



UTTyler
THE UNIVERSITY OF TEXAS AT TYLER

How to Register for Commencement on Tassel

1. Hello. This guide will show you how to use a Tassel account for commencement registration. You should receive an email from our Graduation Team after you've applied for graduation. You'll use this email to activate a Tassel account and log in. First, select **Set Password Here** and add a password for your Tassel account.

Hello

All Spring 2025 graduates are invited to be recognized and participate in the Spring 2024 Commencement ceremonies. **If you do not plan to participate**, you **must** indicate this on the Commencement Registration through MarchingOrder.

Please register below by creating a password and submitting the information needed to complete your Spring 2025 Commencement Registration through Tassel.

To Complete Your Registration:

1) Click this link and create your password: [Set Password Here](#)

Note: The password link above is unique to your account, do not forward to others.

2) Log in and complete the registration process.

3) You may return to the site anytime by going to the [Login Page](#) and using this email address:

.....@uttyler.edu

Important Dates:

Commencement Registration Deadline - **Friday, April 12, 2025, at 11:59pm CST**

- You are welcome to make as many changes as you would like to your Commencement Registration through Tassel until it closes. Any changes made to your Commencement Registration through Tassel after this deadline will have to be adjusted at Student Check-In on the day of the Commencement ceremony.

Regalia (cap & gown):

- **Master's & Undergraduate**
 - In-store Purchases

2. Select the Login Page to go to the main Tassel login. You will use this email account and the password you set up to login.

Sign In

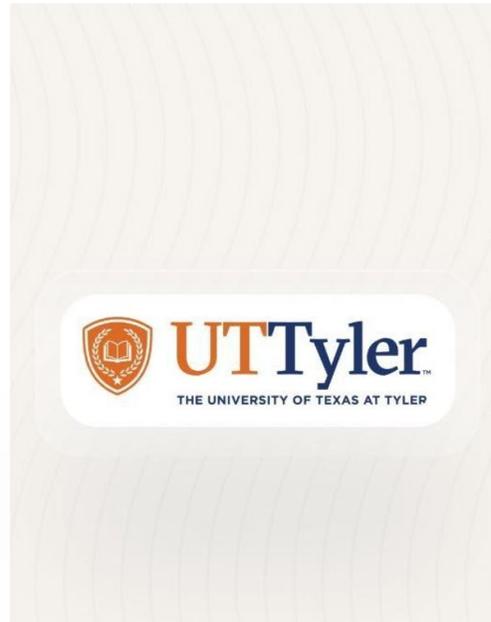
Enter your details to sign in to your account

Email address

Password

[Forgot Password?](#)

Don't have an account yet? [Register](#)



3. You will see a section under Active Ceremonies with your details over the date and time of your Commencement. You should also see a notation in the corner of this icon showing if you have completed all required tasks or in you have incomplete items. You can review the College or School listed as well as the location and time of your ceremony from this first page. If you have not yet begun the Registration Process, select 'Register' at the bottom. If you have already registered and need to review or edit information, select 'View'.

The screenshot shows a user dashboard for UT Tyler. At the top left is the UT Tyler logo. Below it is a "QUICK ACCESS" section with two buttons: "Home" and "Support". The main content area is titled "Welcome, [User Name]" and features a section for "Active Ceremonies". This section contains a card for the "Soules College of Business" ceremony. The card includes the UT Tyler logo, a status indicator "Completed or Incomplete" with a green checkmark, and details for the location ("R. Don Cowan Fine and Performing Arts Center"), date ("Sat, May 03, 2025"), and time ("01:00 PM"). At the bottom of the card are two buttons: "Register" and "View".

4. You should see a breakdown of the registration process and progress bar on the left side of the screen.

You will also see your Name Information as it is displayed on your academic record. If your name is incorrect, please contact the One-Stop to make corrections. In the Preferred Displayed Name, you have access to adjust your name if desired. For example, Jane Doe would like her middle name displayed and read at the ceremony so in the preferred name she has added in her middle name. Make sure to spell your name correctly and use the appropriate upper- and lower-case letters. Do Not use all upper-case letters.

Under the name sections, you will see that your degree information has been auto populated.

