



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.

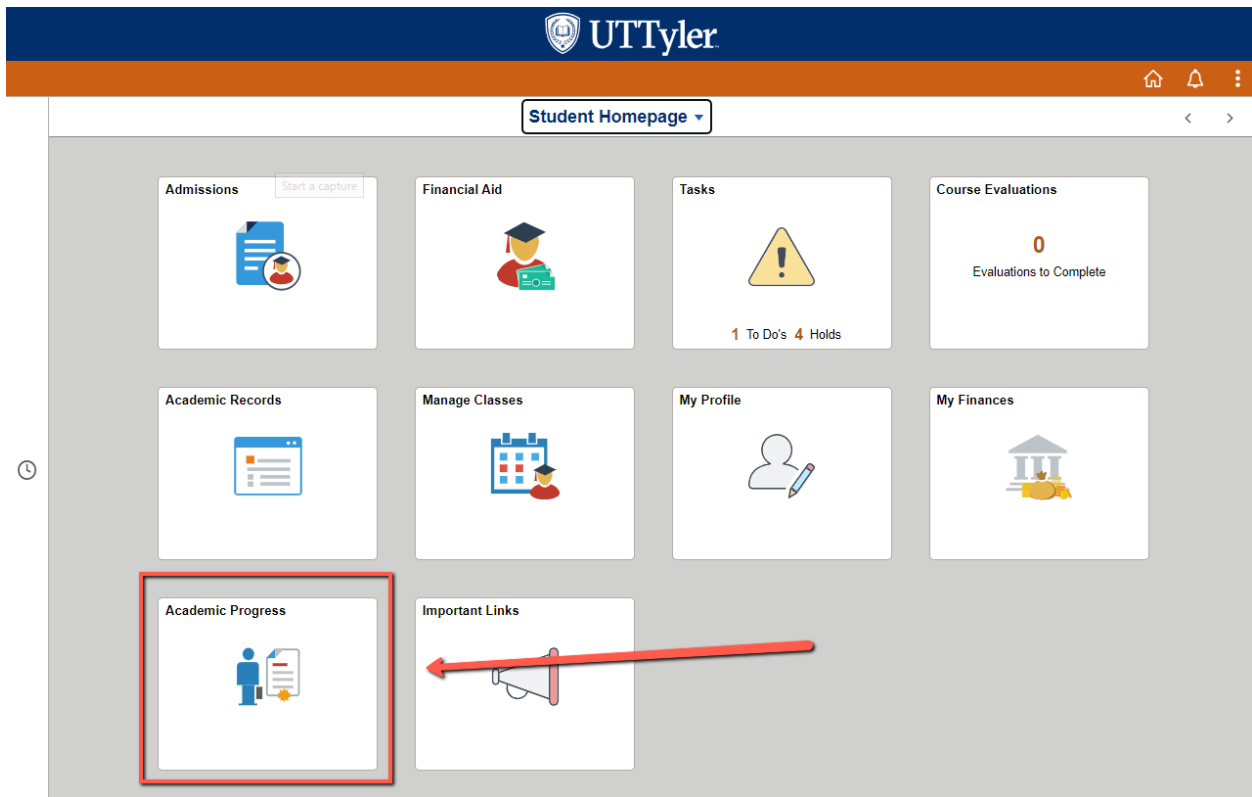
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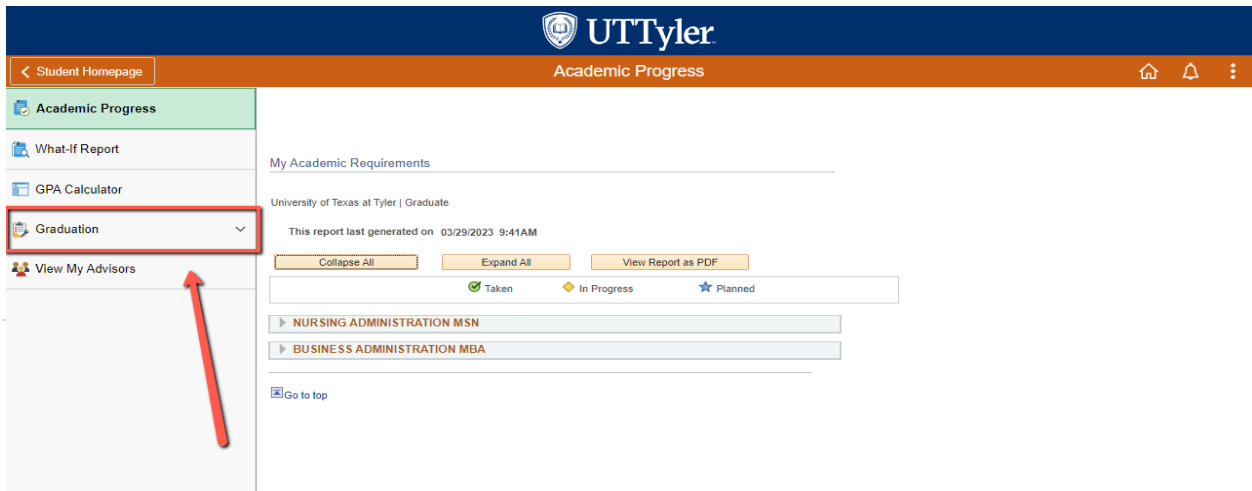
Steps to Apply

