How to Apply for Graduation Through myUTTyler Student Center
Congratulations!

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

If you have questions about if you qualify for graduation, first schedule a meeting with your academic advisor to track your degree progress.

If you currently do not have access to your myUTTyler Student Center, email IT support itsupport@uttyler.edu IMMEDIATELY. It is critical to have access to your patriots account to apply for graduation and to monitor communication regarding commencement and graduation tracking.

See this website for more information about the Commencement Ceremony and Graduation FAQs: www.uttyler.edu/commencement/. If you encounter problems with this how-to, please email graduation@uttyler.edu.

Now to Apply!

There are 4 steps to applying for graduation:

1) Paying for the Graduation Application Access Fee
2) Submitting Your Graduation Application
   a. Review and confirm your degree plan information
   b. Complete the Alumni Association Survey
   c. Complete the Graduation Application Survey
   d. Verify Graduation Data
   e. Confirm Your Application is Successfully Submitted
3) Verify “Primary Name”
4) Update Your “Diploma Mailing Address”

Note: The Graduation App Access Fee is non-refundable and will allow one application to be submitted. Students who are earning dual degrees (e.g. M.B.A. + M.S.N. or B.S.N. + B.A.) will pay two fees, and any students who withdraw their applications or are denied graduation must pay new fees prior to reapplying for graduation.
Steps to Apply:

1) Pay your Graduation Application Access Fee.

If you have already paid for your application fee, please proceed to Step 2. If you have not yet paid, follow the remaining steps in this section.

   A) If you do not want to pay online, you can pay this access fee by calling the Cashier’s Office (903) 566-7180 or stopping by in-person to the One-Stop Service Center.

   B) Our current online payment system allows you to choose from an electronic check via a checking/savings account or a credit/debit card.

   C) Under your myUTTyler Student Center, within the “Finances” section.

      a. Click the drop-down box, select “Purchase Items”, then click the double arrows to the right of it.

      b. This will open a dialog box of items to select. Place a “1” in the quantity field for GradApp Access Fee & Gift.

         i. If you have a double degree, you will need to place a “2” in the quantity field for GradApp Access Fee & Gift, please confirm this by emailing, graduation@uttyler.edu before proceeding.

(Continued on next page)
c. Confirm amount of purchase for GradApp Access Fee & Gift, then click “Make Payment.”

2. Confirm Order

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

- GradApp Access Fee & Gift: $35.00
- Total: $35.00

Currency used is US Dollar

Total: $35.00

You’ll be redirected to the Account Payment Page. Verify everything still matches and click “Continue.”

(Continued on next page)
e. In the drop-down menu, select your preferred “Payment Method” and click “Continue”
f. Verify the Amount to be charged is correct. Input your account information and click “Continue”.

(Continued on next page)

g. After you enter your payment information, you will be directed to the confirmation page. Verify all information is correct and click “Submit Payment” for your transaction to be finalized.

(Continued on next page)
h. Your application is **NOT** paid for until you see the below message.

![Account Payment Image]

THIS COMPLETES STEP 1, Paying for the Graduation Application Access Fee,

Please continue to Step 2, Submitting Your Graduation Application

2) Submitting Your Graduation Application

A) In your myUTTyler Student Center, within the “Academics” section, click on “My Academics”

a. Then under the “My Academics” tab, click “Apply for Graduation”.

![My Academics Image]
b. Please confirm that your degree plan information is correct.

Under the **Program: Undergraduate** (or Graduate/Pharmacy) section you will see, at minimum, lines for Degree and Major. Depending on your individual degree plan, you may also see lines for minors or specializations, emphases, or options; the example below includes a line for an option under the major as two minors.

Submit an Application for Graduation

![Application for Graduation](image)

i. If you have multiple programs of study from UT Tyler, please verify you are selecting the correct program. Note that if you have a Double Major you will see both listed under one header, but if you are completing multiple degrees (Dual Degree), you will see multiple headers. Also note that Step 1 must only be completed once for a Double Major, but twice for a Dual Degree.

Double Major:

![Double Major](image)

Dual Degree:

![Dual Degree](image)
ii. If any of your degree information is **INCORRECT**, please contact your advisor **IMMEDIATELY** to complete necessary paperwork to update your degree plan information.

iii. If your degree information is **CORRECT**, then, click “**Apply for Graduation**”

![Apply for Graduation](image)

**Apply for Graduation**

**Submit an Application for Graduation**

Select 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.