The screenshot displays the UT Tyler graduation registration interface. On the left, a progress bar indicates 'STEP 1 OF 6' with a 17% completion rate. A vertical list of steps includes 'Graduate Information' (selected), 'Ceremony Information', 'Phonetic Pronunciation', 'Record Your Name', 'Share Your Graduation Details with Friends and Family', and 'Time to turn your tassell!'. The main content area is titled 'Graduate Information' and contains the following sections:

- Displayed Name on File:** A text input field containing 'Jane Doe'. Below it, a note states: 'Display name on file will be printed in the Commencement digital and physical programs and announced and displayed at the Commencement ceremony.'
- Preferred Displayed Full Name:** A text input field containing 'Jane Elizabeth Doe'. Below it, a note states: 'Only provide a preferred displayed full name if needing to adjust the Display Name on File above. This preferred displayed full name will ONLY be displayed and announced at the ceremony. This name will NOT be included in the Commencement digital or physical programs. Ensure that you provide your FULL Name. Do not include phonetic or pronunciation details.'
- College/School:** A text input field containing 'Soules College of Business'.
- Degree:** A text input field that is currently empty.

5. Lower down this first page of details you will see information over Latin Honors. Keep in mind, Latin honors are for Undergraduate degrees and are given based on the students cumulative GPA. You can find more information over Latin honors criteria at uttyler.edu.

You will also see a section to review your email account on file as well as add an alternative email and phone number. Make sure to include a phone number that can be used for text reminders.

When these steps are complete, select Continue.

Undergraduate Latin Honors

Reflected as of the end of the Fall 2024 term.

Spring 2025 grades are not submitted until after the Commencement ceremonies. So, any Latin Honor changes as of the end of the Spring 2025 term **will not be reflected in the Commencement program or at the Commencement ceremonies**, but will be updated on your diploma and official transcript.

Patriots Email

@uttyler.edu

Alternative Email Address *

All official notifications regarding Commencement and Graduation, will not be sent to the alternative email provided. Please be sure to monitor your Patriot email daily for updates and information.

@patriots.uttyler.edu

Mobile Phone Number: *

Please enter a ten-digit phone number (for example, 800-555-1212).

You may receive graduation and/or commencement-related information via text message.

6. On this page you will be asked to confirm your attendance for the commencement ceremony. You do not have to attend commencement to complete your graduation, this is purely a ceremony to honor our graduates. If you plan on attending select, Yes. You will be asked if you would like your name to display on the digital and printed Commencement programs. Select, Yes. You will then be asked if your or a guest will need accessibility accommodations. If you will, select yes and then complete the additional questionnaire section going over your needed accommodations.

The screenshot shows a web form for Soules College of Business. The header includes the college logo and name. A progress bar indicates 'STEP 2 OF 6' with a 34% completion rate. A vertical navigation menu on the left lists the following steps: Graduate Information, Ceremony Information (current step), Phonetic Pronunciation, Record Your Name, Share Your Graduation Details with Friends and Family, and Time to turn your tassell. Below the menu is a note: 'Verify your info and continue.'

Ceremony Information

Will you be participating in the 2025 Commencement Ceremony? *

Attending Commencement does not mean you have graduated from the University.

Yes
 No

Do you wish to have your name listed in the digital and printed Commencement program? *

Yes

Do you or your guest(s) require special accessibility accommodations? *

Yes

If yes, what type of accessibility accommodation is required? *

0/150

Is the accommodation listed above for you and/or your guest(s)? *

7. At the bottom of the screen, enter the email address you would like all guest information over ceremony rules and etiquette sent to. When this is complete, select Continue.

The screenshot shows the 'Ceremony Information' form. On the left, a progress bar indicates 'STEP 2 OF 6' with a 34% completion rate. A vertical list of steps includes 'Graduate Information', 'Ceremony Information' (current), 'Phonetic Pronunciation', 'Record Your Name', 'Share Your Graduation Details with Friends and Family', and 'Time to turn your tassell!'. The main form area contains the following questions and inputs:

- Will you be participating in the 2025 Commencement Ceremony? *
Attending Commencement does not mean you have graduated from the University.
 Yes
 No
- Do you wish to have your name listed in the digital and printed Commencement program? *
Yes (selected in dropdown)
- Do you or your guest(s) require special accessibility accommodations? *
No (selected in dropdown)
- Please provide one email contact for guest information to be sent to. *
[Redacted email address]

Buttons for 'Back' and 'Continue' are located at the bottom right.

8. You should see the Phonetic Pronunciation of your name on this page. If you believe something needs to change in the phonetics, you can select the text box and edit the contents.