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.

Student Homepage

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 Administrat

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.

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.

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 vertical 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 header and navigation bar are 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 value "Daisy Duck" under "Name" and "Diploma" under "Name Type". A red box highlights the table, and a red arrow points to it from the bottom left. There is a "Confirm" button in the top right corner of the main content area. At the bottom left 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 over the main application. The pop-up window has a "Cancel" button on the top left and a "Save" button on the top right. The main application has a sidebar on the left with a progress indicator showing 9 steps: 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), 7. Make Payment (Not Started), 8. Graduation Acknowledgement (Not Started), and 9. Complete Task (Not Started). The "Edit Name" pop-up window contains the following fields:

Type	Diploma
*First Name	Daisy
Middle Name	
*Last Name	Duck
Suffix	

- 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 application shows the progress indicator with step 2, "Diploma Name", highlighted in green. The main content area displays "Step 2 of 9: Diploma Name" and a table with the following data:

Name	Name Type
Daisy Duck	Diploma

A "Confirm" button is visible in the top right corner of the main application, highlighted with a red box and a red arrow.

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, a vertical ellipsis, and two buttons: "Previous" and "Next". The "Next" button is highlighted with a red box, and a red arrow points to it from the right. On the left side, a vertical list of steps is shown, with "2 Diploma Name Complete" highlighted in green. 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	>

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 a bell icon, a vertical ellipsis, and a "Previous" button. On the left side, a vertical list of steps is shown, with "2 Diploma Name In Progress" highlighted in green. The main content area is titled "Step 2 of 9: Diploma Name" and contains a table with the following data:

Name	Name Type	
Daisy Duck	Diploma	>

The table row is highlighted with a red box, and a red arrow points to it from the bottom left. A "Confirm" button is visible in the top right corner of the main content area.

- 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 centered on the screen. The pop-up has a "Cancel" button on the top left and a "Save" button on the top right. The main content of the pop-up is a form with the following fields:

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

Red arrows point to the "Save" button and the form fields. The background interface shows a progress bar with 9 steps: 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), 7. Make Payment (Not Started), 8. Graduation Acknowledgement (Not Started), 9. Complete Task (Not Started). There are also "Previous" and "Confirm" buttons visible in the background.

- ii. Then click **“Confirm”**,

The screenshot shows the UT Tyler Graduation Application interface after the "Edit Name" pop-up has been closed. The "Diploma Name" step is now highlighted in green in the progress bar. The main content area shows "Step 2 of 9: Diploma Name" with a table of name information:

Name	Name Type
Daisy Duck	Diploma

A red arrow points to the "Confirm" button in the top right corner. The background interface shows the same progress bar and navigation buttons as in the previous screenshot.

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 "Previous" and "Confirm" buttons. On the left, a progress sidebar lists steps 1 through 9, with step 2 "Diploma Name" marked as "In Progress". The main content area is titled "Step 2 of 9: Diploma Name" and contains the text "No Diploma Name Defined" and a button labeled "Add Diploma Name". The "Add Diploma Name" button 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 has a "Cancel" button on the top left and a "Save" button on the top right. Inside the pop-up, there is a form with the following fields:

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

Red arrows point to the "Save" button in the pop-up and the "Confirm" button in the background interface.

- ii. Then click **“Confirm”**,

The screenshot shows the UT Tyler Graduation Application interface. The main application is titled "Step 2 of 9: Diploma Name". The interface includes a "Previous" button in the top right and a "Confirm" button in the bottom right. The main content area displays a table with the following data:

Name	Name Type
Daisy Duck	Diploma

A red arrow points to the "Confirm" button.

