



UTTyler™ OFFICE OF THE
REGISTRAR

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.

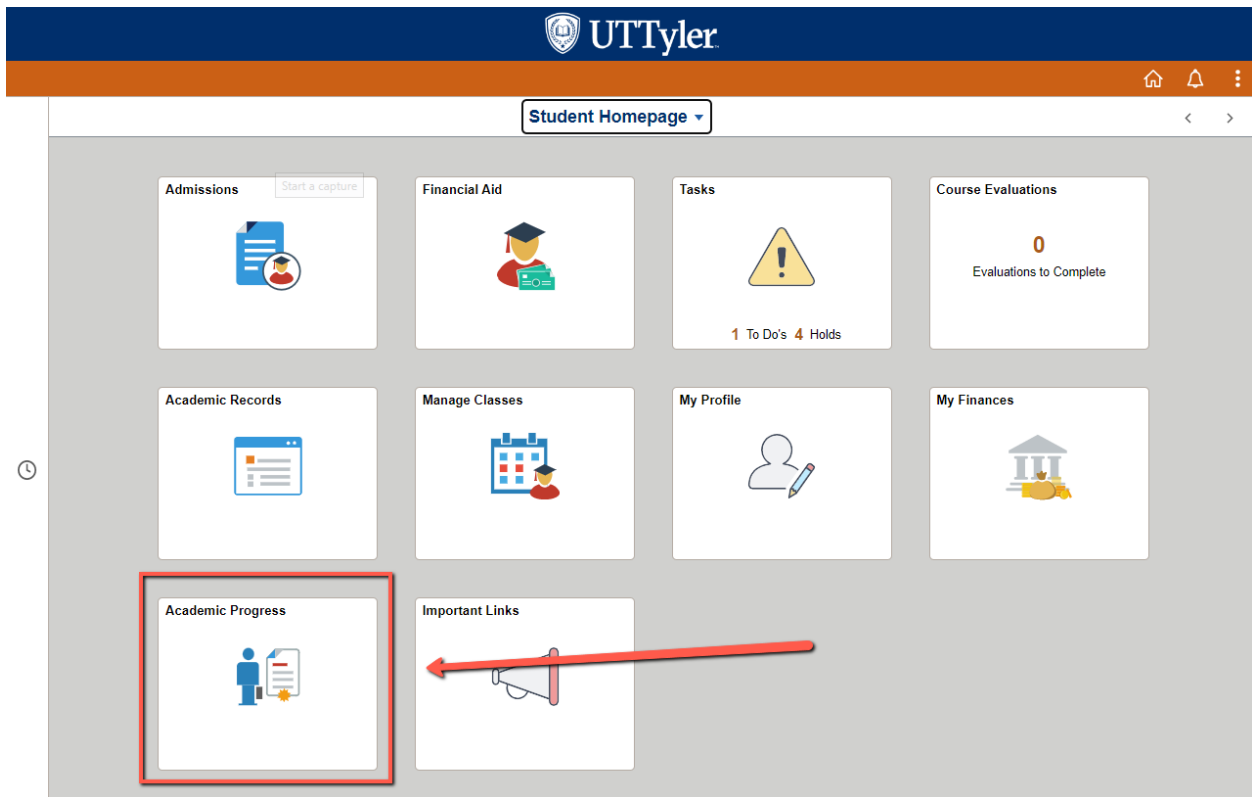
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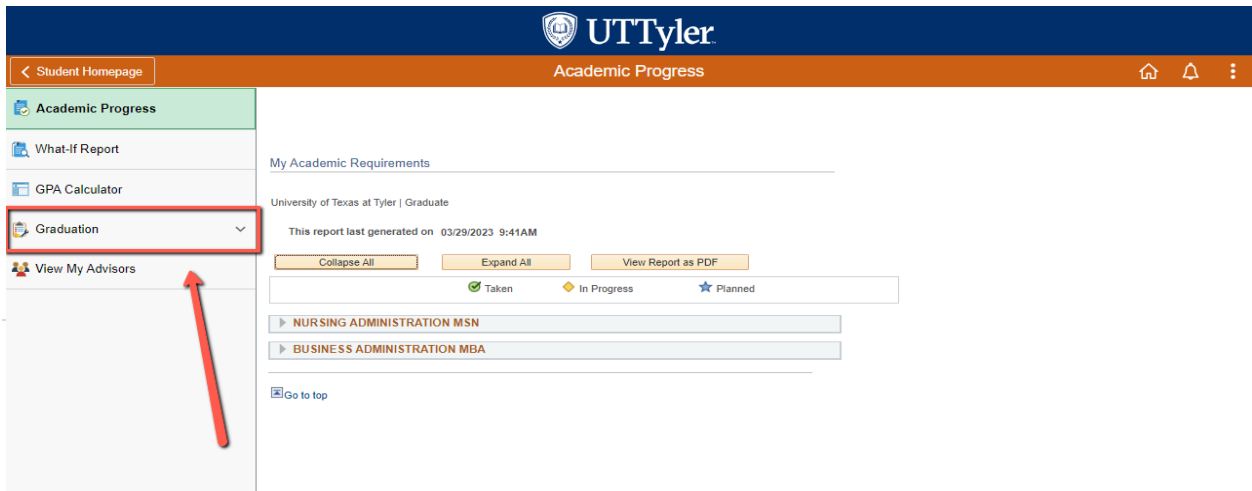
Steps to Apply

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”.

Academic Progress

My Academic Requirements

University of Texas at Tyler | Graduate

This report last generated on 03/29/2023 2:11PM

Collapse All Expand All View Report as PDF

Taken In Progress Planned

NURSING ADMINISTRATION MSN

BUSINESS ADMINISTRATION MBA

Go to top

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.

Academic Progress

Apply 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

Degree Master of Business Administration

Major Business Administration

Expected Graduation Term [dropdown] Apply Now

Program: Graduate

Degree Master of Science in Nursing

Major Nurs-Administration

Expected Graduation Term [dropdown] Apply Now

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.

UT Tyler

Academic Progress

Student Homepage

Apply 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

Degree Master of Business Administrat

Major Business Administration

Expected Graduation Term 2023 Spring Apply Now

Program: Graduate

Degree Master of Science in Nursing

Major Nurs-Administration

Expected Graduation Term Apply Now

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.

UT Tyler

Academic Progress

Student Homepage

Apply 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

Degree Master of Business Administrat

Major Business Administration

Expected Graduation Term 2023 Spring Apply Now

Program: Graduate

Graduation Application Late Fee Notice

The application deadline has passed, a late fee will be applied to your graduation application fee if you submit your application for this term. Would you like to continue?

Yes No

1) Introduction

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

The screenshot shows the UT Tyler Graduation Application interface. At the top, there is a blue header with the UT Tyler logo and the text "UT Tyler". Below this is an orange navigation bar with "Exit" on the left, "Graduation Application" in the center, and a bell icon and three dots on the right. A "Next >" button is highlighted with a red box and a red arrow pointing to it from the right. On the left side, there is a vertical list of steps: 1 Introduction (Visited), 2 Diploma Name (Not Started), 3 Diploma Address (Not Started), 4 Holds & External Coursework (Not Started), 5 Graduation Survey (Not Started), 6 Alumni Membership (Not Started), 7 Make Payment (Not Started), 8 Graduation Acknowledgements (Not Started), and 9 Complete Task (Not Started). The main content area is titled "Step 1 of 9: Introduction" and contains the text: "You have begun the process of applying for graduation!" and "Important announcements regarding graduation will be sent to pending graduating applicants' patriot emails, so please monitor that email regularly."

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.

The screenshot shows the UT Tyler Graduation Application interface at Step 2 of 9: Diploma Name. The top navigation bar is the same as in the previous screenshot. On the left side, the steps are: 1 Introduction (Visited), 2 Diploma Name (In Progress), 3 Diploma Address (Not Started), 4 Holds & External Coursework (Not Started), 5 Graduation Survey (Not Started), 6 Alumni Membership (Not Started), and 7 Make Payment (Not Started). The main content area is titled "Step 2 of 9: Diploma Name" and contains a table with two columns: "Name" and "Name Type". The table has one row with the values "Daisy Duck" and "Diploma". A red box highlights the table, and a red arrow points to it from the bottom left. To the right of the table, there is a "Confirm" button. At the top right of the main content area, there is a "< Previous" button.

- i. A pop-up window will appear for you to verify your name is correct, then click **“Save”**.

The screenshot shows the UT Tyler Graduation Application interface. A pop-up window titled "Edit Name" is displayed in the center. The window has a "Cancel" button on the top left and a "Save" button on the top right. The "Save" button is highlighted with a red box and a red arrow. The form inside the pop-up is titled "Type Diploma" and contains the following fields:

- *First Name: Daisy
- Middle Name: (empty)
- *Last Name: Duck
- Suffix: (dropdown menu)

The background interface shows a progress bar with 9 steps. Step 2, "Diploma Name", is currently "In Progress". Other steps include Introduction, Diploma Address, Holds & External Coursework, Graduation Survey, Alumni Membership, Make Payment, Graduation Acknowledgement, and Complete Task.

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

The screenshot shows the UT Tyler Graduation Application interface. The "Edit Name" pop-up window is no longer visible. The main interface shows the progress bar with 9 steps. Step 2, "Diploma Name", is currently "In Progress". The "Confirm" button is highlighted with a red box and a red arrow. The background interface shows the same progress bar as in the previous screenshot.

Step 2 of 9: Diploma Name

Name	Name Type
Daisy Duck	Diploma

iii. Then click "Next".

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains "Exit", a bell icon, and a menu icon. Below this, there are "Previous" and "Next" buttons. The main content area is titled "Step 2 of 9: Diploma Name". On the left, a sidebar lists steps 1 through 9, with step 2 "Diploma Name" marked as "Complete". The main area contains a table with the following data:

Name	Type
Daisy Duck	Diploma

A red arrow points to the "Next" button, which is highlighted with a red box.

b. If you need to change your already listed diploma name on file, you need to click on your listed name.

