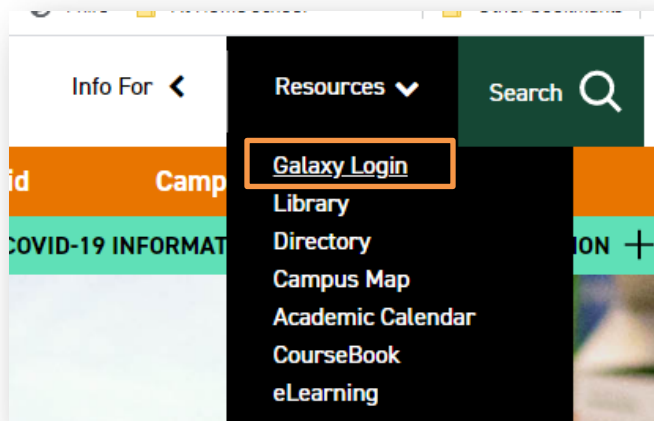**Important Reminders:**

> ➤ 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 link under the Resources drop down box in the top right hand corner of the UT Dallas home.


2. Select the Orion link in the next Galaxy page to login using your netid and password.
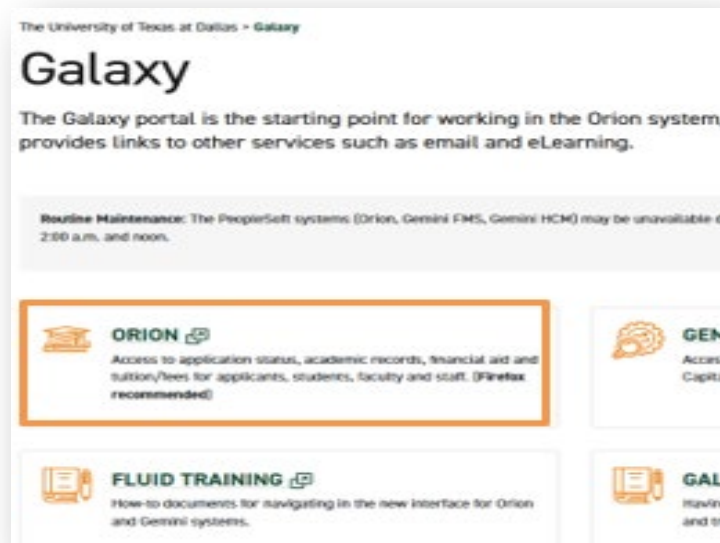
3. Login to galaxy with your NetId and password.
   o If you don't know your NetID and password or aren't able to login, please contact the Help Desk using the link on the sign in page.
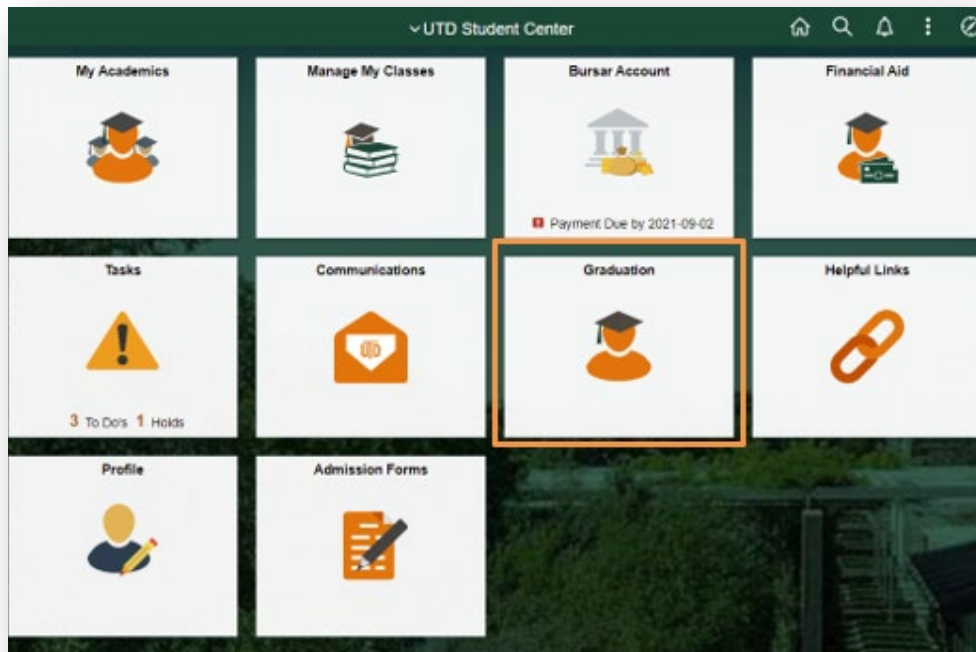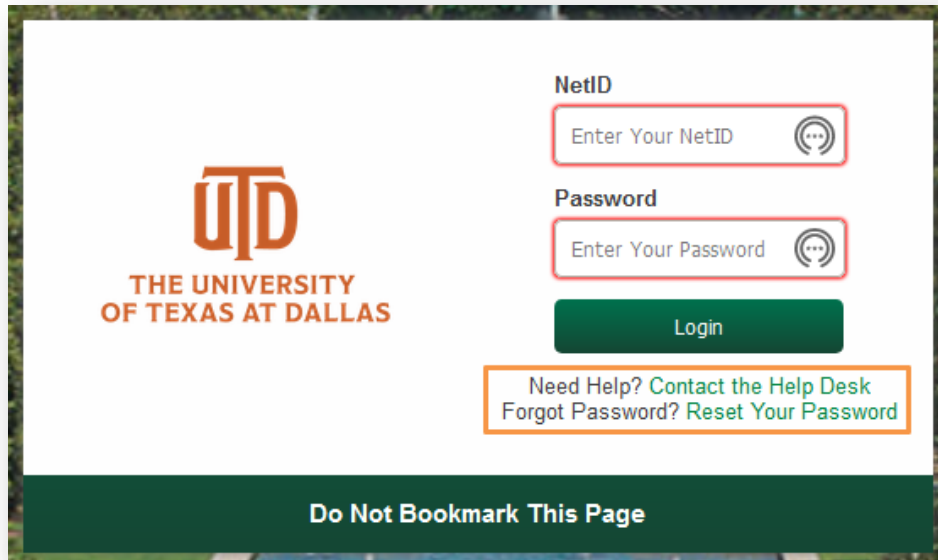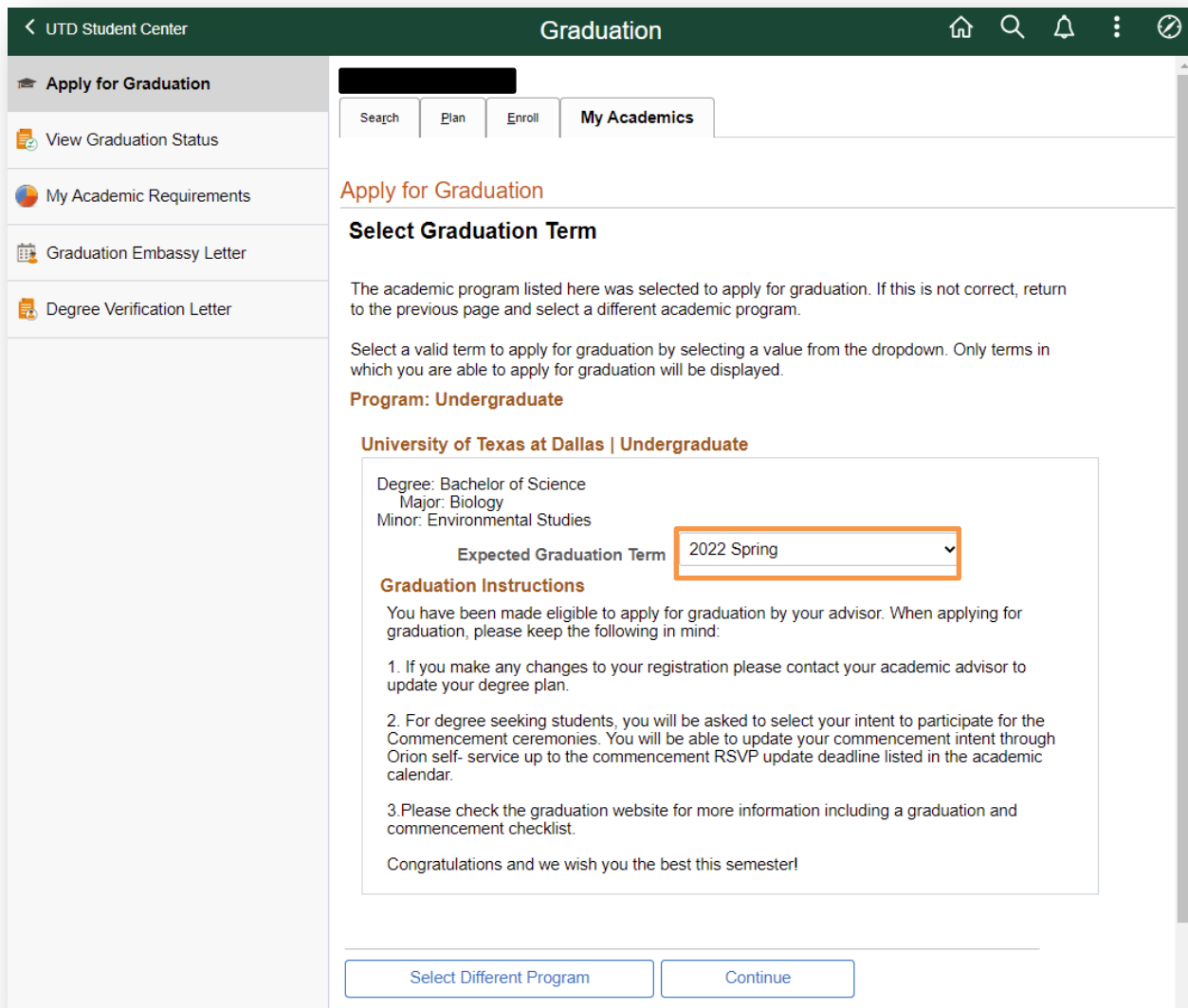