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", "Previous", and "Next" buttons. The "Next" button is highlighted with a red box and a red arrow pointing to it. The main content area is titled "Step 2 of 9: Diploma Name". On the left, a progress sidebar shows 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

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 header and navigation bar are consistent with the previous screenshot. The "Previous" button is visible, and the "Confirm" button is highlighted with a red box and a red arrow pointing to it. The main content area is titled "Step 3 of 9: Diploma Address". On the left, the progress sidebar shows step 3 "Diploma Address" as "In Progress". The main area contains a form for "Diploma Address" with a "+" icon and a table with the following data:

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 entire "Diploma Address" table is 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”.

The screenshot shows the UT Tyler Graduation Application interface. A pop-up window titled "Edit Address" is centered on the screen. The window has a "Cancel" button at the top left and a "Save" button at the top right. The form inside the pop-up is titled "Type Diploma" and contains the following fields: "Country" (United States), "Address 1" (1180 Seven Seas Dr.), "Address 2" (empty), "Address 3" (empty), "City" (Lake Buena Vista), "State" (Florida), "Postal" (32830), and "County" (empty). At the bottom of the form, there is a "Pick Up from University" section with a radio button set to "No". Red arrows point to the "Save" button and the "No" radio button. The background shows a progress bar with 9 steps, where "Diploma Address" is the current step.

- ii. Then click “Confirm”.

The screenshot shows the UT Tyler Graduation Application interface. The "Edit Address" pop-up window is no longer present. The main content area is titled "Step 3 of 9: Diploma Address". Below the title, there is a "Diploma Address" section with a "+" icon. A table shows the address information: "Address" (1313 Disneyland Dr., Anaheim, CA 92802) and "From" (Current). A "Confirm" button is located at the top right of the main content area, highlighted with a red box and a red arrow. The background shows the same progress bar as in the previous screenshot, with "Diploma Address" as the current step.

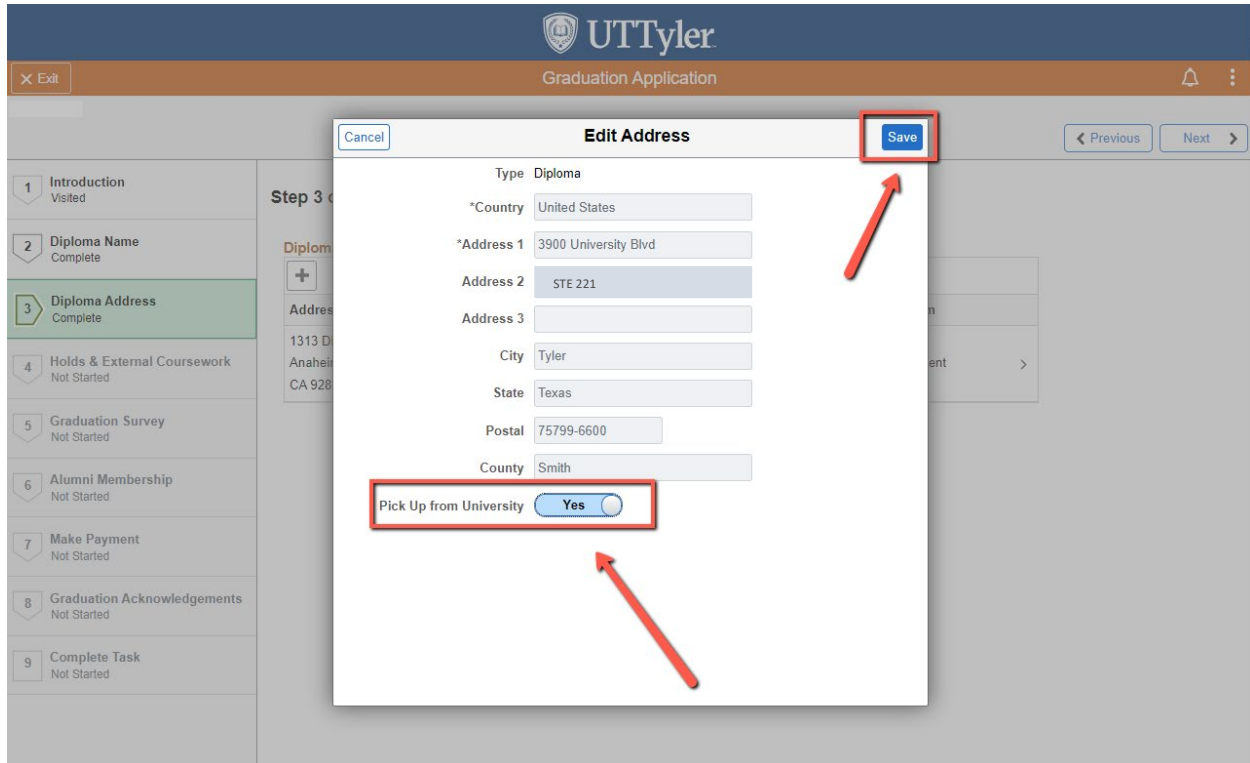
iii. Then click "Next".