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains "Exit", a bell icon, and a menu icon. Below this, there are "Previous" and "Confirm" buttons. The main content area is titled "Step 2 of 9: Diploma Name". On the left, a sidebar lists steps 1 through 9, with step 2 "Diploma Name" marked as "In Progress". The main area contains a table with the following data:

Name	Name Type
Daisy Duck	Diploma

A red arrow points to the "Daisy Duck" entry in the table, which is highlighted with a red box.

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

The screenshot shows the UT Tyler Graduation Application interface. A pop-up window titled "Edit Name" is displayed in the center. The window has a "Cancel" button on the top left and a "Save" button on the top right. The "Save" button is highlighted with a red box and a red arrow. The form inside the pop-up is titled "Type Diploma" and contains the following fields:

- *First Name: Daisy
- Middle Name: (empty)
- *Last Name: Duck
- Suffix: (dropdown menu)

The form fields are enclosed in a red box, and a red arrow points to the bottom of this box. The background interface shows a progress bar with 9 steps, where step 2 "Diploma Name" is currently "In Progress".

- ii. Then click **“Confirm”**,

The screenshot shows the UT Tyler Graduation Application interface after the "Edit Name" pop-up has been closed. The progress bar on the left shows that step 2 "Diploma Name" is now "In Progress". The main content area displays "Step 2 of 9: Diploma Name" and a table with the following information:

Name	Name Type
Daisy Duck	Diploma

A red arrow points to the "Confirm" button in the top right corner of the main content area.

iii. Then click "Next".

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains "Previous" and "Next" buttons, with the "Next" button highlighted by a red box and a red arrow pointing to it. On the left, a progress sidebar lists steps 1 through 9, with step 2 "Diploma Name" marked as "Complete". The main content area is titled "Step 2 of 9: Diploma Name" and contains a table with one entry:

Name	Type
Daisy Duck	Diploma

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.

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains a "Previous" button and a "Confirm" button. The left sidebar shows step 2 "Diploma Name" as "In Progress". The main content area is titled "Step 2 of 9: Diploma Name" and displays the message "No Diploma Name Defined". Below this message is a button labeled "Add Diploma Name", which is highlighted with a red box and a red arrow pointing to it.

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

The screenshot shows the UT Tyler Graduation Application interface. A pop-up window titled "Edit Name" is displayed over the main application. The pop-up window has a "Cancel" button on the top left and a "Save" button on the top right, which is highlighted with a red box and a red arrow. The pop-up window contains the following fields:

- Type: Diploma
- *First Name: Daisy
- Middle Name: (empty)
- *Last Name: Duck
- Suffix: (dropdown menu)

The background application shows a progress bar with 9 steps. Step 2, "Diploma Name", is currently "In Progress".

- ii. Then click “Confirm”,

The screenshot shows the UT Tyler Graduation Application interface. The main application is now visible, showing the "Step 2 of 9: Diploma Name" screen. The screen displays a table with the following information:

Name	Name Type
Daisy Duck	Diploma

A "Confirm" button is highlighted with a red box and a red arrow. The background application shows a progress bar with 9 steps. Step 2, "Diploma Name", is currently "In Progress".

iii. Then click "Next"

The screenshot shows the UT Tyler Graduation Application interface. The top navigation bar includes the UT Tyler logo, an 'Exit' button, and the text 'Graduation Application'. A secondary bar contains a bell icon and a three-dot menu. Below this, there are navigation buttons for '< Previous' and 'Next >', with the 'Next' button highlighted by a red box and a red arrow pointing to it. On the left, a vertical sidebar lists steps 1 through 9. Step 2, 'Diploma Name', is highlighted in green and marked as 'Complete'. The main content area is titled 'Step 2 of 9: Diploma Name' and contains a table with the following data:

Name	Type
Daisy Duck	Diploma

3) Diploma Address Verification

- a. If you already have a diploma address on file, confirm that it is correct, then click "Confirm".

The screenshot shows the UT Tyler Graduation Application interface at Step 3 of 9: Diploma Address. The top navigation bar and secondary bar are identical to the previous screenshot. The navigation buttons now show '< Previous' and 'Confirm', with the 'Confirm' button highlighted by a red box and a red arrow pointing to it. The sidebar on the left shows Step 3, 'Diploma Address', highlighted in green and marked as 'In Progress'. The main content area is titled 'Step 3 of 9: Diploma Address' and contains a form with the following data:

Diploma Address

Address	From
1180 Seven Seas Dr. Lake Buena Vista FL 32830	Current

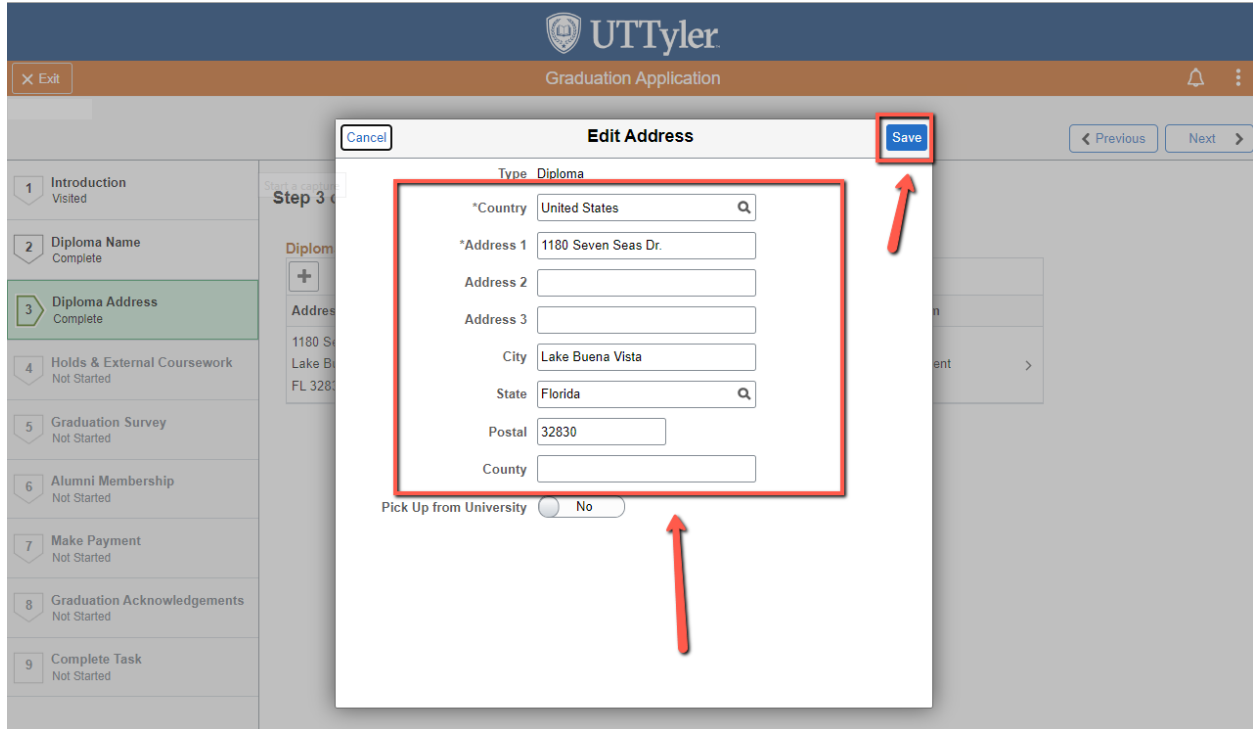
i. Then click "Next".

The screenshot shows the UT Tyler Graduation Application interface. The top navigation bar includes the UT Tyler logo, the text "Graduation Application", and an "Exit" button. A progress sidebar on the left lists nine steps: 1. Introduction (Visited), 2. Diploma Name (Complete), 3. Diploma Address (Complete), 4. Holds & External Coursework (Not Started), 5. Graduation Survey (Not Started), 6. Alumni Membership (Not Started), 7. Make Payment (Not Started), 8. Graduation Acknowledgements (Not Started), and 9. Complete Task (Not Started). The main content area is titled "Step 3 of 9: Diploma Address" and contains a "Diploma Address" section with a "+" icon and a table. The table has columns for "Address" and "From". The "Address" column contains "1180 Seven Seas Dr.", "Lake Buena Vista", and "FL 32830". The "From" column contains "Current" and a right-pointing chevron. In the top right corner, there are "Previous" and "Next" buttons. The "Next" button is highlighted with a red box, and a red arrow points to it from the right side of the screen.

