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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Steps to Apply

Accessing the Graduation Application
a. On your myUTTyler Student Homepage, click on the “Academic Progress” tile.

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

d. 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 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.
e. 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.

f. If you are submitting a Late Graduation Application, you will receive a pop-up window for you to acknowledge that you will be charged the increased $115 late graduation application fee.
1) Introduction
   a. Once you have reviewed the message, click the “Next” button.

2) Diploma Name Verification
   a. If you already have diploma name on file, you will have to click on the diploma name field to see your full name that will be printed on your diploma.
i. A pop-up window will appear for you to verify your name is correct, then click “Save”.

ii. If your diploma name on file is correct, click “Confirm”,

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UTTyler

Graduation Application

Step 2 of 9: Diploma Name

<table>
<thead>
<tr>
<th>Name</th>
<th>Name Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daisy Duck</td>
<td>Diploma</td>
</tr>
</tbody>
</table>
iii. Then click "Next".

b. If you need to change your already listed diploma name on file, you need to click on your listed name.
i. A pop-up window will appear for you to make the changes you need, then click “Save”.

ii. Then click “Confirm”,
iii. Then click “Next”.

c. 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”,

![Image of a pop-up window and a confirmation button]
iii. Then click “Next”

3) Diploma Address Verification
   a. If you already have a diploma address on file, confirm that it is correct, then click “Confirm”.
i. Then click "Next".

b. If you need to change your diploma address on file, you can make any changes you would like by clicking on the diploma address field.
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".

c. If you would like to have your diploma held for pick up at the University, you can make any changes you would like by click 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”.

ii. Then click “Confirm”.
iii. Then “Next”.

d. 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”.

4) Holds & External Coursework
   a. Holds
      1. If you have a Financial Hold on your student account, this will prevent the Office of Registrar from being able to release any requested official transcripts or your diploma.
ii. If you **do not** have a Financial Hold on your student account, it is your responsibility to ensure that your holds are monitored on your myUTTyler account.

b. **External Coursework**

i. If you are currently or planning to be enrolled in coursework outside of UT Tyler between now and through your graduation term, you need to select “Yes”, then “Add Course”.

1. You will add a course for each of the external courses you will be transferring in.
2. A pop-up window will appear for you to input your transfer course information. Then click “Save”.

3. Then click “Confirm”
ii. **DOUBLE DEGREE students.** If you have external transient coursework, you will have to report it on EACH graduation application you submit. (It will appear to be recorded twice. This is **not an error**. This duplication allows it to be present on each graduation application.)

iii. If you are **not** currently or planning to be enrolled in coursework outside of UT Tyler between now and through your graduation term, you need leave “No” selected, and click “Confirm”
1. Then click “Next”.

5) Graduation Survey
   a. 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”.

We thank you for your time spent taking this survey. Your response has been recorded.
b. Then click “Next”.

6) Alumni Membership
   a. Provide the most updated information for the Alumni Association. Then click “Confirm”.
b. Then click “Next”.

7) Make Payment
   a. **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.
   b. All, including late, graduation application fees are non-refundable, and a new graduation application fee must be paid each semester a student applies for graduation.
   c. Online Payment
      i. Ensure that your pop-up blocker is turned off
      ii. Click the “Make Payment” button.
iii. A pop-up window will open directing you to pay online from your Student Account Center. Click “Make a Payment”.

iv. Select “Pay By Line Item”.

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![Image of UTTyler Student Account Center interface with highlighted “Make Payment” and “Pay By Line Item” options]
v. Click "Add".

vi. Click “Continue”.
vii. In the “Select Method” drop-down menu, select your preferred payment method and then click “Continue”.

viii. For Credit/Debit Card payments, input your card information, click “Continue”.
ix. Then input the rest of your card information, then click “Continue”.
x. For **Electronic Check** payment, input your account information, then click “Continue”.

Electronic Check - Payments can be made from a personal checking or savings account.
Debit and Credit Card - We accept the following credit and debit cards.
xii. Review the transaction details and click “Submit”.

Please review the transaction details, then submit your payment.

<table>
<thead>
<tr>
<th>Payment Information</th>
<th>Paid To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Description</strong></td>
<td><strong>The University of Texas at Tyler</strong></td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td>3900 University Blvd</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td>STE 230</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>Tyler, TX 75799</td>
</tr>
</tbody>
</table>

**Graduation Application Fee**

**Summer 2023**

**Student Account**

**$75.00**

**Total Payment Amount**

**$75.00**

Select Payment Method:

- **Account**: VISA
- **Expiration Date**: 05 / 26
- **Billing Address**

**Change Payment Method**

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

Please print your receipt for your records.
xv. Close the payment window down and refresh your browser screen to proceed. Then click “Confirm”.

xvi. Then click “Next”.
d. **Phone or In-Person Payment**  
i. Click the **"Make Payment"** button.

ii. A pop-up window will open directing you to pay online from your Student Account Center. Close the payment window down.

iii. **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.
iv. Once payment has been made with Student Business Services, refresh your browser screen to proceed. Then click “Confirm”.

v. Then click “Next”
e. **Veteran Readiness and Employment (VR&E/Chapter 31) & Post-9/11 GI Bill (Chapter 33)**

i. Only Students who receive Chapter 31 & Chapter 33 VA benefits during their graduation 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 are not 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.

ii. Click the “Make Payment” button.

iii. A pop-up window will open directing you to pay online from your Student Account Center. Close the payment window down and refresh your browser screen to proceed.
iv. Then click “Confirm”.

v. Then click “Next”.
8) Graduation Acknowledgements
   a. Students must read and acknowledge each of the Graduation Acknowledgements. Then click "Confirm".
   b. Then click "Next".
9) Submitting Graduation Application
   a. You will complete your graduation application by clicking the "Submit" button.

   i. Once you submit no edits can be made to your graduation application
Viewing Graduation Status

a. Confirm your application is successfully submitted.

i. After your Graduation Application is complete you can verify your graduation status by clicking “View Graduation Status” on the left navigation bar.

ii. If your graduation application status says, “Application for Graduation Received and In Review”, then your graduation application was received and will remain in that status until your degree is conferred at the end of the semester.
iii. If your graduation application status says, "No Graduation Application Found", then there is no active graduation application on file for that degree.
v. If your graduation application status says, “Please Contact Your Academic Advisor”, then you were denied graduation for your previous graduation application and there is no active graduation application on file for that degree.
Withdrawing a Graduation Application

a. If you need to withdraw your graduation application and you have **not** made a payment, you will exit out of your started graduation application.

b. Select the correct term you need to apply for, then click “Apply Now”.
i. A pop-up window will appear requesting that you are agreeing to delete your previous graduation application that was started. Click “Yes”, then proceed with filling out the new graduation term application.

c. If you need to withdraw your graduation application and you have already made a payment, you will need to fill out the Graduation Application Withdrawal Form and submit it to graduation@uttyler.edu.