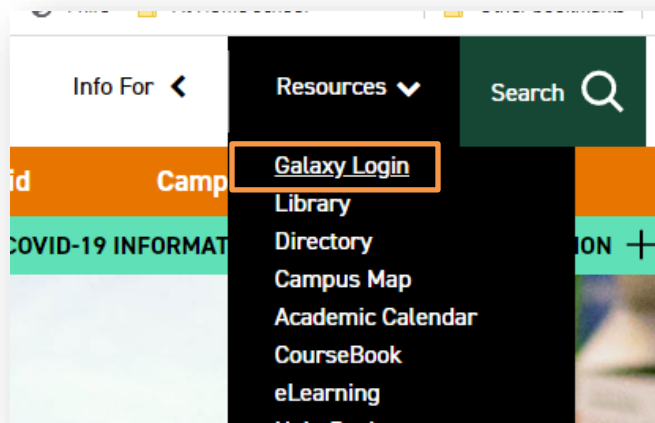


Step-by-Step Instructions on How to Apply for Graduation

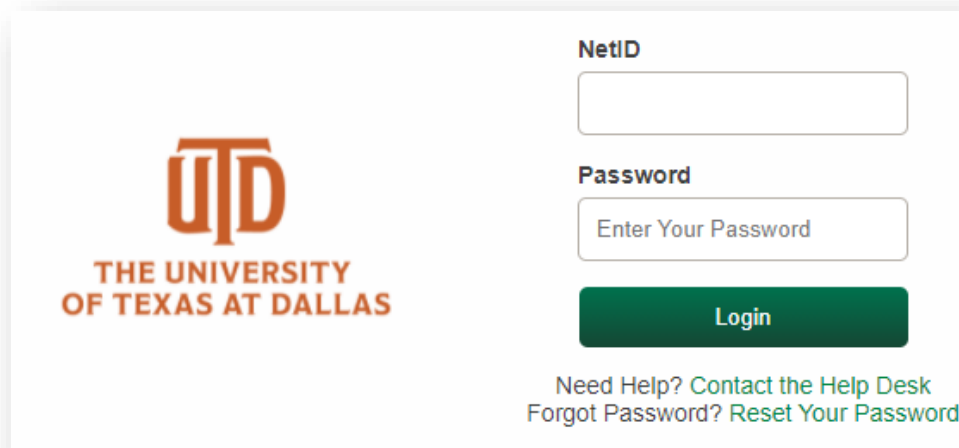
Important Reminders:

- If you are an undergraduate student pursuing a double major, you will only need to submit one application.
- If you are pursuing double degrees, you will need to submit applications for both degrees separately.

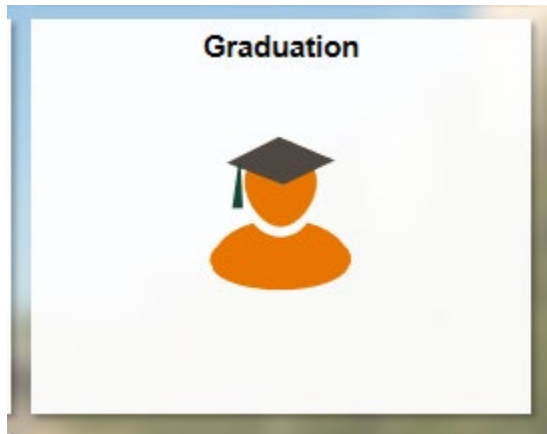
1. Go to utdallas.edu and select the Galaxy Login link under the resources drop down on the home screen.



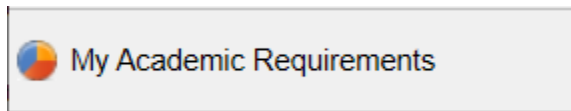
2. On the next page, select the “Orion” link and login using your NetID and password.
 - If you don’t know your NetID and password, please contact the computer help desk under the help section of the login screen.


 A screenshot of the UT Dallas login page. On the left is the UT Dallas logo. On the right, there are two input fields: 'NetID' and 'Password'. Below the 'Password' field is a green 'Login' button. At the bottom, there are links for 'Need Help? Contact the Help Desk' and 'Forgot Password? Reset Your Password'.

3. Within your Student Center select the 'Graduation' tile.



4. If you would like to review your degree audit before you apply for graduation, select the 'My Academic Requirements' tab in the left navigation.



5. Once you are ready to apply, select the 'Apply for Graduation' link in your left navigation.

Student Center
Graduation

Apply for Graduation
View Graduation Status
My Academic Requirements
Graduation Embassy Letter
Degree Verification Letter

Renu Karthikeyan
Search Plan Enroll My Academics
Apply for Graduation
Submit an Application for Graduation
Return to Student Center
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: Undergraduate
University of Texas at Dallas | Undergraduate
Degree: Bachelor of Science
Major: Finance
Apply for Graduation
Go to top

6. You will see the 'Apply for Graduation' link as in the screenshot below. Before selecting it, double check that the degree and major(s) listed are correct.
 - If you do not see the 'Apply for Graduation' link as seen in the screenshot below, you will need to contact your academic advisor. Please make sure to wait at least an hour after your advisor made you eligible to apply for graduation.

Apply for Graduation

Submit an Application for Graduation

[Return to Student Center](#)

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: Undergraduate	
University of Texas at Dallas Undergraduate	
Degree: Bachelor of Science Major: Finance	Apply for Graduation

[Go to top](#)

7. Select the term you will be applying to receive your degree and [read the Graduation Instructions](#) before selecting 'Continue'.
 - Terms to apply go live the same day as registration for the term. Please check the academic calendar.