<table>
<thead>
<tr>
<th>Program: Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Texas at Tyler</td>
</tr>
<tr>
<td>Degree: Master of Arts</td>
</tr>
<tr>
<td>Major: English</td>
</tr>
<tr>
<td><img src="image" alt="Apply for Graduation" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Texas at Tyler</td>
</tr>
<tr>
<td>Degree: Bachelor of Arts</td>
</tr>
<tr>
<td>Major: English BA</td>
</tr>
<tr>
<td>Minor: Speech Communication Minor</td>
</tr>
<tr>
<td><img src="image" alt="View Graduation Status" /></td>
</tr>
</tbody>
</table>

**c. Select your graduation term.**

i. If your term is not listed, visit [www.uttyler.edu/registrar/graduation/applying_for_graduation.php](http://www.uttyler.edu/registrar/graduation/applying_for_graduation.php), for dates to apply for graduation.

ii. If the deadline has passed for your graduating term, please consult with your academic advisor **IMMEDIATELY**.

*(Continued on next page)*
d. After selecting the term, this dialog box will appear. Please continue by selecting “Graduation Survey”. This will open the Graduation Exit Survey, which must be completed by each student. Upon completion of the survey, click the green Survey Complete button to continue on to the Alumni Association Membership page.
We thank you for your time spent taking this survey. Your response has been recorded.

After you have completed the Graduation Exit Survey, a button will appear allowing you to continue the graduation application. Clicking Survey Complete, certifies that you have completed the Graduation Exit Survey.

(Continued on next page)
B) Complete the Alumni Association Membership Survey

a. Provide the most updated information for the Alumni Association. Please be aware that this information does not automatically update your Name or Address in your myUTTyler Student Center. You will need to follow Steps 3 & 4 if you need to update these items.

Apply for Graduation

Alumni Association Membership

To celebrate your completion of your degree, UT Tyler Alumni Engagement invites you to update your information for our alumni association records. You are a lifetime member of the UT Tyler Alumni Association. Benefits associated with this membership can be found at www.uttyler.edu/alumni.

Join us this semester at our Graduate Reception to pick up your free tee-shirt, alumni decal and other alumni swag. Keep an eye out for an email with further details.

Application Information

First Name
Middle Name
Last Name
Maiden Name
Preferred Email Address

Cell Phone Number
Date of Birth
Degree
Major
Expected Grad Date

Mailing Address
Mail Diploma to This Address

Address 1
Address 2
City
State
Zip

<table>
<thead>
<tr>
<th>Spouse Information (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse First Name</td>
</tr>
<tr>
<td>Spouse Last Name</td>
</tr>
<tr>
<td>Spouse UT Tyler Degree(s)</td>
</tr>
</tbody>
</table>

Employment Information (if applicable)

Job Title
Employer

YOUR GIFT; OUR LEGACY.

Join your fellow graduates in making a gift of $5 to celebrate your graduation from UT Tyler! A portion of your Graduation Access Fee would be used to fund your gift. Our national ranking is directly tied to the number of alumni (including you this year) who make an annual contribution to the university. Your participation today will increase the value of your next degree tomorrow. Your Class’s legacy begins with your first gift to UT Tyler.

Each participant will receive an exclusive Flag T Pin to wear at Commencement as a proud UT Tyler Alumni Association lifetime member.

*Give options:

☐ Start my legacy. Count my gift.
☐ I do not wish to be counted.

* Indicates required fields

Select Different Program  Continue
b. After completing the information on the Alumni Association Membership page, click the Continue button to proceed to Verify Graduation Data page.

C) Complete the Verify Graduation Data page

a. At the top of this page, you will be presented with your degree plan information one final time; please review this carefully to confirm everything matches what you expect to see on your degree plan.

- Apply for Graduation

- Verify Graduation Data

<table>
<thead>
<tr>
<th>Program: Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Texas at Tyler</td>
</tr>
</tbody>
</table>

Degree: Bachelor of Business Admin
Major: Accounting
Expected Graduation Term: 2019 Fall

Graduation Instructions

Congratulations, you have begun the process of applying for graduation in the Fall 2019 semester!

