acknowledgements Not Started</p>	
<p>7 Make Payment Not Started</p>	
<p>8 Complete Task Not Started</p>	

Step 5 of 8: Alumni Membership

Provide the most updated information for the Alumni Association. Then click **“Confirm”**. Then click **“Next”**.

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<p>1 Introduction Visited</p>	<div style="text-align: right; margin-bottom: 10px;"> Confirm </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5 of 8: Alumni Membership</p> <p style="font-size: small; margin-bottom: 10px;">UT Tyler Alumni Engagement invites you to update your information for our alumni association records.</p> <p style="margin-bottom: 10px;"> v Membership Information </p> <div style="margin-bottom: 10px;"> <p>First Name <input style="width: 100%;" type="text"/></p> <p>Middle Name <input style="width: 100%;" type="text"/></p> <p>Last Name <input style="width: 100%;" type="text"/></p> <p>Maiden Name <input style="width: 100%;" type="text"/></p> <p>Personal Email Address <input style="width: 100%;" type="text"/></p> <p>Cell Phone <input style="width: 100%;" type="text"/></p> <p>Date of Birth <input style="width: 100%;" type="text"/></p> <p>Mailing Address <input style="width: 100%;" type="text"/></p> <p>Address Line 2 <input style="width: 100%;" type="text"/></p> <p>City <input style="width: 100%;" type="text"/></p> <p>State <input style="width: 100%;" type="text"/></p> <p>Zip Code <input style="width: 100%;" type="text"/></p> </div> <p style="margin-bottom: 10px;"> v Spouse Information (if applicable) </p> <p>Spouse First Name <input style="width: 100%;" type="text"/></p> </div>
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<p>3 Diploma Address Complete</p>	
<p>4 Graduation Survey Complete</p>	
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<p>7 Make Payment Not Started</p>	
<p>8 Complete Task Not Started</p>	

Step 6 of 8: Graduation Acknowledgements

Students must read and acknowledge each of the Graduation Acknowledgements. Then click **“Confirm”**. Then click **“Next”**.

< Previous																	
<ul style="list-style-type: none"> 1 Introduction Visited 2 Diploma Name Complete 3 Diploma Address Complete 4 Graduation Survey Complete 5 Alumni Membership Complete <li style="background-color: #f0f0f0;">6 Graduation Acknowledgements In Progress 7 Make Payment Not Started 8 Complete Task Not Started 	<p style="text-align: right;">Confirm</p> <p>Step 6 of 8: Graduation Acknowledgements</p> <p>Please acknowledge each item below.</p> <table border="1"> <tr> <td><input type="checkbox"/> Yes</td> <td>Verified Diploma Name on file is accurate.</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td>Verified Diploma Mailing Address on file is accurate.</td> </tr> <tr> <td><input type="checkbox"/> No</td> <td>Must submit any pending external coursework, in progress (IP) external coursework, and missing transcripts with in 30 calendar days of the end of term date.</td> </tr> <tr> <td><input type="checkbox"/> No</td> <td>Responsible for resolving any current or future holds, not doing so will result in my diploma not being order until resolved.</td> </tr> <tr> <td><input type="checkbox"/> No</td> <td>Monitor and read my patriot emails regularly until 90 days after the end of term date.</td> </tr> <tr> <td><input type="checkbox"/> No</td> <td>Understand that the Office of the Registrar has 30 calendar days after the end of term date to review all submitted graduation application and approve or deny them.</td> </tr> <tr> <td><input type="checkbox"/> No</td> <td>Understand that Graduation and Commencement are separate components. Attending Commencement does not mean you have graduated or your degree has been conferred and awarded.</td> </tr> <tr> <td><input type="checkbox"/> No</td> <td>Must resolve (grade change has posted) any past or current in progress (IP) or incomplete (I) grades with in 30 calendar days of the end of term date.</td> </tr> </table>	<input type="checkbox"/> Yes	Verified Diploma Name on file is accurate.	<input type="checkbox"/> Yes	Verified Diploma Mailing Address on file is accurate.	<input type="checkbox"/> No	Must submit any pending external coursework, in progress (IP) external coursework, and missing transcripts with in 30 calendar days of the end of term date.	<input type="checkbox"/> No	Responsible for resolving any current or future holds, not doing so will result in my diploma not being order until resolved.	<input type="checkbox"/> No	Monitor and read my patriot emails regularly until 90 days after the end of term date.	<input type="checkbox"/> No	Understand that the Office of the Registrar has 30 calendar days after the end of term date to review all submitted graduation application and approve or deny them.	<input type="checkbox"/> No	Understand that Graduation and Commencement are separate components. Attending Commencement does not mean you have graduated or your degree has been conferred and awarded.	<input type="checkbox"/> No	Must resolve (grade change has posted) any past or current in progress (IP) or incomplete (I) grades with in 30 calendar days of the end of term date.
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Step 7 of 8: Make Payment

STOP! If you have paid the Graduation Application fee prior to this point, you will need to email graduation@uttyler.edu, or you may be charged twice.

- a. All, including late, graduation application fees are non-refundable, and a new graduation application fee must be paid each semester when a student applies for graduation.
- b. Online Payment
 - v. Ensure that your pop-up blocker is turned off
 - vi. Click the **“Make Payment”** button.