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 two buttons: "< Previous" and "Next >". The "Next >" button is highlighted with a red box, and a red arrow points to it from the right. On the left side, there is a vertical list of steps from 1 to 9. Step 3, "Diploma Address", is highlighted in green and marked as "Complete". The main content area is titled "Step 3 of 9: Diploma Address" and contains a form for entering the diploma address. The form has a header "Diploma Address" and a sub-header "Address". The address entered is "1313 Disneyland Dr., Anaheim, CA 92802". The "From" field is set to "Current" and has a right-pointing arrow. A red arrow points to the "Next >" button.

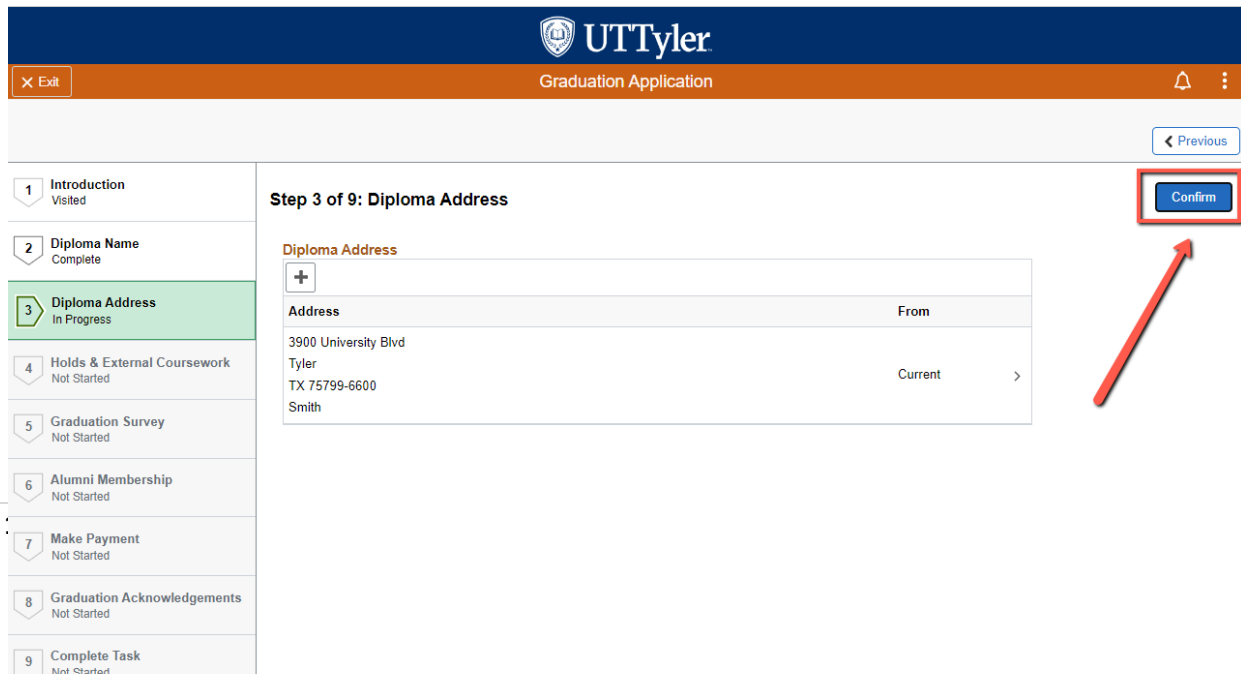
c. If you would like to have your diploma held for pick up at the University, you can make any changes you would like by click on the diploma address field.

The screenshot shows the UT Tyler Graduation Application interface, similar to the previous one. The header and navigation bar are the same. The "Next >" button is no longer highlighted. The main content area is titled "Step 3 of 9: Diploma Address" and contains a form for entering the diploma address. The form has a header "Diploma Address" and a sub-header "Address". The address entered is "1180 Seven Seas Dr., Lake Buena Vista, FL 32830". The "From" field is set to "Current" and has a right-pointing arrow. A red box highlights the entire address field, and a red arrow points to it from the bottom.

- 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." and 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. The window has a "Cancel" button in the top left and a "Save" button in the top right. The form inside the pop-up includes the following fields: "Type" (Diploma), "*From" (03/29/2023), "*Country" (United States), "Address 1", "Address 2", "Address 3", "City", "State", "Postal", and "County". At the bottom of the form is a "Pick Up from University" toggle set to "No". Red arrows point to the "Save" button and the "Pick Up from University" toggle.