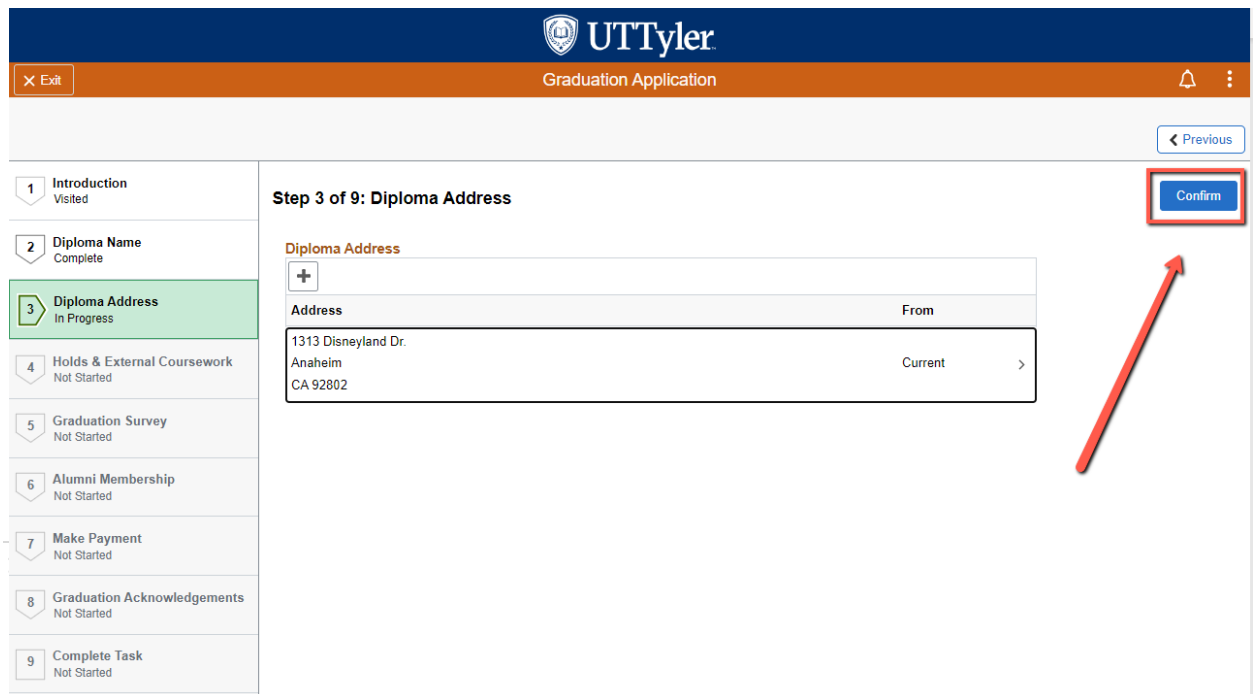
b. If you need to change your diploma address on file, you can make any changes you would like by click on the diploma address field.

This screenshot is identical to the one above, showing the UT Tyler Graduation Application interface at Step 3 of 9: Diploma Address. The "Next" button is highlighted with a red box and a red arrow. In this version, the table containing the diploma address information is also highlighted with a red box, and a red arrow points to it from the bottom center of the screen.

- i. A pop-up window will appear for you to update your address as needed. Then click "Save".



- ii. Then click "Confirm".



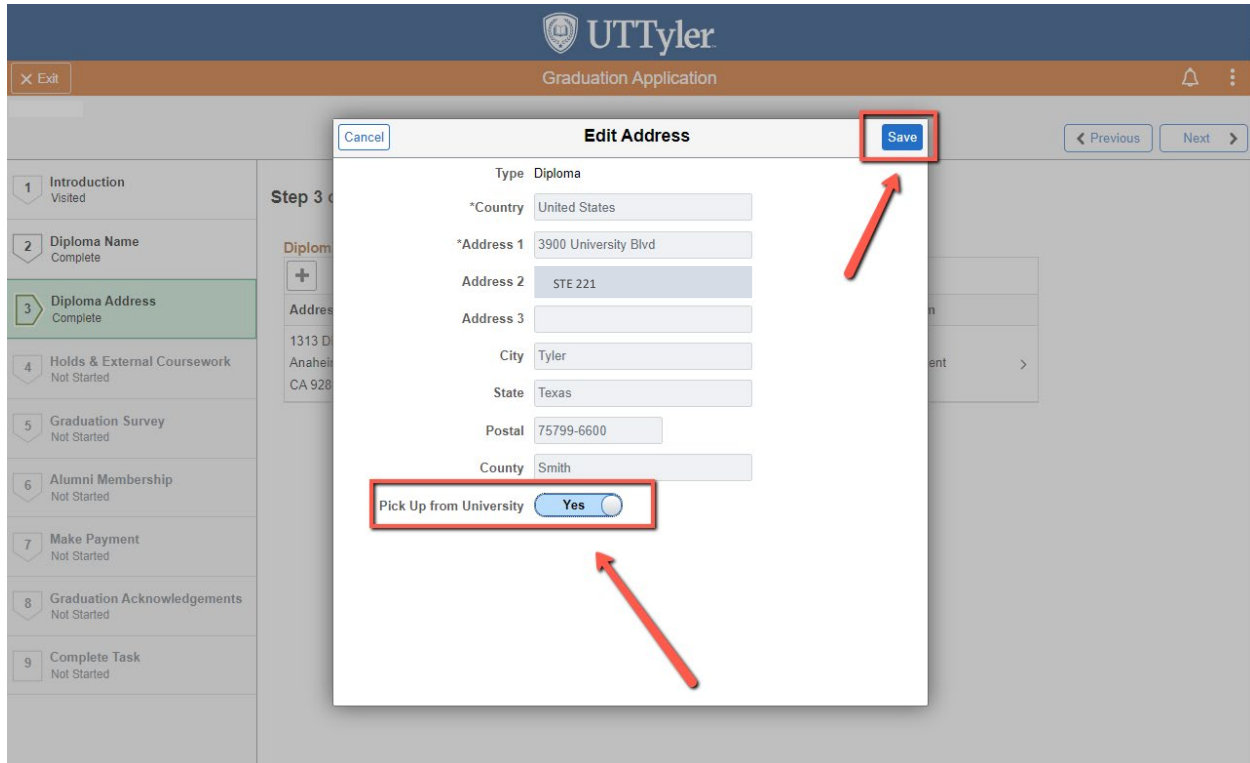
iii. Then click "Next".

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains a bell icon and a menu icon. Below the header, there are navigation buttons for "Previous" and "Next". The "Next" button is highlighted with a red box, and a red arrow points to it. The main content area is titled "Step 3 of 9: Diploma Address". On the left, there is a progress indicator with 9 steps: 1. Introduction (Visited), 2. Diploma Name (Complete), 3. Diploma Address (Complete), 4. Holds & External Coursework (Not Started), 5. Graduation Survey (Not Started), 6. Alumni Membership (Not Started), 7. Make Payment (Not Started), 8. Graduation Acknowledgements (Not Started), and 9. Complete Task (Not Started). The "Diploma Address" step is highlighted in green. The main content area displays the "Diploma Address" section with a plus sign icon and a table with two columns: "Address" and "From". The "Address" column contains the text "1313 Disneyland Dr. Anaheim CA 92802". The "From" column contains the text "Current" and a right-pointing arrow.

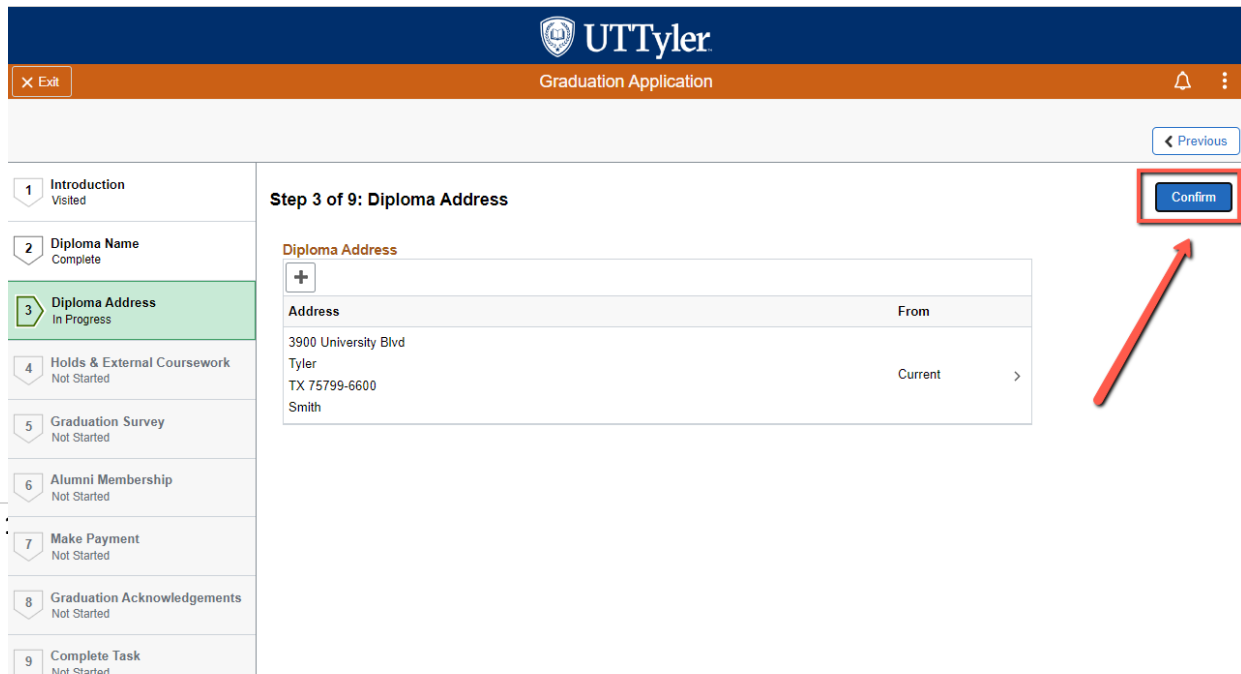
c. If you would like to have your diploma held for pick up at the University, you can make any changes you would like by click on the diploma address field.

The screenshot shows the UT Tyler Graduation Application interface, similar to the previous one. The header and navigation bar are the same. The main content area is titled "Step 3 of 9: Diploma Address". The progress indicator on the left is the same. The "Diploma Address" section is highlighted in green. The main content area displays the "Diploma Address" section with a plus sign icon and a table with two columns: "Address" and "From". The "Address" column contains the text "1180 Seven Seas Dr. Lake Buena Vista FL 32830". The "From" column contains the text "Current" and a right-pointing arrow. A red box highlights the entire table area, and a red arrow points to it.

- 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”.