< Previous	
<ul style="list-style-type: none"> 1 Introduction Visited 2 Diploma Name Complete 3 Diploma Address Complete 4 Graduation Survey Complete 5 Alumni Membership Complete 6 Graduation Acknowledgements Complete <li style="background-color: #f0f0f0;">7 Make Payment In Progress 8 Complete Task Not Started 	<p style="text-align: right;">Confirm</p> <p>Step 7 of 8: Make Payment</p> <p>All graduation application fees are non-refundable and a new graduation application fee must be paid each semester a student applies for graduation.</p> <p>To Make an Online Payment:</p> <ol style="list-style-type: none"> Click the Make Payment button. A new window will open directing you to pay online from your Student Account Center. <ul style="list-style-type: none"> Ensure your pop-up blocker is turned off. On the Student Account Center, click Make a Payment button. Select the "Pay by Line Item" option. Select the "Graduation App Fee" line item. Click the Continue button. Input your payment information. Click "Submit Payment." Close the payment window and refresh your browser screen. <p>To Make a Payment via Phone or In Person:</p> <ol style="list-style-type: none"> Click the Make Payment button. A new window will open directing you to pay online from your Student Account Center. disregard this and close the window. <ul style="list-style-type: none"> Ensure your pop-up blocker is turned off. Contact Student Business Services. <ul style="list-style-type: none"> Phone: 903.566.7100 In-Person: Student Business Services Desk at The One-Stop (STE 230), M-F 8am-5pm CST Refresh your browser screen. <p>Veteran Readiness and Employment (VR&E)/Chapter 31 & Post 9/11 GI Bill (Chapter 33):</p> <ul style="list-style-type: none"> Only students who receive Chapter 31 & Chapter 33 VA benefits during their graduating semester may be eligible to have their graduation application fee paid for through the VA, and should contact the Military and Veterans Success Center prior to applying for graduation. If a student's VA benefits have expired then they will not be able to utilize this opportunity. The VA will only cover the \$75 graduation application fee, and any late graduation application fees will be the responsibility of the student. <ol style="list-style-type: none"> Click the Make Payment button. A new window will open directing you to pay online from your Student Account Center. <ul style="list-style-type: none"> Ensure your pop-up blocker is turned off. Close the payment window and refresh your browser screen. <p style="text-align: center;">Make Payment</p>

A pop-up window will open directing you to pay online from your Student Account Center.

- a. Click **"Make a Payment"**.
- b. Select **"Pay By Line Item"**.
- c. Click **"Add"**.
- d. Click **"Continue"**.
- e. In the "Select Method" drop-down menu, select your preferred payment method and then click **"Continue"**.
 - a. For **Credit/Debit Card** payments, input your card information, click **"Continue"**.
 - b. For **Electronic Check** payment, input your account information, then click **"Continue"**.
- f. Review the transaction details and click **"Submit"**.

Your graduation application access fee is **NOT** paid for until you see the below message.

The screenshot shows the UT Tyler Student Account Center interface. At the top, the UT Tyler logo is on the left, and "Logged in as:" followed by a user name and a "Logout" link is on the right. Below the logo is a navigation bar with links: "My Account", "My Profile", "Make Payment", "Payment Plans", "Deposits", and "Help". The main heading is "Account Payment". Below this is a progress bar with four steps: "Amount", "Method", "Confirmation", and "Receipt". The "Confirmation" step is currently active. A green message box states: "Your payment in the amount of \$75.00 was successful. A confirmation email was sent to @uttyler.edu. Please print this page for your records. To view all payments, go to My Account > Payment History." Below the message box is a table of transaction details.

Payment date:	6/9/23	Paid to:	The University of Texas at Tyler 3900 University Blvd STE 230 Tyler, TX 75799 UNITED STATES
Amount paid:	\$75.00	Web address:	https://secure.touchnet.com/C21712_tsa/web
Transaction type:	Purchase	Payment method:	VISA - xxxxxxxxxxxx Card not present for this transaction.
Student name:		Terminal ID:	XXXXXXXXXXXX
		Additional Amount:	---
		Processor Transaction ID:	583160564637261
		Response Code:	00
		Approval Code:	184615
		Address Verification:	-

Close the payment window down and refresh your browser screen to proceed. Then click **"Confirm"**. Then click **"Next"**.

If you are having trouble paying online you can make a payment In-Person or over the phone.

Contact Student Business Services

1. **Phone:** 903-566-7180
2. **In-Person:** Student Business Services desk at The One-Stop (STE 230) Monday – Friday 8:00am – 5:00pm.

Step 8 of 8: Submit Graduation Application

You will complete your graduation application by clicking the “Submit” button.

- a. Once you submit no edits can be made to your graduation application

< Previous Submit																	
<table border="1"><tr><td>1</td><td>Introduction Visited</td></tr><tr><td>2</td><td>Diploma Name Complete</td></tr><tr><td>3</td><td>Diploma Address Complete</td></tr><tr><td>4</td><td>Graduation Survey Complete</td></tr><tr><td>5</td><td>Alumni Membership Complete</td></tr><tr><td>6</td><td>Graduation Acknowledgements Complete</td></tr><tr><td>7</td><td>Make Payment Complete</td></tr><tr><td>8</td><td>Complete Task In Progress</td></tr></table>	1	Introduction Visited	2	Diploma Name Complete	3	Diploma Address Complete	4	Graduation Survey Complete	5	Alumni Membership Complete	6	Graduation Acknowledgements Complete	7	Make Payment Complete	8	Complete Task In Progress	<p>Step 8 of 8: Complete Task</p> <p>You're so close! Once you submit your application, you'll receive official emails about Graduation and Commencement once the application deadline passes. Remember, these important updates will only go to your Patriot email, so keep an eye on it!</p>
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For any questions or concerns regarding your graduation application please contact graduation@uttyler.edu.