5. If you would like to review your degree audit before you apply for graduation, select the 'My Academic Requirements' tab in the left navigation.
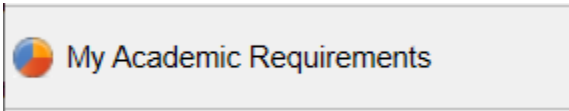
6. Once you are ready to apply, select the 'Apply for Graduation' link in your left navigation.
   o If you have been made eligible to apply for graduation, you will see the 'Apply for Graduation' link as in the screenshot below. Before selecting it, double check that the degree and major(s) listed is correct.
     ▪ If this degree information is incorrect, contact your advisor ASAP
   o If you do not see the 'Apply for Graduation' link as seen in the screenshot above, you will need to contact your academic advisor to run your degree audit and make you eligible to apply.
     ▪ Please wait at least an hour after your advisor made you eligible before attempting to apply for graduation again.
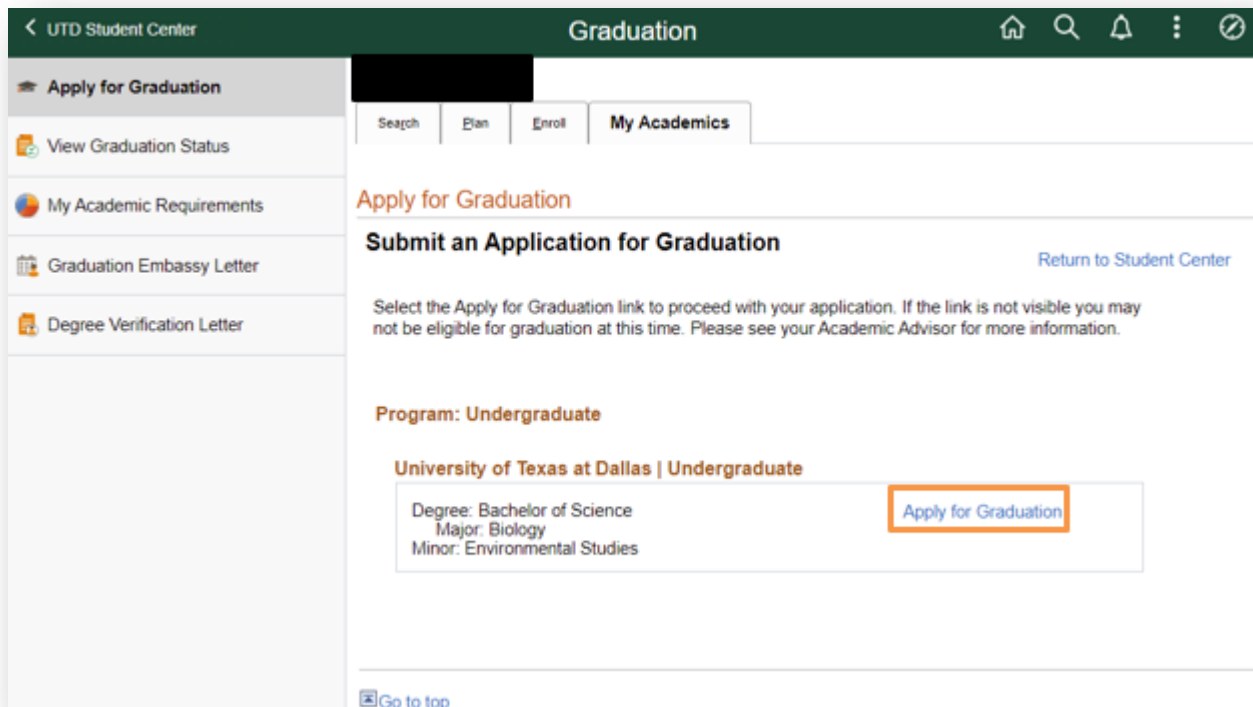
7. After you have verified your degree and major(s) select the "Apply for Graduation link" as seen in the above screenshot.
8. Select the term you will be applying to receive your degree in on the 'Expected Graduation Term' drop down box
   - Once the term is selected, read the Graduation Instructions before selecting 'Continue'.
   - Terms to apply go live the same day as registration for the term. Please check the academic calendar for these dates.