The screenshot shows the UT Tyler Graduation Application interface. At the top, there is a blue header with the UT Tyler logo and the text "UTTyler". Below the header is an orange navigation bar with "Exit" on the left, "Graduation Application" in the center, and a bell icon and three dots on the right. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of steps: 1 Introduction (Visited), 2 Diploma Name (Complete), 3 Diploma Address (Complete), 4 Holds & External Coursework (Not Started), 5 Graduation Survey (Not Started), 6 Alumni Membership (Not Started), 7 Make Payment (Not Started), 8 Graduation Acknowledgements (Not Started), and 9 Complete Task (Not Started). The main panel is titled "Step 3 of 9: Diploma Address" and contains a "Diploma Address" section with a "+" button. Below this is a table with columns "Address" and "From". The table contains one entry: "3900 University Blvd", "Tyler", "TX 75799-6600", "Smith", and "Current". A red box highlights the "Next" button in the top right corner, and a red arrow points to it.

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

The screenshot shows the UT Tyler Graduation Application interface. At the top, there is a blue header with the UT Tyler logo and the text "UTTyler". Below the header is an orange navigation bar with "Exit" on the left, "Graduation Application" in the center, and a bell icon and three dots on the right. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of steps: 1 Introduction (Visited), 2 Diploma Name (Complete), 3 Diploma Address (In Progress), 4 Holds & External Coursework (Not Started), 5 Graduation Survey (Not Started), 6 Alumni Membership (Not Started), 7 Make Payment (Not Started), 8 Graduation Acknowledgements (Not Started), and 9 Complete Task (Not Started). The main panel is titled "Step 3 of 9: Diploma Address" and contains a "Diploma Address" section with the text "No address defined". Below this is a button labeled "Add Diploma Address". A red box highlights the "Add Diploma Address" button, and a red arrow points to it. In the top right corner, there is a "Previous" button and a "Confirm" button.

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

The screenshot shows the UT Tyler Graduation Application interface. A pop-up window titled "Add Address" is displayed over the main application. The pop-up window has a "Cancel" button on the top left and a "Save" button on the top right, which is highlighted with a red box and a red arrow. The main application interface shows a progress bar on the left with steps 1 through 9. Step 3, "Diploma Address", is currently in progress. The pop-up window contains the following fields: "Type" (Diploma), "*From" (03/29/2023), "Copy From", "*Country" (United States), "Address 1", "Address 2", "Address 3", "City", "State", "Postal", "County", and a "Pick Up from University" toggle set to "No".

- ii. Then click “Confirm”.

The screenshot shows the UT Tyler Graduation Application interface. The "Diploma Address" step is complete. The address "1180 Seven Seas Dr. Lake Buena Vista FL 32830" is displayed. A "Confirm" button is highlighted with a red box and a red arrow. The main application interface shows a progress bar on the left with steps 1 through 9. Step 3, "Diploma Address", is currently in progress. The address is displayed in a table with columns for "Address" and "From".

Address	From
1180 Seven Seas Dr. Lake Buena Vista FL 32830	Current >

iii. Then click "Next".

The screenshot shows the UT Tyler Graduation Application interface. The top navigation bar includes the UT Tyler logo, the text "Graduation Application", and an "Exit" button. A progress sidebar on the left lists nine steps: 1. Introduction (Visited), 2. Diploma Name (Complete), 3. Diploma Address (Complete), 4. Holds & External Coursework (Not Started), 5. Graduation Survey (Not Started), 6. Alumni Membership (Not Started), 7. Make Payment (Not Started), 8. Graduation Acknowledgements (Not Started), and 9. Complete Task (Not Started). Step 3 is highlighted in green. The main content area is titled "Step 3 of 9: Diploma Address" and contains a "Diploma Address" section with a "+" icon and a table. The table has columns for "Address" and "From". The "Address" column contains "1180 Seven Seas Dr.", "Lake Buena Vista", and "FL 32830". The "From" column contains "Current" and a right-pointing chevron. Navigation buttons for "Previous" and "Next" are located at the top right, with the "Next" button highlighted by a red box and a red arrow pointing to it.

4) Holds & External Coursework

a. Holds

- i. **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.

The screenshot shows the UT Tyler Graduation Application interface at Step 4 of 9: Holds & External Coursework. The top navigation bar is the same as in the previous screenshot. The progress sidebar on the left now shows Step 4 as "In Progress" and highlighted in green. The main content area is titled "Step 4 of 9: Holds & External Coursework" and includes a "Diploma & Transcript Holds" section. This section contains a table with two columns: "Hold" and "Description". The "Hold" column contains "Financial Hold". The "Description" column contains the text: "You currently have an outstanding balance with the University. Please be aware that you will not have access to your grades, official transcripts, diplomas, emergency loans, installment plans or enrollments until the balance has been addressed. Contact the Cashiers' Office at (903) 566-7180 to make payment, or email collections@uttyler.edu, to make payment arrangements related to your balance." This table is highlighted with a red border. Below this section is an "External Coursework" section with the question "Are you currently enrolled in coursework outside of UT Tyler or do you have transcripts you need to submit?" and a radio button labeled "No". A "Confirm" button is located at the top right of the main content area.

- 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.

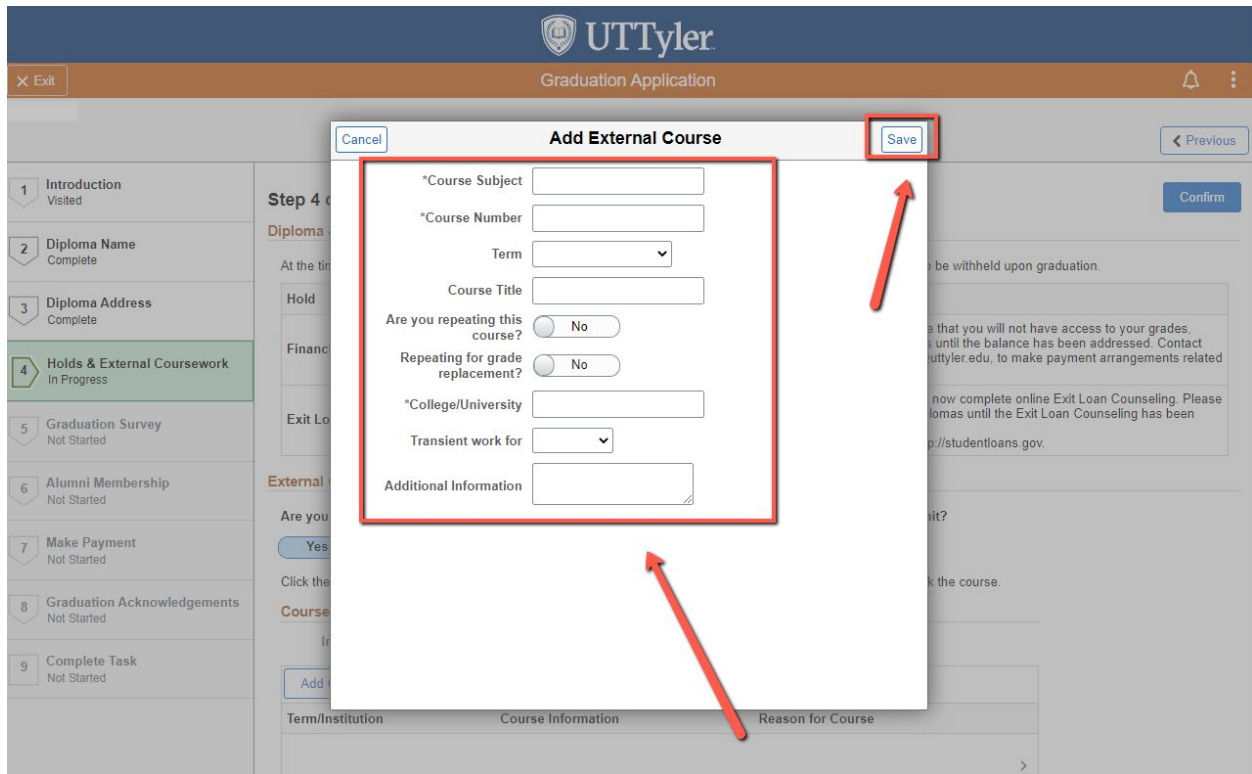
The screenshot displays the 'Step 4 of 9: Holds & External Coursework' section of the UT Tyler Graduation Application. On the left, a progress bar shows steps 1 through 9, with step 4, 'Holds & External Coursework', highlighted in green and labeled 'In Progress'. The main content area is titled 'Step 4 of 9: Holds & External Coursework' and includes a 'Confirm' button. Below the title, there is a section for 'Diploma & Transcript Holds' with a table listing holds. The 'External Coursework' section contains a toggle for 'Are you currently enrolled in coursework outside of UT Tyler or do you have transcripts you need to submit?' with the 'Yes' option selected. Below this, there is a section for 'Coursework for Transfer' with a table for adding courses. Red boxes and arrows highlight the 'Yes' toggle and the 'Add Course' button.

Hold	Description
Financial Hold	You currently have an outstanding balance with the University. Please be aware that you will not have access to your grades, official transcripts, diplomas, emergency loans, installment plans or enrollments until the balance has been addressed. Contact the Cashiers' Office at (903) 566-7180 to make payment, or email collections@uttyler.edu, to make payment arrangements related to your balance.