- ii. Then click “Confirm”.

The screenshot shows the UT Tyler Graduation Application interface at "Step 3 of 9: Diploma Address". The main content area displays a table with one row of address information:

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

A red arrow points to the "Confirm" button in the top right corner of the interface.

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 "Confirm" button. Below the title is a section for "Diploma & Transcript Holds" with a sub-header "At the time of this application, you do have the following holds that will cause your official transcript and diploma to be withheld upon graduation." A table with columns "Hold" and "Description" is highlighted with a red box. The "Hold" column contains "Financial Hold" and 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." Below this is a section for "External Coursework" 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".

- 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.

UTTyler
Graduation Application

Exit Previous Confirm

Step 4 of 9: Holds & External Coursework

Diploma & Transcript Holds

At the time of this application, you do have the following holds that will cause your official transcript and diploma to be withheld upon graduation.

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.

External Coursework

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

Yes No

Click the Add Course button to add each course you are taking outside of UT Tyler. To edit or delete a course, click the course.

Coursework for Transfer

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".

The screenshot shows the 'Add External Course' pop-up window. The fields and options are as follows:

- *Course Subject:
- *Course Number:
- Term:
- Course Title:
- Are you repeating this course?: No
- Repeating for grade replacement?: No
- *College/University:
- Transient work for:
- Additional Information:

The 'Save' button is highlighted with a red box, and a red arrow points to it from the bottom right. Another red arrow points to the 'Add Course' button in the background interface.

3. Then click "Confirm"

The screenshot shows the 'Step 4 of 9: Holds & External Coursework' page. The page contains the following sections:

- Holds & Transcript Holds**: A table with columns 'Hold' and 'Description'. A 'Financial Hold' is listed with a description: "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."
- External Coursework**: A question "Are you currently enrolled in coursework outside of UT Tyler or do you have transcripts you need to submit?" with a "Yes" radio button selected.
- Coursework for Transfer**: A table with columns 'Institution', 'UTTYL', 'Program', and 'Graduate'. Below this is an 'Add Course' button and a table with columns 'Term/Institution', 'Course Information', and 'Reason for Course'. The table lists two courses: "Disney World University" (MAGIC 101) and "Disneyland University" (MICKEY 101).

The 'Confirm' button is highlighted with a red box, and a red arrow points to it from the bottom right.

4. 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 4, "Holds & External Coursework", highlighted in green and marked as "Complete". The main content area is titled "Step 4 of 9: Holds & External Coursework" and contains sections for "Diploma & Transcript Holds" and "External Coursework". The "Diploma & Transcript Holds" section includes a table with a "Financial Hold" entry. The "External Coursework" section has a toggle set to "Yes" and a table for "Coursework for Transfer" with entries for Disney World University and Disneyland University. A "Next" button is highlighted with a red box and a red arrow pointing to it.

- 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 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 4, "Holds & External Coursework", highlighted in green and marked as "In Progress". The main content area is titled "Step 4 of 9: Holds & External Coursework" and contains sections for "Diploma & Transcript Holds" and "External Coursework". The "Diploma & Transcript Holds" section includes a table with a "Financial Hold" entry. The "External Coursework" section has a toggle set to "No" and a "Confirm" button highlighted with a red box and a red arrow pointing to it.

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 asks "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 red box around the form fields. The fields are: First Name (Daisy), Middle Name (empty), Last Name (Duck), Maiden Name (empty), 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 (empty), City (Lake Buena Vista), State (FL), and Zip Code (32830). Below this is a section for "Spouse Information (if applicable)". 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.
 - 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.
3. 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.

- 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 dashboard. At the top, there is a navigation bar with the UT Tyler logo and the text 'THE UNIVERSITY OF TEXAS AT TYLER'. On the right, it says 'Logged in as: | Logout'. Below the navigation bar, there are several sections: 'Announcement' with a 'Welcome to Your Student Account Center' message and instructions; 'Student Account' showing a balance of \$0.00 and a 'Make Payment' button highlighted with a red box and a red arrow; 'My Profile Setup' with options for 'Authorized Users', 'Personal Profile', 'Payment Profile', and 'Security Settings'; and 'Term Balances'.

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

The screenshot shows the UT Tyler Account Payment page. At the top, there is a navigation bar with the UT Tyler logo and the text 'THE UNIVERSITY OF TEXAS AT TYLER'. On the right, it says 'Logged in as: | Logout'. Below the navigation bar, there is a 'Payment Date' field set to 6/9/23. The main section is titled 'Account Payment' and has four steps: 'Amount', 'Method', 'Confirmation', and 'Receipt'. Below this, there is a 'Select Payment Option' section with two radio buttons: 'Pay By Term' (selected) and 'Pay By Line Item' (highlighted with a red box and a red arrow). Below the 'Pay By Line Item' option, there is a 'Pay By Line Item' section with a search bar and a table of items to pay.