Please review your degree, major, minor, and specialization/emphasis information as listed above carefully. If any of these items appear to be incorrect or missing, please consult with your Academic Advisor(s) at your first available opportunity, as formal change paperwork requiring their signature(s) may be necessary.

Once you have completed the application process, please visit www.uttyler.edu/registrar/graduation for detailed information about the graduation review process, commencement, and diplomas. Important announcements will be sent to pending graduates’ Patriot email periodically, so please monitor that account regularly.

Links from your My Academics page will allow you to enter pending transfer credit information, add/edit your diploma mailing address, and monitor your graduation review status after completing your application.

If all items appear to be in order click 'Graduation Survey.' Once you have completed the survey you may proceed with filing your Application for Graduation.

b. After confirming your degree plan information, answer the 4 questions needed by the Office of the Registrar to process your graduation application and prepare for Commencement. Once all four questions have been answered, then click “Submit Application”.
**Important:** If you selected ‘Yes’ on the final question regarding coursework outside UT Tyler, complete Step E of this section **IMMEDIATELY** after confirming your application was submitted successfully in Step D.

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**Will you be attending the Commencement Ceremony?**
- [ ] Yes
- [ ] No

**Do you want your name printed in the Commencement Program?**
- [ ] Yes
- [ ] No

**During Commencement will you require assistance accessing or crossing the stage?**
- [ ] Yes
- [ ] No

**Are you currently enrolled in coursework outside UT Tyler, or do you have transcripts to submit?**

- [ ] Select Different Program
- [ ] Submit Application
- [ ] Select Different Term

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c. Once the Verify Graduation Data page has been completed and you have clicked Submit Application, you will receive a confirmation message back under your “My Academics” tab noting that your application has been successfully submitted. **Until this message displayed, your application has not been completed.**

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D) Confirm Your Application is Successfully Submitted

a. After your Graduation Survey is complete you can verify your Graduation Status by clicking **“View My Graduation Status”**

*(Continued on next page)*
b. Your application will remain in “Application for Graduation Received and In Review” status until your degree is conferred, after final grades are posted at the end of the semester.
E) Under My Academics, select External Classwork to Transfer and enter details for any coursework you are currently enrolled in, or have recently completed but have not yet submitted transcripts for. Completing this section helps make certain that your Academic Advisor(s) and the Office of the Registrar are aware of any pending coursework, and know what institutions transcripts are still needed from, during the graduation review process.

THIS COMPLETES STEP 2, Submitting Your Graduation Application,

Please continue to Step 3, Verifying Your “Primary Name”
3) Verify Your “Primary Name”

A) In your MyUTTyler Student Center, within the “Personal Information” section, click on “Names”.

![Image showing the Personal Information section with Names highlighted]

a. Verify that your “Primary Name” is spelled exactly how you would like it to be displayed, including suffixes, on your diploma, in the program and on the screen as you cross the stage.

![Image showing the Names section with John Adam Doe highlighted]

B) If this information needs to be changed please contact graduation@uttyler.edu IMMEDIATELY.

THIS COMPLETES STEP 3, Verifying “Primary Name”,

Please continue to Step 4, Updating Your “Diploma Mailing Address”
4) Updating Your “Diploma Mailing Address”

A) In your myUTTyler Student Center, within the “Personal Information” section.

a. Click the drop-down box, select “Addresses”. Then click the double arrows button to the right of it.

b. Verify that you have a physical mailing address listed under the “Diploma” field.

Use of P.O. Box addresses for diplomas is strongly discouraged. Mail carriers cannot place the document into a standard inbox due to its size. This may result in the document being held as a parcel, or the mailer being folded, which will damage the document.

c. If you have a P.O. Box listed, please updated it to a physical mailing address.

d. If you do not have an address listed for “Diploma”. Click “Add a new address”.

(Continued on next page)
e. Enter the address you would like your diploma to be sent to. Click “OK”.

i. **Do Not** put a P.O. Box address, our mail carrier cannot deliver to this type of address.

![Address Edit Screen]

f. Select the “Diploma” check box and click “Save”.

![Address Types]

![Diploma Confirmation]

This is the confirmation page that you will received when your “Diploma Mailing Address” has been updated and saved.
B) If you would like your diploma to be **held for pick up**. Please email, graduation@uttyler.edu.

THIS COMPLETES STEP 4, Updating Your “Diploma Mailing Address”

**Congratulations!**

*You have completed your graduation application.*