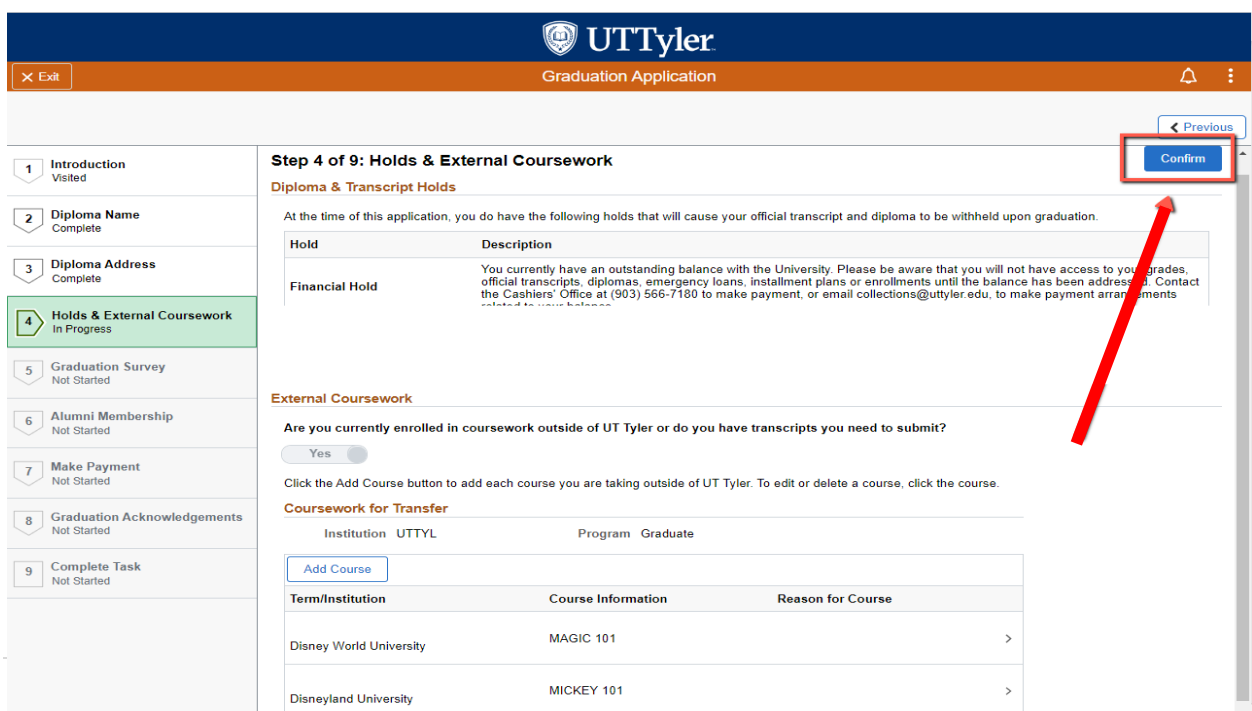
Institution	Program	Graduate
UTTYL		

Institution	Course Information	Reason for Course

2. A pop-up window will appear for you to input your transfer course information. Then click "Save".



3. Then click "Confirm"



4. Then click "Next".

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains a bell icon and a menu icon. Below the header, a sidebar on the left lists nine steps: 1. Introduction (Visited), 2. Diploma Name (Complete), 3. Diploma Address (Complete), 4. Holds & External Coursework (Complete), 5. Graduation Survey (Not Started), 6. Alumni Membership (Not Started), 7. Make Payment (Not Started), 8. Graduation Acknowledgements (Not Started), and 9. Complete Task (Not Started). The main content area is titled "Step 4 of 9: Holds & External Coursework". It includes a section for "Diploma & Transcript Holds" with a table listing a "Financial Hold" and its description. Below this is the "External Coursework" section, which asks if the user is currently enrolled in coursework outside of UT Tyler. A "Yes" radio button is selected. There is an "Add Course" button and a table of course information for transfer, including "Disney World University" (MAGIC 101) and "Disneyland University" (MICKEY 101). At the top right of the main content area, a "Next" button is highlighted with a red box, and a red arrow points to it from the right.

- 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"

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains a bell icon and a menu icon. Below the header, a sidebar on the left lists nine steps: 1. Introduction (Visited), 2. Diploma Name (Complete), 3. Diploma Address (Complete), 4. Holds & External Coursework (In Progress), 5. Graduation Survey (Not Started), 6. Alumni Membership (Not Started), 7. Make Payment (Not Started), 8. Graduation Acknowledgements (Not Started), and 9. Complete Task (Not Started). The main content area is titled "Step 4 of 9: Holds & External Coursework". It includes a section for "Diploma & Transcript Holds" with a table listing a "Financial Hold" and its description. Below this is the "External Coursework" section, which asks if the user is currently enrolled in coursework outside of UT Tyler. A "No" radio button is selected. At the top right of the main content area, a "Confirm" button is highlighted with a red box, and a red arrow points to it from the right.

1. Then click "Next".

The screenshot shows the UT Tyler Graduation Application interface. The top navigation bar includes the UT Tyler logo, the text "Graduation Application", and an "Exit" button. A progress sidebar on the left lists nine steps: 1. Introduction (Visited), 2. Diploma Name (Complete), 3. Diploma Address (Complete), 4. Holds & External Coursework (Complete), 5. Graduation Survey (Not Started), 6. Alumni Membership (Not Started), 7. Make Payment (Not Started), 8. Graduation Acknowledgements (Not Started), and 9. Complete Task (Not Started). The main content area is titled "Step 4 of 9: Holds & External Coursework" and contains two sections: "Diploma & Transcript Holds" and "External Coursework". The "Diploma & Transcript Holds" section includes a table with columns "Hold" and "Description". The "External Coursework" section includes a question: "Are you currently enrolled in coursework outside of UT Tyler or do you have transcripts you need to submit?" with a "No" radio button selected. At the top right, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red box and a red arrow pointing to it.

Hold	Description
Financial Hold	You currently have an outstanding balance with the University. Please be aware that you will not have access to your grades, official transcripts, diplomas, emergency loans, installment plans or enrollments until the balance has been addressed. Contact the Cashiers' Office at (903) 566-7180 to make payment, or email collections@uttyler.edu , to make payment arrangements related to your balance.

5) 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"

The screenshot shows the UT Tyler Graduation Application interface at Step 5 of 9: Graduation Survey. The top navigation bar is identical to the previous screenshot. The progress sidebar on the left shows that Step 5, "Graduation Survey", is now "In Progress". The main content area is titled "Step 5 of 9: Graduation Survey" and includes "Graduation Survey Instructions" and a large blue banner with the UT Tyler logo and the text "THE UNIVERSITY OF TEXAS AT TYLER". Below the banner, a message reads: "We thank you for your time spent taking this survey. Your response has been recorded." At the top right, there are "Previous" and "Confirm" buttons, with the "Confirm" button highlighted by a red box and a red arrow pointing to it.

b. Then click "Next".

The screenshot shows the UT Tyler Graduation Application interface. The top navigation bar includes the UT Tyler logo, the text "Graduation Application", and an "Exit" button. A progress sidebar on the left lists steps 1 through 9, with step 5, "Graduation Survey", highlighted in green. The main content area is titled "Step 5 of 9: Graduation Survey" and "Graduation Survey Instructions". It features the UT Tyler logo and a congratulatory message: "Congratulations on your pending graduation! Your feedback on this survey is important to UT Tyler. All results are confidential and reported in aggregate form only." Below this is a prompt "Please select your program:" followed by a dropdown menu. In the top right corner, a "Next" button is highlighted with a red box, and a red arrow points to it from the right.

6) Alumni Membership

a. Provide the most updated information for the Alumni Association. Then click "Confirm".

The screenshot shows the UT Tyler Graduation Application interface at Step 6 of 9: Alumni Membership. The top navigation bar is the same as in the previous screenshot. The progress sidebar on the left shows step 6, "Alumni Membership", highlighted in green. The main content area is titled "Step 6 of 9: Alumni Membership" and includes the text "UT Tyler Alumni Engagement invites you to update your information for our alumni association records." Below this is a section for "Membership Information" with a form containing the following fields: First Name (Daisy), Middle Name, Last Name (Duck), Maiden Name, Personal Email Address (quackers@disney.com), Cell Phone (555-555-5555), Date of Birth (11/03/1995), Mailing Address (1180 Seven Seas Dr.), Address Line 2, City (Lake Buena Vista), State (FL), and Zip Code (32830). A "Spouse Information (if applicable)" section is partially visible at the bottom. In the top right corner, a "Confirm" button is highlighted with a red box, and a red arrow points to it from the right.

b. Then click "Next".

Step 6 of 9: Alumni Membership

UT Tyler Alumni Engagement invites you to update your information for our alumni association records.

Membership Information

First Name

Middle Name

Last Name

Maiden Name

Personal Email Address

Cell Phone

Date of Birth

Mailing Address

Address Line 2

City

State

Zip Code

Spouse Information (if applicable)

Spouse First Name

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.

Step 7 of 9: Make Payment

All graduation application fees are non-refundable and a new graduation application fee must be paid each semester a student applies for graduation.

To Make an Online Payment:

1. Click the Make Payment button.
2. A new window will open directing you to pay online from your Student Account Center.
 - o Ensure your pop-up blocker is turned off.
3. On the Student Account Center, click Make a Payment button.
4. Select the "Pay by Line Item" option.
5. Select the "Graduation App Fee" line item.
6. Click the Continue button.
7. Input your payment information.
8. Click "Submit Payment". **
9. Close the payment window and refresh your browser screen.

To Make a Payment via Phone or In-Person:

1. Click the Make Payment button.
2. A new window will open directing you to pay online from your Student Account Center, disregard this and close the window.
 - o Ensure your pop-up blocker is turned off.
3. Contact Student Business Services. **
 - o Phone: 903.566.7180
 - o In-Person: Student Business Services Desk at The One-Stop (STE 230), M-F 8am-5pm CST
4. Refresh your browser screen.

Veteran Readiness and Employment (VR&E/Chapter 31) & Post-9/11 GI Bill (Chapter 33):

- 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.
- 1. Click the Make Payment button.
- 2. A new window will open directing you to pay online from your Student Account Center.
 - Ensure your pop-up blocker is turned off.

- iii. A pop-up window will open directing you to pay online from your Student Account Center. Click **"Make a Payment"**.