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".

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:*

Back Cancel **Continue**

* Indicates required information

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 BCard Discover Card JCB UnionPay

- viii. For **Credit/Debit Card** payments, input your card information, click "Continue".

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:*

Account Information

* Indicates required fields

*Card number:

Back Cancel **Continue**

* Indicates required information

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 BCard Discover Card JCB UnionPay

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 five required input fields: Name on account, Account type, Routing number, Bank account number, and Confirm account number. To the right, the 'Option to Save' section has an unchecked checkbox for saving the payment method. At the bottom right, a red box highlights the 'Continue' button. Below the payment options, logos for accepted credit and debit cards (VISA, MasterCard, American Express, Discover, DCCard, UltraCard, Diners Club, JCB, and University City) are shown. A red arrow points from the 'Continue' button to the 'Option to Save' section, and another red arrow points from the 'Continue' button to the card logos.

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 Diners Club 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:

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 @uttyler.edu. Please print this page for your records. To view all payments, go to My Account > Payment History.

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. 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). A red box highlights the "Confirm" button in the top right corner, with 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. Below the header, there are "Previous" and "Next" buttons. 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). A red box highlights the "Next" button in the top right corner, with a red arrow pointing to it.

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

UT Tyler
Graduation Application

Exit Previous

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

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 at the top right contains 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. 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 main content area displays "Step 7 of 9: Make Payment" and a message: "Thank you for your graduation application fee payment."

- 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 at the top right contains a "Previous" button and a "Next" button. The "Next" button is highlighted with a red box, and a red arrow points to it from the right. 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 main content area displays "Step 7 of 9: Make Payment" and a message: "Thank you for your graduation application fee payment."

- 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 portal. The header includes the UT Tyler logo and the text 'Graduation Application'. A navigation bar at the top right contains an 'Exit' button, a notification bell, and a 'Previous' button. 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 (highlighted in green), 8. Graduation Acknowledgements Not Started, and 9. Complete Task Not Started. 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 for students with VA benefits. At the bottom of the main content area, a red box highlights a 'Make Payment' button, 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, the page title, and notification icons. A "Previous" button is visible in the top right. On the left, a progress list shows steps 1 through 9. Step 7, "Make Payment", is highlighted in green and labeled "In Progress". The main content area displays "Step 7 of 9: Make Payment" with the message "Thank you for your graduation application fee payment." A blue "Confirm" button is located in the top right corner, highlighted with a red box and a red arrow pointing to it.

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, the page title, and notification icons. A "Previous" button and a "Next" button are visible in the top right. On the left, a progress list shows steps 1 through 9. Step 7, "Make Payment", is highlighted in green and labeled "Complete". The main content area displays "Step 7 of 9: Make Payment" with the message "Thank you for your graduation application fee payment." A blue "Next" button is located in the top right corner, highlighted with a red box and a red arrow pointing to it.

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.

[Previous](#) [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.

[Previous](#) [Next](#)

9) Submitting Graduation Application

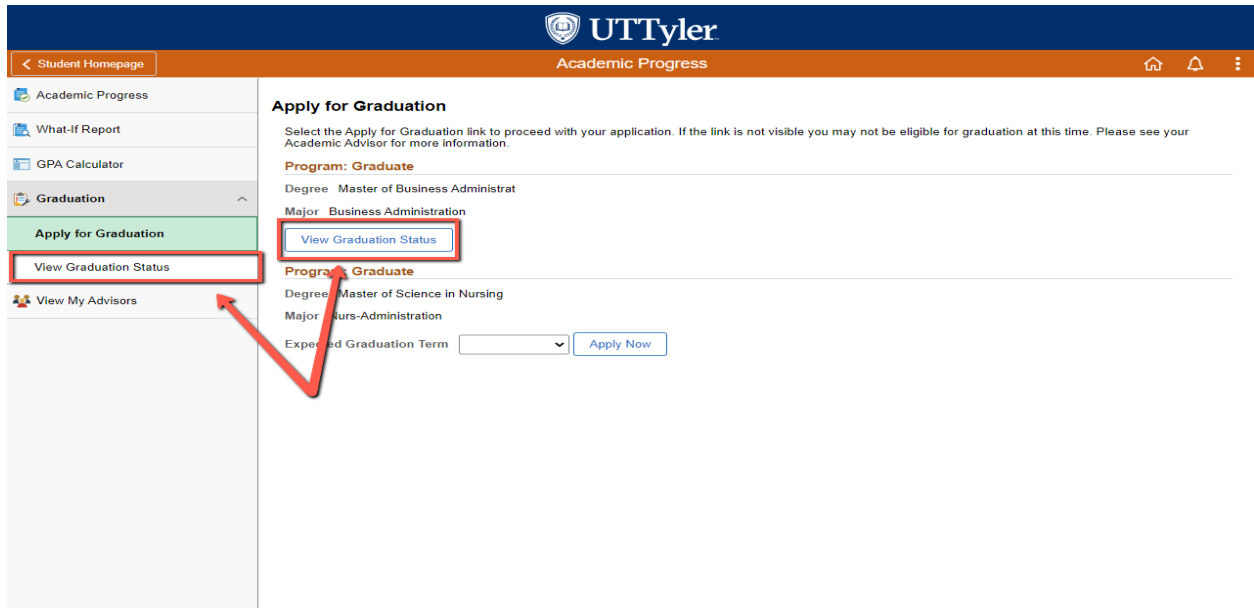
a. You will complete your graduation application by clicking the “Submit” button.