9. On the next page, carefully read the In Absentia and Late Graduation Application Fee agreements and select the "Select to acknowledge that you have read and understand these policies" check box.
   o This is a mandatory step, and you will not be able to proceed with your application if you do not select this box.
   o Please note that these fees will only apply if you are in the situations listed in the acknowledgement.
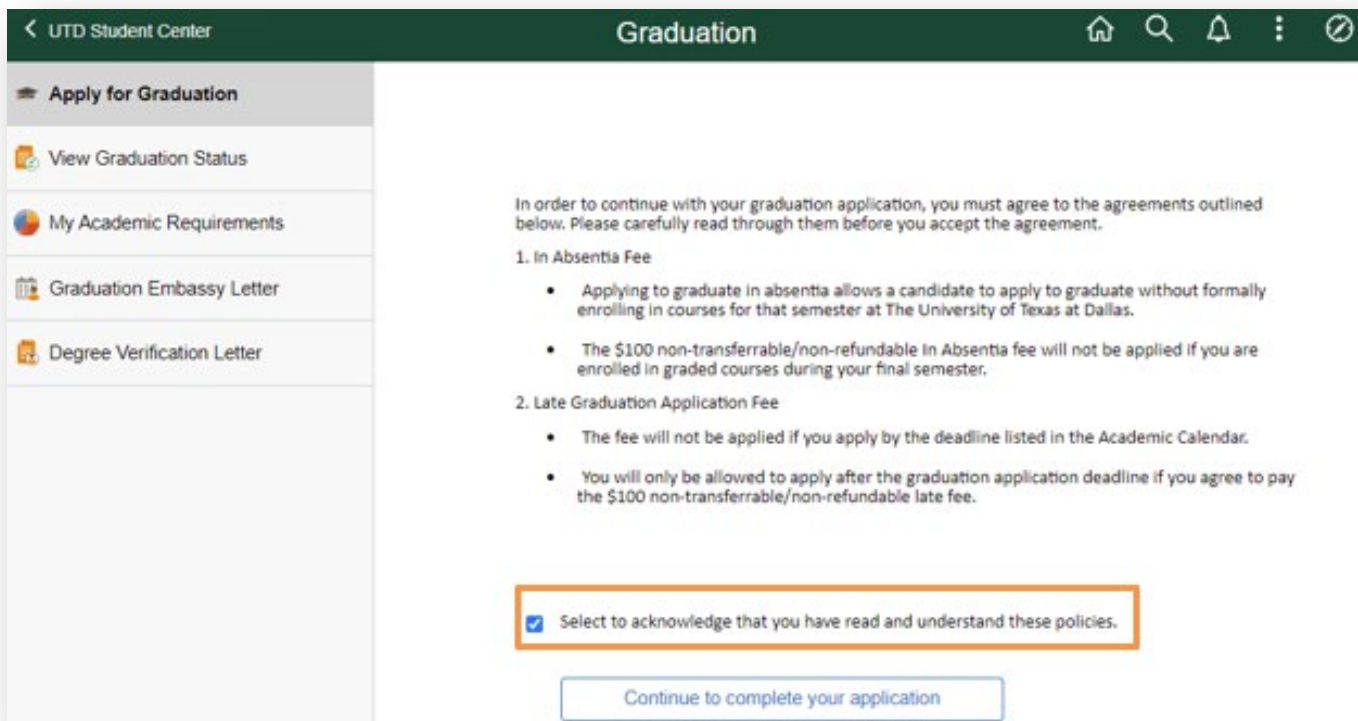
10. On the next page, select your intent to participate in the University Commencement Ceremony and your School-Based Commencement Ceremony and select 'Continue to complete your application'.
    o Please note:
        ▪ Students can only participate in one set of commencement ceremonies per degree program. If you already participated in Commencement for the degree you are applying graduate with, you will not be prompted to RSVP to participate again.