The screenshot shows the UT Tyler Student Account Center interface. At the top, the UT Tyler logo and navigation menu are visible. The main content area is divided into three columns. The left column contains an announcement with instructions on how to add authorized users and choose refund preferences. The middle column, titled 'Student Account', shows a balance of \$0.00 and two buttons: 'View Activity' and 'Make Payment'. The 'Make Payment' button is highlighted with a red box, and a red arrow points to it from below. The right column contains 'My Profile Setup' options: Authorized Users, Personal Profile, Payment Profile, and Security Settings. Below this is a 'Term Balances' section.

- iv. Select **"Pay By Line Item"**.

The screenshot shows the 'Account Payment' page on the UT Tyler website. The page has a progress bar with four steps: Amount, Method, Confirmation, and Receipt. Below the progress bar, the 'Payment Date' is set to 6/9/23. The 'Select Payment Option' section has two radio buttons: 'Pay By Term' (unselected) and 'Pay By Line Item' (selected). The 'Pay By Line Item' option is highlighted with a blue background and a red box, with a red arrow pointing to it from below. Below this is the 'Pay By Line Item' section, which includes a search bar and a table of items to pay. The table has columns for Description, Due Date, Term, Amount (\$), and Payment (\$). The first row shows a 'Graduation Application Fee' due on 6/9/23 for Summer 2023, with an amount of \$75.00. The 'Payment (\$)' column shows a search bar with '75.00' entered and an 'Add' button.

Description	Due Date	Term	Amount (\$)	Payment (\$)
Graduation Application Fee	6/9/23	Summer 2023	\$75.00	\$ 75.00 Add

v. Click "Add".

Pay By Line Item

Paid items may appear in this list until the system has completed its payment record update.

Search:

Description	Due Date	Term	Amount (\$)	Payment (\$)
Graduation Application Fee	6/9/23	Summer 2023	\$75.00	\$ 75.00 <input type="button" value="Add"/>

Showing 1 to 1 of 1 entries

Personal Note

Enter a brief payment note

Pay by Line Item	\$0.00
Payment Total	\$0.00

vi. Click "Continue".

Pay By Line Item

Paid items may appear in this list until the system has completed its payment record update.

Search:

Description	Due Date	Term	Amount (\$)	Payment (\$)
Graduation Application Fee	6/9/23	Summer 2023	\$75.00	\$ 75.00 <input type="button" value="Remove"/>

Showing 1 to 1 of 1 entries

Personal Note

Enter a brief payment note

Pay by Line Item	\$75.00
Payment Total	\$75.00

- 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”.

Home My Account My Profile Make Payment Payment Plans Deposits Help

Account Payment

Amount Method Confirmation Receipt

* Indicates required information

Amount: \$75.00
Method: Credit or Debit Card

Account Information

* Indicates required fields

*Card account number: xxxxxxxxxxxx

*Name on card:

*Card expiration date: 06 2024

*Card Verification Value:
(View example)

Option to Save

Save this payment method for future use

Save payment method as:
(example My CreditCard)

Back Cancel **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.

- x. For **Electronic Check** payment, input your account information, then click **“Continue”**.

The screenshot displays the UT Tyler 'Account Payment' interface. At the top, the UT Tyler logo and navigation menu are visible. The main heading is 'Account Payment', followed by a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' is set to \$75.00, and the 'Method' is 'Electronic Check (checking/savings)'. A red box highlights the 'Account Information' section, which includes instructions and fields for Name on account, Account type, Routing number, Bank account number, and Confirm account number. To the right, the 'Option to Save' section has a checkbox for saving the payment method and a text field for the save name. At the bottom right, a red box highlights the 'Continue' button. Below the payment options, there is a section for 'Electronic Check' and 'Debit and Credit Card' with logos for VISA, MasterCard, American Express, Discover, DCCard, UltraCard, Discover Student, JCB, and University City.

UT Tyler
THE UNIVERSITY OF TEXAS AT TYLER

Logged in as: | Logout

My Account | My Profile | Make Payment | Payment Plans | Deposits | Help

Account Payment

Amount: \$75.00

Method: Electronic Check (checking/savings)

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Option to Save

Save this payment method for future use

Save payment method as:

(example My Checking)

Back Cancel **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.

VISA MasterCard AMERICAN EXPRESS DISCOVER DCCard UltraCard Discover Student JCB University City

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xii. Review the transaction details and click “Submit”.

UT Tyler
THE UNIVERSITY OF TEXAS AT TYLER

Logged in as: | Logout

My Account My Profile Make Payment Payment Plans Deposits Help

Account Payment

Amount Method Confirmation Receipt

Please review the transaction details, then submit your payment.

Payment Information

Payment Date: 6/9/23

Item Description	Term	Account	Amount
Graduation Application Fee	Summer 2023	Student Account	\$75.00

Total Payment Amount: \$75.00

Change Amount

Paid To

The University of Texas at Tyler
3900 University Blvd
STE 230
Tyler, TX 75799

Confirmation Email

@uttyler.edu

Selected Payment Method

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

Change Payment Method

Back Cancel **Submit Payment**

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

xiv. Please print your receipt for your records.



Logged in as:

| Logout

My Account ▾ My Profile ▾ Make Payment Payment Plans Deposits Help ▾

Account Payment



Your payment in the amount of \$75.00 was successful. A confirmation email was sent to view all payments, go to My Account > Payment History.

@uttyler.edu. Please print this page for your records. To

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 <small>Card not present for this transaction.</small>
Student name:		Terminal ID:	XXXXXXXXXXXX
		Additional Amount:	---
		Processor Transaction ID:	583160564637261
		Response Code:	00
		Approval Code:	184615
		Address Verification Result:	-
		Security Code Validation Result:	M
		Validation Code:	
		Name on card:	

Print



- xv. Close the payment window down and refresh your browser screen to proceed. Then click **“Confirm”**.

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains a bell icon and a vertical ellipsis icon. Below the header, there is a "Previous" button. The main content area is titled "Step 7 of 9: Make Payment" and includes the text "Thank you for your graduation application fee payment." On the left side, there is a vertical list of steps: 1 Introduction (Visited), 2 Diploma Name (Complete), 3 Diploma Address (Complete), 4 Holds & External Coursework (Complete), 5 Graduation Survey (Complete), 6 Alumni Membership (Complete), 7 Make Payment (In Progress), 8 Graduation Acknowledgements (Not Started), and 9 Complete Task (Not Started). The "Make Payment" step is highlighted in green. In the top right corner of the main content area, there is a "Confirm" button, which is highlighted with a red box and a red arrow pointing to it.

- xvi. Then click **“Next”**.

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar at the top right contains a bell icon and a vertical ellipsis icon. Below the header, there is a "Previous" button and a "Next" button. The main content area is titled "Step 7 of 9: Make Payment" and includes the text "Thank you for your graduation application fee payment." On the left side, there is a vertical list of steps: 1 Introduction (Visited), 2 Diploma Name (Complete), 3 Diploma Address (Complete), 4 Holds & External Coursework (Complete), 5 Graduation Survey (Complete), 6 Alumni Membership (Complete), 7 Make Payment (Complete), 8 Graduation Acknowledgements (Not Started), and 9 Complete Task (Not Started). The "Make Payment" step is highlighted in green. In the top right corner of the main content area, there is a "Next" button, which is highlighted with a red box and a red arrow pointing to it.

- d. Phone or In-Person Payment
 - i. Click the “**Make Payment**” button.

Step 7 of 9: Make Payment

All graduation application fees are non-refundable and a new graduation application fee must be paid each semester a student applies for graduation.

To Make an Online Payment:

1. Click the Make Payment button.
2. A new window will open directing you to pay online from your Student Account Center.
 - Ensure your pop-up blocker is turned off.
3. On the Student Account Center, click Make a Payment button.
4. Select the "Pay by Line Item" option.
5. Select the "Graduation App Fee" line item.
6. Click the Continue button.
7. Input your payment information.
8. Click "Submit Payment". **
9. Close the payment window and refresh your browser screen.

To Make a Payment via Phone or In-Person:

1. Click the Make Payment button.
2. A new window will open directing you to pay online from your Student Account Center, disregard this and close the window.
 - Ensure your pop-up blocker is turned off.
 - Contact Student Business Services. **
 - Phone: 903.566.7180
 - In-Person: Student Business Services Desk at The One-Stop (STE 230), M-F 8am-5pm CST
4. Refresh your browser screen.

Veteran Readiness and Employment (VR&E/Chapter 31) & Post-9/11 GI Bill (Chapter 33):

- 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.
 1. Click the Make Payment button.
 2. A new window will open directing you to pay online from your Student Account Center.
 - Ensure your pop-up blocker is turned off.
 3. Close the payment window and refresh your browser screen.

**You will not be allowed to move forward with your graduation application until your payment has been received and posted. There may be a short delay while the system processes the payment, try clicking the REFRESH button and if you are not able to proceed within 24 hours please contact graduation@uttyler.edu.

Make Payment

- 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”**.

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar contains an "Exit" button, a "Previous" button, and a "Confirm" button. The "Confirm" button is highlighted with a red box, and a red arrow points to it from the right. The main content area is titled "Step 7 of 9: Make Payment" and includes the text "Thank you for your graduation application fee payment." On the left, a progress indicator shows steps 1 through 9, with step 7 "Make Payment" highlighted in green and labeled "In Progress".

- v. Then click **“Next”**

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar contains an "Exit" button, a "Previous" button, a "Next" button, and a "Next" button. The "Next" button is highlighted with a red box, and a red arrow points to it from the right. The main content area is titled "Step 7 of 9: Make Payment" and includes the text "Thank you for your graduation application fee payment." On the left, a progress indicator shows steps 1 through 9, with step 7 "Make Payment" highlighted in green and labeled "Complete".

- 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.