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 containing an 'Exit' button, the text 'Graduation Application', a notification bell icon, and a menu icon. The main content area is divided into a left sidebar and a main panel. The sidebar lists 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 main panel is titled 'Step 9 of 9: Complete Task' and contains the text 'You're almost done!' followed by a paragraph: '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'. A red arrow points to the 'Submit' button, which is also highlighted with a red rectangular box.

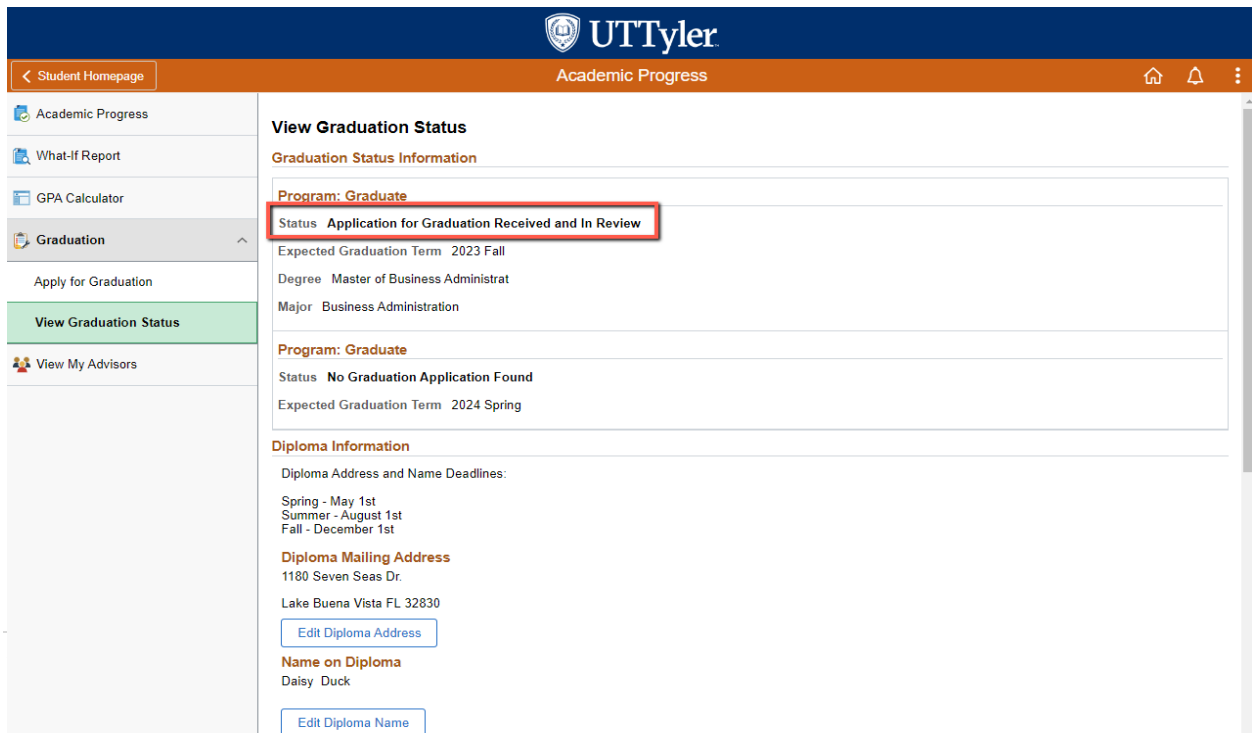
Viewing Graduation Status

- 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'. At the bottom, there is 'Diploma Information' including address and name deadlines, mailing address, and name on diploma.

