



# GRADUATION CHECKLIST

When	What
<input type="checkbox"/> February 21	Review PAR with advisor for academic concerns
<input type="checkbox"/> March 1	Apply for graduation (non-refundable \$75 fee) AFTER this date LATE FEE will be added
<input type="checkbox"/> March 2 - May 3	Submit LATE graduation application (\$75 + \$40 late fee) Total \$115 (non-refundable)
<input type="checkbox"/> March 3	Commencement registration OPENS on Tassel (formerly known as MarchingOrder)
<input type="checkbox"/> April 12	Commencement registration CLOSES on Tassel (formerly known as MarchingOrder)
<input type="checkbox"/> April 30	Verify diploma name & diploma mailing address at <i>myUTTyler</i> Reset Patriot Email Password
<input type="checkbox"/> May 3	Conferral date (excluding Ben and Maytee Fisch College of Pharmacy)
<input type="checkbox"/> May 9	Conferral date (Ben and Maytee Fisch College of Pharmacy)
<input type="checkbox"/> May 7	Degree conferral processing starts (allow 30 days)
<input type="checkbox"/> May 17	Graduation application withdrawal, if applicable
<input type="checkbox"/> June 2 at 4 PM	Deadline to: Submit external transcript to <a href="mailto:processing@uttyler.edu">processing@uttyler.edu</a> Resolve incomplete/in-progress grades Clear account holds (financial holds)
<input type="checkbox"/> June - July	Check Patriot email for diploma status and set up your Parchment Portal
<input type="checkbox"/> July - September	Monitor diploma status via Parchment

For any questions, please contact us at:  
**[graduation@uttyler.edu](mailto:graduation@uttyler.edu)**

To visit the commencement website,  
please scan the QR code or visit:  
**[uttyler.edu/commencement](http://uttyler.edu/commencement)**





# COMMENCEMENT CHECKLIST

What	When	Where
<input type="checkbox"/> Order doctoral regalia (purchase)	January 10 - March 20	UT Tyler Campus Store
<input type="checkbox"/> Order doctoral regalia (rental)	January 10 - April 14	UT Tyler Campus Store
<input type="checkbox"/> Order master & undergraduate regalia (online)	January 16 - April 7	Online
<input type="checkbox"/> Order master & undergraduate regalia	January 16 - May 3	In person at UT Tyler Campus Store
<input type="checkbox"/> Deadline to complete commencement registration, ceremony display & program name	April 12	Tassel (formerly Marching Order)
<input type="checkbox"/> Reserve tickets — Round 1	10 AM, April 2 - 11:59 PM, April 14	Tassel (formerly Marching Order)
<input type="checkbox"/> Reserve tickets — Round 2	10 AM, April 16 - 11:59 PM, April 23	Tassel (formerly Marching Order)
<input type="checkbox"/> Reserve tickets — Round 3	10 AM, April 25 - 2 PM, May 3	Tassel (formerly Marching Order)
<input type="checkbox"/> Attend commencement rehearsal (optional)	9 AM or 1 PM, April 29	R. Don Cowan Fine and Performing Arts Center
<input type="checkbox"/> Attend Spring 2025 commencement ceremonies	May 2 & 3	R. Don Cowan Fine and Performing Arts Center

## COMMENCEMENT CEREMONY — R. DON COWAN FINE AND PERFORMING ARTS CENTER

### Friday, May 2

**9 AM** – School of Nursing  
**1 PM** – College of Engineering & School of Health Professions  
**5 PM** – College of Education and Psychology & Ben and Maytee Fisch College of Pharmacy

### Saturday, May 3

**9 AM** – College of Arts and Sciences & School of Medicine  
**1 PM** – Soules College of Business

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