The screenshot shows the UT Tyler Graduation Application interface. The top navigation bar includes the UT Tyler logo, an 'Exit' button, and a 'Graduation Application' title. A 'Previous' button is visible in the top right. On the left, a progress sidebar lists steps 1 through 9. Step 7, 'Make Payment', is highlighted in green and marked as 'In Progress'. The main content area is titled 'Step 7 of 9: Make Payment' and contains instructions for online and in-person payments, as well as information regarding VA benefits. A red box highlights the 'Make Payment' button at the bottom of the page, with a red arrow pointing to it from the right.

- 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”**.

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar contains an "Exit" button, a "Previous" button, and a "Confirm" button. The main content area displays "Step 7 of 9: Make Payment" with a message: "Thank you for your graduation application fee payment." A sidebar on the left lists the application steps, with "7 Make Payment" highlighted in green and "In Progress". A red box highlights the "Confirm" button, and a red arrow points to it.

Step	Task	Status
1	Introduction	Visited
2	Diploma Name	Complete
3	Diploma Address	Complete
4	Holds & External Coursework	Complete
5	Graduation Survey	Complete
6	Alumni Membership	Complete
7	Make Payment	In Progress
8	Graduation Acknowledgements	Not Started
9	Complete Task	Not Started

v. Then click **“Next”**.

The screenshot shows the UT Tyler Graduation Application interface. The header includes the UT Tyler logo and the text "Graduation Application". A navigation bar contains an "Exit" button, a "Previous" button, and a "Next" button. The main content area displays "Step 7 of 9: Make Payment" with a message: "Thank you for your graduation application fee payment." A sidebar on the left lists the application steps, with "7 Make Payment" highlighted in green and "Complete". A red box highlights the "Next" button, and a red arrow points to it.

Step	Task	Status
1	Introduction	Visited
2	Diploma Name	Complete
3	Diploma Address	Complete
4	Holds & External Coursework	Complete
5	Graduation Survey	Complete
6	Alumni Membership	Complete
7	Make Payment	Complete
8	Graduation Acknowledgements	Not Started
9	Complete Task	Not Started

8) Graduation Acknowledgements

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

Step 8 of 9: Graduation Acknowledgements

Please acknowledge each item below.

- Yes Verified Diploma Mailing Address on file is accurate.
- Yes 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.
- Yes Monitor and read my patriot emails regularly until 90 days after the end of term date.
- Yes Verified Diploma Name on file is accurate.
- Yes Responsible for resolving any current or future holds, not doing so will result in my diploma not being order until resolved.
- Yes Understand that Graduation and Commencement are separate components. Attending Commencement does not mean you have graduated or your degree has been conferred and awarded.
- Yes 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.
- Yes Must resolve, which means grade change has been submitted by my instructor to the Office of the Registrar, for any past or current in progress (IP) or incomplete (I) grades with in 30 calendar days of the end of term date.

[Confirm](#)

- b. Then click “Next”.

Step 8 of 9: Graduation Acknowledgements

Please acknowledge each item below.

- Yes Verified Diploma Mailing Address on file is accurate.
- Yes 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.
- Yes Monitor and read my patriot emails regularly until 90 days after the end of term date.
- Yes Verified Diploma Name on file is accurate.
- Yes Responsible for resolving any current or future holds, not doing so will result in my diploma not being order until resolved.
- Yes Understand that Graduation and Commencement are separate components. Attending Commencement does not mean you have graduated or your degree has been conferred and awarded.
- Yes 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.
- Yes Must resolve, which means grade change has been submitted by my instructor to the Office of the Registrar, for any past or current in progress (IP) or incomplete (I) grades with in 30 calendar days of the end of term date.

[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

The screenshot shows the UT Tyler Graduation Application interface. At the top, there is a dark blue header with the UT Tyler logo and name. Below this is an orange navigation bar with an 'Exit' button on the left, 'Graduation Application' in the center, and a notification bell icon on the right. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of nine steps: 1. Introduction (Visited), 2. Diploma Name (Complete), 3. Diploma Address (Complete), 4. Holds & External Coursework (Complete), 5. Graduation Survey (Complete), 6. Alumni Membership (Complete), 7. Make Payment (Complete), 8. Graduation Acknowledgements (Complete), and 9. Complete Task (In Progress). The 'Complete Task' step is highlighted in green. The main panel displays 'Step 9 of 9: Complete Task' with the heading 'You're almost done!' and a message: 'Once you have submitted your application you will receive all official email notification regarding your upcoming Graduation and Commencement after the graduation application deadline passes. These important announcements regarding Graduation and Commencement will only be sent to pending graduating applicants' patriot email accounts, so please monitor that email regularly.' In the top right corner of the main panel, there are two buttons: '< Previous' and 'Submit'. The 'Submit' button is highlighted with a red box, and a red arrow points to it from the left.

Step	Task	Status
1	Introduction	Visited
2	Diploma Name	Complete
3	Diploma Address	Complete
4	Holds & External Coursework	Complete
5	Graduation Survey	Complete
6	Alumni Membership	Complete
7	Make Payment	Complete
8	Graduation Acknowledgements	Complete
9	Complete Task	In Progress

Step 9 of 9: Complete Task

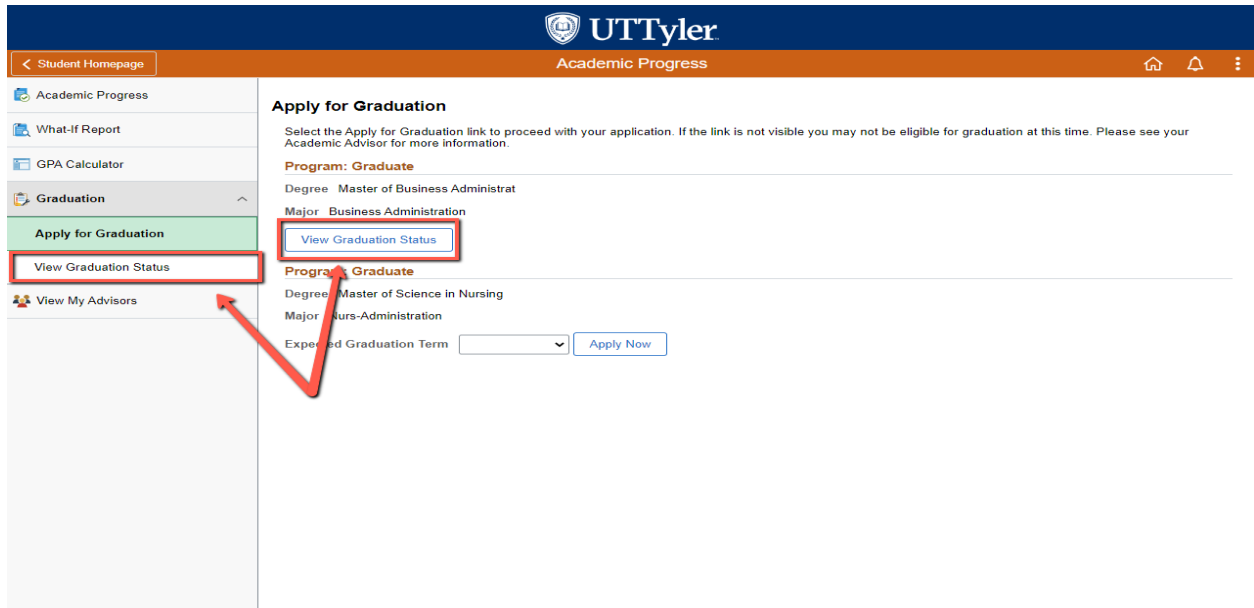
You're almost done!

Once you have submitted your application you will receive all official email notification regarding your upcoming Graduation and Commencement after the graduation application deadline passes. These important announcements regarding Graduation and Commencement will only be sent to pending graduating applicants' patriot email accounts, so please monitor that email regularly.

< Previous Submit

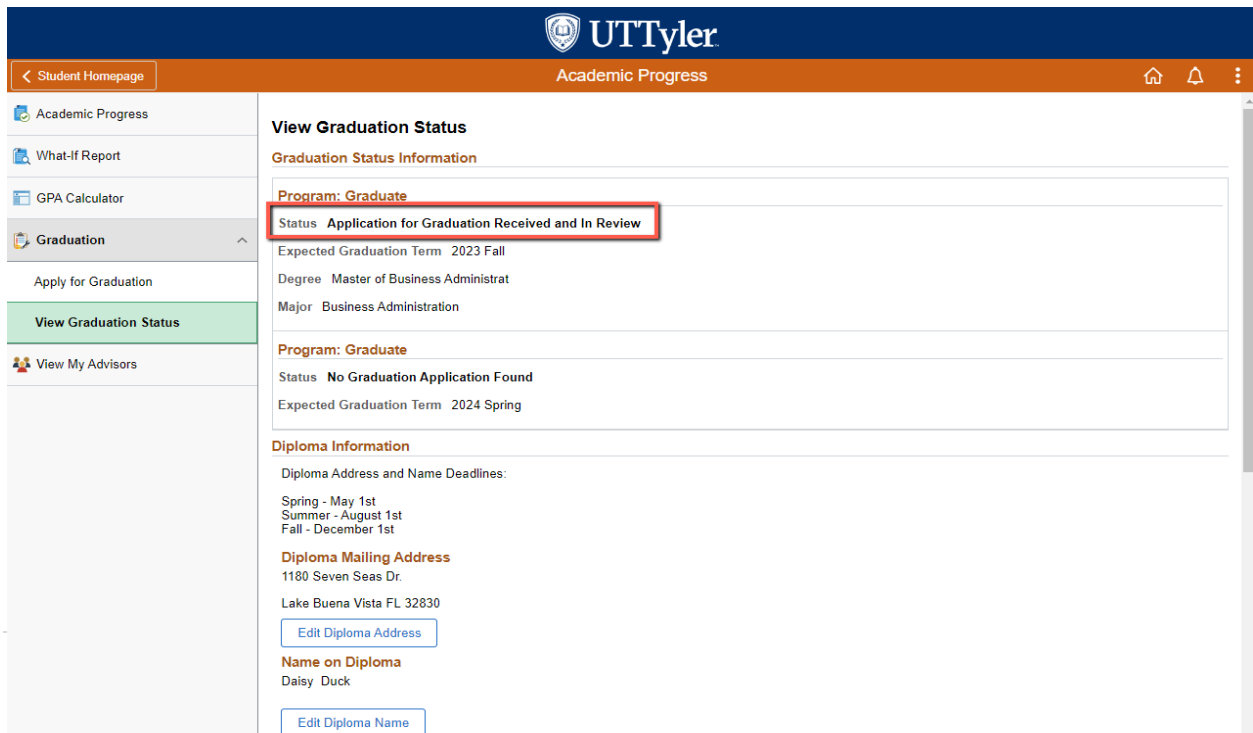
Viewing Graduation Status

- 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.