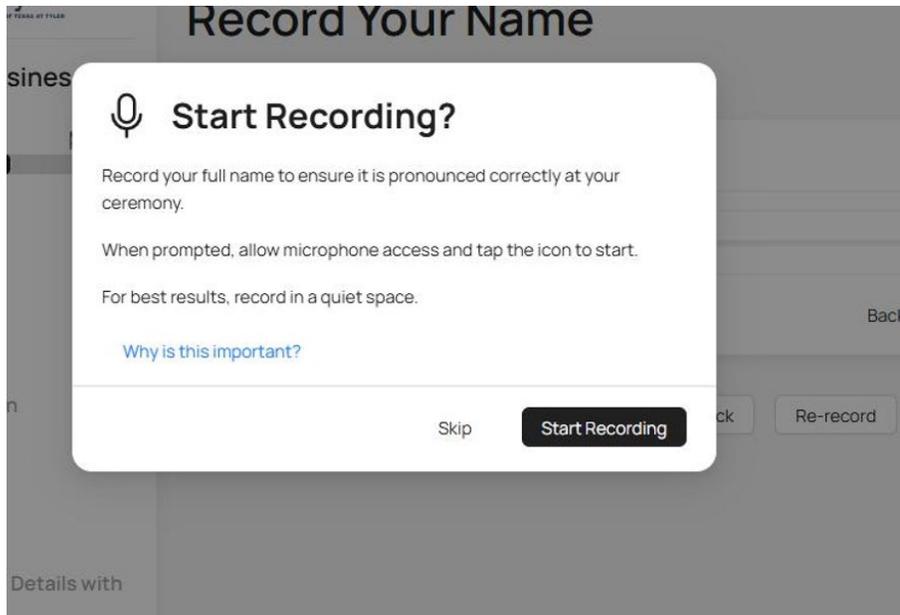
The section textbox on screen is to note a specific dialect for your name pronunciation. This will help the name reader correctly call your name during the ceremony. Select Continue at the bottom of the screen.

The screenshot shows the 'Phonetic Pronunciation' form. On the left, the progress bar indicates 'STEP 3 OF 6' with a 50% completion rate. The vertical list of steps includes 'Graduate Information', 'Ceremony Information', 'Phonetic Pronunciation' (current), 'Record Your Name', 'Share Your Graduation Details with Friends and Family', and 'Time to turn your tassell!'. The main form area contains the following questions and inputs:

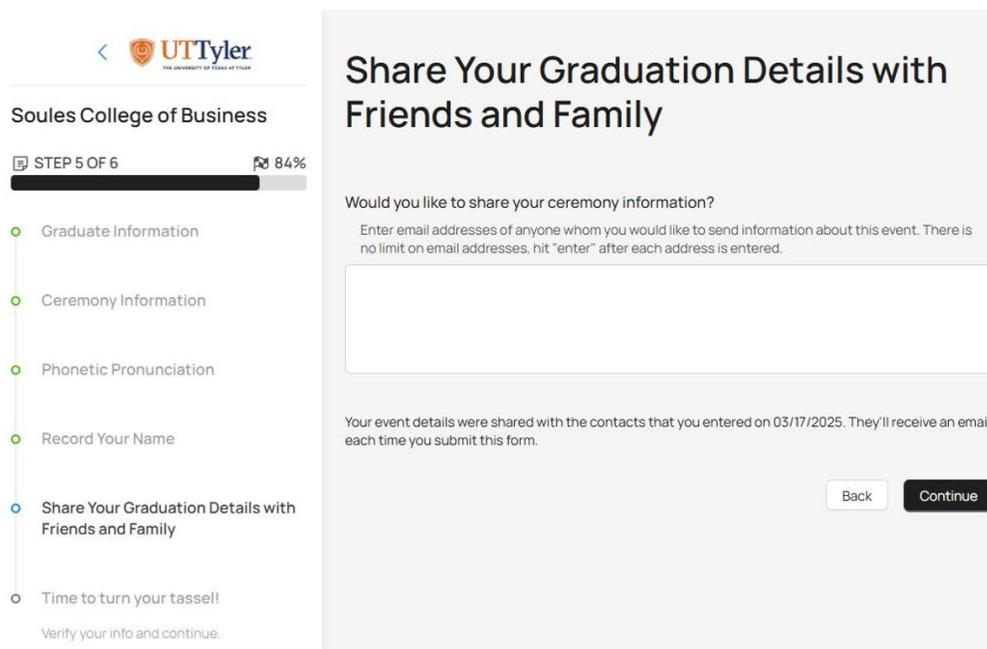
- How do you pronounce your name? *
For example:
• Raul Gonzalez: rah-OOL-gon-SAH-les
• Ngoc Nguyen: nahk-nuh-WEN
• Andrea Weinstein: Ah-DRE-up Wine-Steen
TRAA-vihd (selected in text box)
- Do you have a specific dialect for the pronunciation of your name?
i.e. Spanish
[Empty text box]

Buttons for 'Back' and 'Continue' are located at the bottom right.

9. You will see a Recording option pop-up on screen. Here you have the option to record your name for the reader to listen to during their pre-ceremony practice. If you would like to record your name, select Start Recording and follow the on-screen steps. You also have the option to select Skip to move to the next steps without a recording.