Apply for Graduation

Select Graduation Term

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: Undergraduate

University of Texas at Dallas | Undergraduate

Degree: Bachelor of Science
Major: Finance

Expected Graduation Term
2019 Fall

Graduation Instructions

You have been made eligible to apply for graduation by your advisor. When applying for graduation, please keep the following in mind:

1. Contact your academic advisor if you make any changes to your current registration.
2. Review your degree audit by following the steps below and contact your advisor if you have any concerns.
 - Login to Galaxy
 - Under Orion Self-Service, select Orion Student Center.
 - In the drop-down box under Academics, select Academic Requirements.
3. For degree seeking students, you will be asked to select your intent to participate for the Commencement ceremonies. You will be able to update your commencement intent through Orion self-service up to the commencement RSVP update deadline listed in the academic calendar.
4. Double Degree Students: You must apply for graduation separately for both degrees and will only be able to participate in Commencement with one degree, if applying in the same semester.
5. Double Major Students: Please make sure both your majors are listed when you apply for graduation. You will only be able to participate in Commencement under your primary major.
6. Please check the graduation website for more information including a graduation and commencement checklist.

Congratulations and we wish you the best this semester!

Make sure you read the Graduation Instructions!

Select Different Program

Continue

8. On the next page, carefully read the agreements and select the 'Select to acknowledge that you have read and understand these policies' box.
 - You will not be able to proceed with your application if you do not select this box.

- Please note that these fees will only apply if you are in the situations listed in the acknowledgement.

In order to continue with your graduation application, you must agree to the agreements outlined below. Please carefully read through them before you accept the agreement.

1. In Absentia Fee

- Applying to graduate in absentia allows a candidate to apply to graduate without formally enrolling in courses for that semester at The University of Texas at Dallas.
- The \$100 non-transferrable/non-refundable In Absentia fee will not be applied if you are enrolled in graded courses during your final semester.

2. Late Graduation Application Fee

- The fee will not be applied if you apply by the deadline listed in the Academic Calendar.
- You will only be allowed to apply after the graduation application deadline if you agree to pay the \$100 non-transferrable/non-refundable late fee.

☒ Select to acknowledge that you have read and understand these policies.

[Continue to complete your application](#)

9. On the next page, select your intent to participate in Commencement and select 'Continue to complete your application'.
- Please note:
 - You will only be able to participate in the Commencement ceremony option you see on this screen.
 - If you already participated in Commencement for the degree you are applying for, you will not be prompted to RSVP.

Degree: Master of Science Major: Accounting

Please select your Spring 2016 Commencement RSVP:

☒ I will attend

☐ I will not attend

[Continue to complete your application](#)

10. Verify your graduation term, degree, and major(s) on the next page, and make sure to read the Graduation Instructions before you select 'Submit Application'.

[Apply for Graduation](#)


Verify Graduation Data


Program: Undergraduate
University of Texas at Dallas Undergraduate
Degree: Bachelor of Science Major: Finance Expected Graduation Term 2019 Fall
Graduation Instructions
<p>You have been made eligible to apply for graduation by your advisor. When applying for graduation, please keep the following in mind:</p> <ol style="list-style-type: none"> 1. Contact your academic advisor if you make any changes to your current registration. 2. Review your degree audit by following the steps below and contact your advisor if you have any concerns. <ul style="list-style-type: none"> - Login to Galaxy - Under Orion Self-Service, select Orion Student Center. - In the drop-down box under Academics, select Academic Requirements. 3. For degree seeking students, you will be asked to select your intent to participate for the Commencement ceremonies. You will be able to update your commencement intent through Orion self-service up to the commencement RSVP update deadline listed in the academic calendar. 4. Double Degree Students: You must apply for graduation separately for both degrees and will only be able to participate in Commencement with one degree, if applying in the same semester. 5. Double Major Students: Please make sure both your majors are listed when you apply for graduation. You will only be able to participate in Commencement under your primary major. 6. Please check the graduation website for more information including a graduation and commencement checklist. <p>Congratulations and we wish you the best this semester!</p>
<div> <div>Select Different Program</div> <div>Submit Application</div> </div> <div>Select Different Term</div>

11. You will be taken to the confirmation screen. If you do not see the confirmation screen, your application has not been submitted.

[Apply for Graduation](#)

Submit Confirmation

 You have successfully applied for graduation.

 [Go to top](#)

12. Select the 'Student Center' link in the top left hand of your screen.



13. Select the 'Profile' tile

- Verify your **PRIMARY** name, as that will be the name that will be printed on your diploma and all Commencement publications.
 - You will not be able to update your name on this screen. If you need to change the name on your diploma, you need to follow our [Official Name Change Procedure](#) by the deadline listed on the Academic Calendar.

Important Information:

- In your Student Center, under the profile tile, verify:
 - Verify your **PRIMARY** name, as that will be the name that will be printed on your diploma and all Commencement publications.
 - You will not be able to update your name on this screen. If you need to change the name on your diploma, you need to follow our [Official Name Change Procedure](#) by the deadline listed on the Academic Calendar.
 - Double check your **FERPA Confidentiality** information.
 - In order to print your name in any graduation or commencement publications you will need to update your restriction to either '[Partial Restriction](#)' or '[No Restriction](#)' by the deadline listed on the [Graduation Website](#) under the applicable semester.

You have successfully applied for graduation. Please make sure to review the checklists for a successful graduation semester!

- [Bachelor's Candidates Information](#)
- [Master's and PhD Candidate Information](#)
- [Commencement Checklist](#)