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. Complete the Alumni Association Survey
   b. Complete the Graduation Application Survey
   c. Verify Graduation Data
   d. Confirm Your Application is Successfully Submitted
3) Verify “Primary Name”
4) Update Your “Diploma Mailing Address”

Steps to Apply:

1) Pay your Graduation Application Access Fee.
   A) All graduation application access fees are non-refundable, and a new application access fee must be paid each semester a student applies for graduation.
   
   B) 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.
   
   C) Our current online payment system allows you to choose from an electronic check via a checking/savings account or a credit/debit card.
D) 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 the Spring, Summer or Fall GradAppAccessFee & Gift, depending on the term you are applying for graduation.

   i. If you have a double degree, you will need to place a “2” in the quantity field for Spring, Summer or Fall GradAppAccessFee & Gift depending on the term you are applying for graduation. If unsure, please confirm this by emailing, graduation@uttyler.edu before proceeding.

c. Confirm amount of purchase for Spring, Summer or Fall GradAppAccessFee & Gift, then click “Make Payment”.
d. You will be redirected to the Account Payment Page. Verify everything still matches, be sure you have “Pay by Line Item” selected and you have checked the Graduation App Access (Spring, Summer or Fall) check box. Then, click “Continue”

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”
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.

h. Your application is NOT paid for until you see the below message.

**Account Payment**

![Payment Screenshot]

**Payment Receipt**

Your payment in the amount of $35.00 was successful. A confirmation email was sent to


**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 Screenshot]
b. Please confirm that your degree, major, and minor, if applicable, are correct.
   
   i. If you have multiple programs of study from UT Tyler, please verify you are selecting the correct program.
   
   ii. If your degree information is INCORRECT, please contact your advisor IMMEDIATELY to complete necessary paperwork.
   
   iii. If your degree information is CORRECT, then, click “Apply for Graduation”

   ![My Academics Button]

   **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.

   **Program: Graduate**
   **University of Texas at Tyler | Graduate**
   **Degree: Master of Arts**
   **Major: English**
   **Apply for Graduation**

   ![Apply for Graduation Button]

   **Program: Undergraduate**
   **University of Texas at Tyler | Undergraduate**
   **Degree: Bachelor of Arts**
   **Major: English BA**
   **Minor: Speech Communication Minor**
   **View Graduation Status**

   ![View Graduation Status Button]

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.

   **Apply for Graduation**

   **Select Graduation Term**

   The academic program listed here 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 drop-down. Only terms in which you are able to apply for graduation will be displayed.

   ![Select Term Drop-Down]

   **Program: Graduate**
   **University of Texas at Tyler | Graduate**
   **Degree: Master of Arts**
   **Major: English**
   **Expected Graduation Term**
   **select term ...**

   ![Select Term Button]
d. After selecting the term, this dialog box will appear. Please continue by selecting "Graduation Survey".

<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>Expected Graduation Term: 2019 Fall</td>
</tr>
<tr>
<td>Graduation Instructions</td>
</tr>
</tbody>
</table>

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.utc.utoronto.ca/grad/graduation for detailed information about the graduation review process, commencement, and diplomas. Important announcements will be sent to pending graduates’ Patriots 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.

**Graduation Survey**

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B) Complete the Alumni Association Survey

a. Provide the most updated information for the Alumni Association.

b. 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.

**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
- Call Phone Number
- Date of Birth
- Degree
- Major
- Expected Grad Date
- Mailing Address
- Mail Diploma to This Address
- Address 1
- Address 2
- City
- State
- Zip
- Spouse Information (if applicable)
  - Spouse First Name
  - Spouse Middle Name
  - Spouse Last Name
  - Spouse UT Tyler Degree(s)
- Employment Information (if applicable)
  - Job Title
  - Employer
c. After answering questions from the Alumni Association Survey, you will receive this message.

![Image of Alumni Association Survey message]

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.

d. Click the green “Survey Complete” button to finish your Alumni Association Survey.

i. This is NOT the final stage of completing your graduation application. Please continue to complete the Graduation Application Survey.

C) Complete the Graduation Application Survey

a. Answer the 4 questions needed by the Office of the Registrar to process your graduation application, then click “Submit Application”.

![Image of Graduation Application Survey]

Verify Graduation Data

Program: Graduate
University of Texas at Tyler | Graduate

Degree: Bachelor of Arts
Major: English

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. Formal change paperwork requiring their signature(s) may be necessary.

Once you have completed the application process, please visit www.uttyler.edu/register/grad for detailed information about the graduation review process, commencement, and diplomas. Important announcements will be sent to pending graduates. MyUTTyler will periodically send messages; please monitor that account regularly.

Links from your MyUTTyler page will allow you to enter pending transfer credit information, add 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.

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?  
☐ Yes  ☐ No

[Submit Application]
b. Once the Graduation Survey is completed you will receive this message back under your “My Academics” tab.

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”

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.
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”.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact</td>
<td>Mailing</td>
</tr>
<tr>
<td>Names</td>
<td>Home</td>
</tr>
<tr>
<td>Addresses</td>
<td>Home</td>
</tr>
<tr>
<td>Name: John Adams Doe</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact</td>
<td>Mailing</td>
</tr>
<tr>
<td>Names</td>
<td>Home</td>
</tr>
<tr>
<td>Addresses</td>
<td>Home</td>
</tr>
<tr>
<td>Name: John Adams Doe</td>
<td></td>
</tr>
</tbody>
</table>

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

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”.

![Addresses Table]

```
<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>3900 University Dr.</td>
</tr>
<tr>
<td></td>
<td>Tyler, TX 75709</td>
</tr>
<tr>
<td>Mail</td>
<td>3900 University Dr.</td>
</tr>
<tr>
<td></td>
<td>Tyler, TX 75709</td>
</tr>
<tr>
<td>Diploma</td>
<td>3900 University Dr.</td>
</tr>
<tr>
<td></td>
<td>Tyler, TX 75799</td>
</tr>
</tbody>
</table>
```

- Click “Add a new address”.

![Address Editor]

```
Edit Address
```

- 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 Editor]

```
Edit Address
```

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

![Address Editor]

```
Add a new address
```

- Enter the address you would like your diploma to be sent to.
This is the confirmation page that you will receive when your “Diploma Mailing Address” has been updated and saved.

Add a new address
Save Confirmation

✓ The save was successful

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.