10. Now you have the option to add in family and friends email accounts. These accounts will receive information about the ceremony dates, times, and rules/etiquette of the event. You can enter as many emails in this textbox as you desire. Select Continue when you are ready to move on.



11. You are now at the review stage. You can scroll through this final page of information and make sure no additional changes need to be updated.



Soules College of Business

STEP 6 OF 6 100%

- Graduate Information
- Ceremony Information
- Phonetic Pronunciation
- Record Your Name
- Share Your Graduation Details with Friends and Family
- Time to turn your tassel!**
Verify your info and continue.

Time to turn your tassel!

Verify your info and continue.

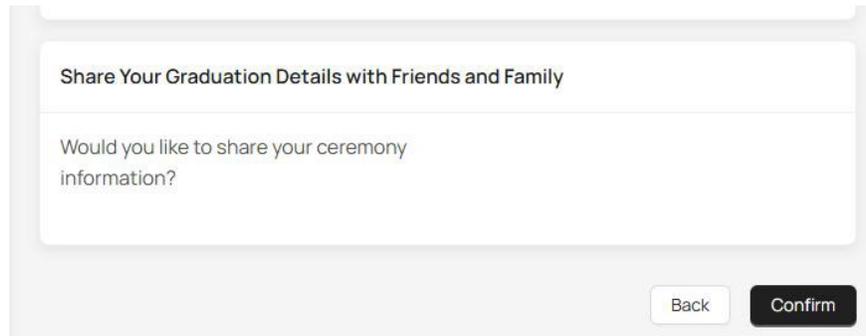
Graduate Information

Displayed Name on File	Preferred Displayed Full Name
Travis [REDACTED]	Travis [REDACTED]
College/School	Degree
Soules College of Business	Master of Science
Major	Undergraduate Latin Honors
Cyber Security and Data Analytics	
Patriots Email	Alternative Email Address
[REDACTED]@uttyler.edu	[REDACTED]@patriots.uttyler.edu
Mobile Phone Number:	
903 [REDACTED]	

Ceremony Information

Will you be participating in the 2025 Commencement Ceremony?	Do you wish to have your name listed in the digital and printed Commencement program?
Yes	Yes
Do you or your guest(s) require special accessibility accommodations?	Please provide one email contact for guest information to be sent to.
No	[REDACTED]

12. Once all information is correct, Select Confirm at the bottom of the page.

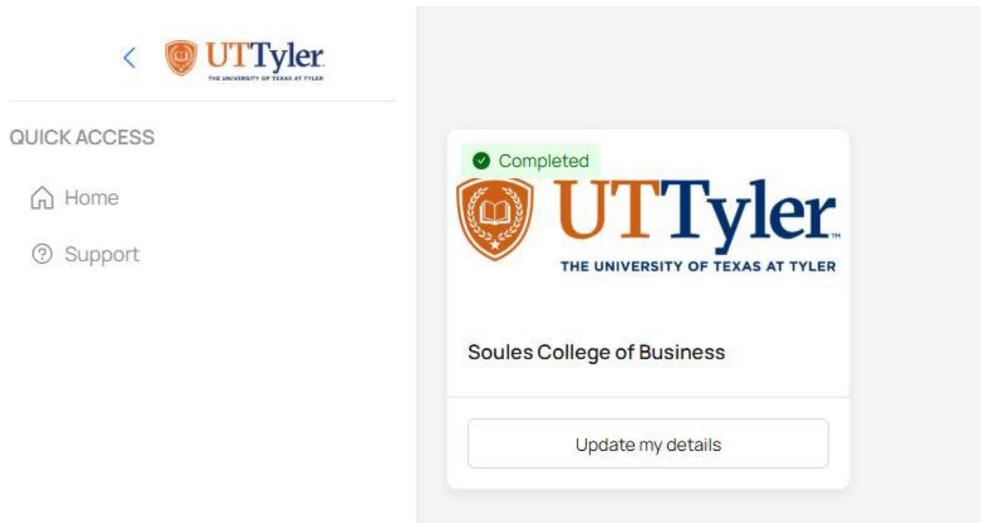


Share Your Graduation Details with Friends and Family

Would you like to share your ceremony information?

Back Confirm

13. You should be routed back to the main page where you can now see the ceremony information again and the registration notation will display Complete. You may exit Tassel at this time. Remember to check your email often for follow up steps and claiming tickets.



<  UT Tyler
THE UNIVERSITY OF TEXAS AT TYLER

QUICK ACCESS

-  Home
-  Support

Completed

 UT Tyler
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Soules College of Business

Update my details