- 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 includes a 'Graduation Status Information' section. Under this section, there are two entries for 'Program: Graduate'. The first entry has a status of 'Application for Graduation Received and In Review' with an expected graduation term of 2023 Fall. The second entry has a status of 'No Graduation Application Found' (highlighted with a red box) and an expected graduation term of 2024 Spring. Below this is the 'Diploma Information' section, which lists diploma address and name deadlines (Spring - May 1st, Summer - August 1st, Fall - December 1st), the diploma mailing address (1180 Seven Seas Dr., Lake Buena Vista FL 32830), and the name on the diploma (Daisy Duck). There are buttons to 'Edit Diploma Address' and 'Edit Diploma Name'.

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 includes a 'Graduation Status Information' section. Under this section, there are two entries for 'Program: Graduate'. The first entry has a status of 'You Have Withdrawn Your Application for Graduation' (highlighted with a red box) and an expected graduation term of 2024 Spring. The second entry has a status of 'No Graduation Application Found' and an expected graduation term of 2024 Spring. Below this is the 'Diploma Information' section, which lists diploma address and name deadlines (Spring - May 1st, Summer - August 1st, Fall - December 1st), the diploma mailing address (1180 Seven Seas Dr., Lake Buena Vista FL 32830), and the name on the diploma (Daisy Duck). There are buttons to 'Edit Diploma Address' and 'Edit Diploma Name'.

- 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 two sections of "Graduation Status Information". The first section shows "Program: Graduate" and "Status: Please Contact Your Academic Advisor", with the status text highlighted by a red box. The second section shows "Program: Graduate" and "Status: No Graduation Application Found". Below these sections is the "Diploma Information" section, which includes "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), and "Name on Diploma" (Daisy Duck). There are buttons to "Edit Diploma Address" and "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.

UT Tyler
Graduation Application

Exit

Previous

1 Introduction Visted

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

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):

- o 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.
 - o 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

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

UT Tyler
Academic Progress

Student Homepage

Academic Progress

What-If Report

GPA Calculator

Graduation

Apply for Graduation

View Graduation Status

View My Advisors

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 2023 Fall Apply Now

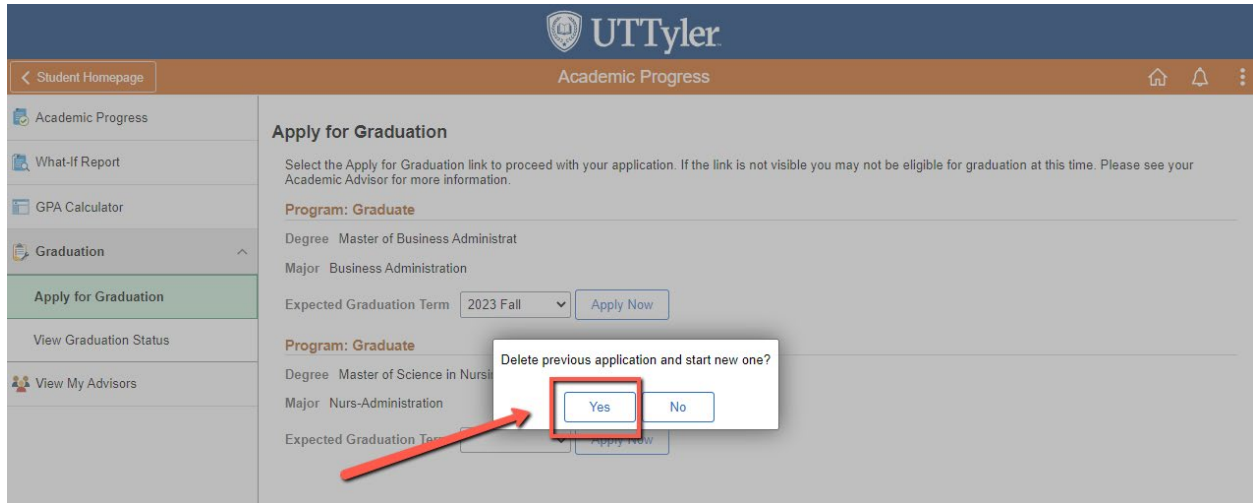
Program: Graduate

Degree Master of Science in Nursing

Major Nurs-Administration

Expected Graduation Term Apply Now

- i. A pop-up window will appear requesting that you are agreeing to delete your previous graduation application that was started. Click “Yes”, then proceed with filling out the new graduation term application.



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