The screenshot shows the UT Tyler Academic Progress page. The left navigation bar includes links for Academic Progress, What-If Report, GPA Calculator, Graduation, Apply for Graduation, and View My Advisors. The 'Apply for Graduation' section is active, displaying information for two programs: Graduate (Master of Business Administration) and Graduate (Master of Science in Nursing). A red box highlights the 'View Graduation Status' link in the main content area, and a red arrow points to it from the 'View Graduation Status' link in 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.



The screenshot shows the UT Tyler Academic Progress page with the 'View Graduation Status' section active. The left navigation bar has 'View Graduation Status' highlighted in green. The main content area displays 'Graduation Status Information' for a Graduate program (Master of Business Administration). The status is 'Application for Graduation Received and In Review', which is highlighted with a red box. Below this, there is information for another Graduate program (Master of Science in Nursing) with a status of 'No Graduation Application Found'. The page also includes 'Diploma Information' with deadlines and mailing address details.

- iii. If your graduation application status says, “No Graduation Application Found”, then there is no active graduation application on file for that degree.

The screenshot shows the UT Tyler Academic Progress interface. The left sidebar contains navigation options: Academic Progress, What-If Report, GPA Calculator, Graduation (with a dropdown arrow), Apply for Graduation, View Graduation Status (highlighted in green), and View My Advisors. The main content area is titled 'View Graduation Status' and is divided into three sections: 'Graduation Status Information', 'Diploma Information', and 'Diploma Mailing Address'. Under 'Graduation Status Information', there are two entries. The first entry shows 'Program: Graduate', 'Status: Application for Graduation Received and In Review', 'Expected Graduation Term: 2023 Fall', 'Degree: Master of Business Administration', and 'Major: Business Administration'. The second entry shows 'Program: Graduate', 'Status: No Graduation Application Found' (highlighted with a red box), and 'Expected Graduation Term: 2024 Spring'. The 'Diploma Information' section lists 'Diploma Address and Name Deadlines' for Spring (May 1st), Summer (August 1st), and Fall (December 1st). The 'Diploma Mailing Address' section provides the address '1180 Seven Seas Dr., Lake Buena Vista FL 32830' and an 'Edit Diploma Address' button. The 'Name on Diploma' section shows 'Daisy Duck' and an 'Edit Diploma Name' button.

application and there is no active graduation application on file for that degree.

The screenshot shows the UT Tyler Academic Progress interface. The left sidebar contains navigation options: Academic Progress, What-If Report, GPA Calculator, Graduation (with a dropdown arrow), Apply for Graduation, View Graduation Status (highlighted in green), and View My Advisors. The main content area is titled 'View Graduation Status' and is divided into three sections: 'Graduation Status Information', 'Diploma Information', and 'Diploma Mailing Address'. Under 'Graduation Status Information', there are two entries. The first entry shows 'Program: Graduate', 'Status: You Have Withdrawn Your Application for Graduation' (highlighted with a red box), 'Expected Graduation Term: 2024 Spring', 'Degree: Master of Business Administration', and 'Major: Business Administration'. The second entry shows 'Program: Graduate', 'Status: No Graduation Application Found', and 'Expected Graduation Term: 2024 Spring'. The 'Diploma Information' section lists 'Diploma Address and Name Deadlines' for Spring (May 1st), Summer (August 1st), and Fall (December 1st). The 'Diploma Mailing Address' section provides the address '1180 Seven Seas Dr., Lake Buena Vista FL 32830' and an 'Edit Diploma Address' button. The 'Name on Diploma' section shows 'Daisy Duck' and an 'Edit Diploma Name' button.

- 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.

The screenshot displays the UT Tyler Academic Progress portal. The header includes the UT Tyler logo and the text "Academic Progress". A navigation menu on the left lists options such as "Academic Progress", "What-If Report", "GPA Calculator", "Graduation", "Apply for Graduation", "View Graduation Status", and "View My Advisors". The "View Graduation Status" option is highlighted in green.

The main content area is titled "View Graduation Status" and contains the following information:

- Graduation Status Information**
 - Program: Graduate
 - Status: **Please Contact Your Academic Advisor** (highlighted with a red box)
 - Expected Graduation Term: 2024 Spring
 - Degree: Master of Business Administration
 - Major: Business Administration
- Program: Graduate**
 - Status: No Graduation Application Found
 - Expected Graduation Term: 2024 Spring
- Diploma Information**
 - Diploma Address and Name Deadlines:
 - Spring - May 1st
 - Summer - August 1st
 - Fall - December 1st
 - Diploma Mailing Address:
 - 1180 Seven Seas Dr.
 - Lake Buena Vista FL 32830
 - [Edit Diploma Address](#)
 - Name on Diploma:
 - Daisy Duck
 - [Edit Diploma Name](#)

Withdrawing a Graduation Application

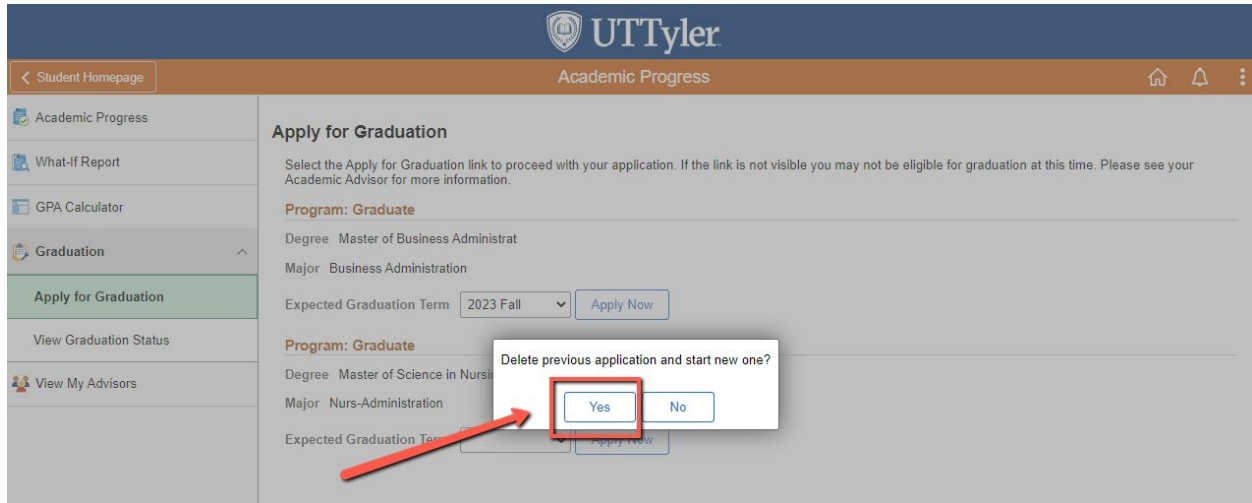
- a. If you need to withdraw your graduation application and you have not made a payment, you will exit out of your started graduation application.

The screenshot shows the UT Tyler Graduation Application interface. At the top, there is a navigation bar with the UT Tyler logo and the text 'Graduation Application'. A red box highlights an 'Exit' button in the top left corner, with a red arrow pointing to it. Below the navigation bar is a 'Previous' button. The main content area is divided into two columns. The left column contains a progress list with steps 1 through 9. Step 7, 'Make Payment', is highlighted in green and marked as 'In Progress'. The right column contains instructions for making payments. It starts with a note: 'All graduation application fees are non-refundable and a new graduation application fee must be paid each semester a student applies for graduation.' This is followed by three sections: 'To Make an Online Payment:', 'To Make a Payment via Phone or In-Person:', and 'Veteran Readiness and Employment (VR&E/Chapter 31) & Post-9/11 GI Bill (Chapter 33):'. Each section includes a numbered list of steps. At the bottom of the right column, there is a 'Make Payment' button.

- b. Select the correct term you need to apply for, then click “Apply Now”.

The screenshot shows the UT Tyler Academic Progress interface. At the top, there is a navigation bar with the UT Tyler logo and the text 'Academic Progress'. Below the navigation bar is a 'Student Homepage' button. The left sidebar contains a list of links: 'Academic Progress', 'What-If Report', 'GPA Calculator', 'Graduation', 'Apply for Graduation', 'View Graduation Status', and 'View My Advisors'. The 'Apply for Graduation' link is highlighted in green. The main content area is titled 'Apply for Graduation' and contains instructions: '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.' Below the instructions, there are two forms. The first form is for a 'Graduate' program, with a degree of 'Master of Business Administration' and a major of 'Business Administration'. It has a dropdown menu for 'Expected Graduation Term' set to '2023 Fall' and an 'Apply Now' button. The second form is for a 'Graduate' program, with a degree of 'Master of Science in Nursing' and a major of 'Nurs-Administration'. It has a dropdown menu for 'Expected Graduation Term' and an 'Apply Now' button. Red boxes and arrows highlight the '2023 Fall' dropdown and the 'Apply Now' button in the first form.

- 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.