Degree: Bachelor of Science   Major: Cognitive Science

The University of Texas at Dallas holds one University Commencement for all graduates and then there are School-Based Commencement Ceremonies where you will cross the stage. Please indicate below which ceremony you will be participating with.

Keep the following in mind:

- **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. Both degrees will be listed in the program and will be displayed on the screen behind the stage when you cross the stage.

- **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. Both majors will be listed in the program and will be displayed on the screen behind the stage when you cross the stage.

- **Guest tickets, Gradpass, name Pronounciation:** On April 1 your will get an email when it is ready for you to claim guest tickets, collect your GradPass and record your name pronounciation. Additional tickets will be released on May 1, if there are any available.

Make sure to visit the **graduation website** frequently for updated information.

Will you be participating in the University Commencement Ceremony?
- ⦿ I will attend
- ◯ I will not attend

Will you be participating in your School-Based Commencement Ceremony?
- ⦿ I will attend
- ◯ I will not attend

      [Continue to complete your application]

11. On the next page, verify your graduation term, degree, and major(s).
    o Make sure to read the Graduation Instructions before you select 'Submit Application'.

12. Once you've verified all information is correct, select 'Submit Application'.

Apply for Graduation

Verify Graduation Data

Program: Undergraduate

University of Texas at Dallas | Undergraduate

Degree: Bachelor of Science
Major: Cognitive Science

Expected Graduation Term   2022 Spring

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. If you make any changes to your registration please contact your academic advisor to update your degree plan.

2. 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.

3.Please check the graduation website for more information including a graduation and commencement checklist.

Congratulations and we wish you the best this semester!

Select Different Program	Submit Application
Select Different Term	

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

| Search | Plan | Enroll | **My Academics** |

Apply for Graduation

Submit Confirmation

✔ You have successfully applied for graduation.

⬆Go to top

14. Select the Apply for Graduation option on the left side page again. If your application was properly submitted, you should now see a "View Graduation Status" link instead of the Apply for Graduation link that was available before.

15. Select the new "View Graduation Status" link. From this page, you can see your degree/major, your application status, the term you've applied to graduate in, personal information, and your commencement status.
    o Select the "Update Commencement RSVP" link to make changes to your RSVP before the deadline listed for the semester on the Graduation website.
    o If your personal information is incorrect, please see below for further instruction on how to correct it.
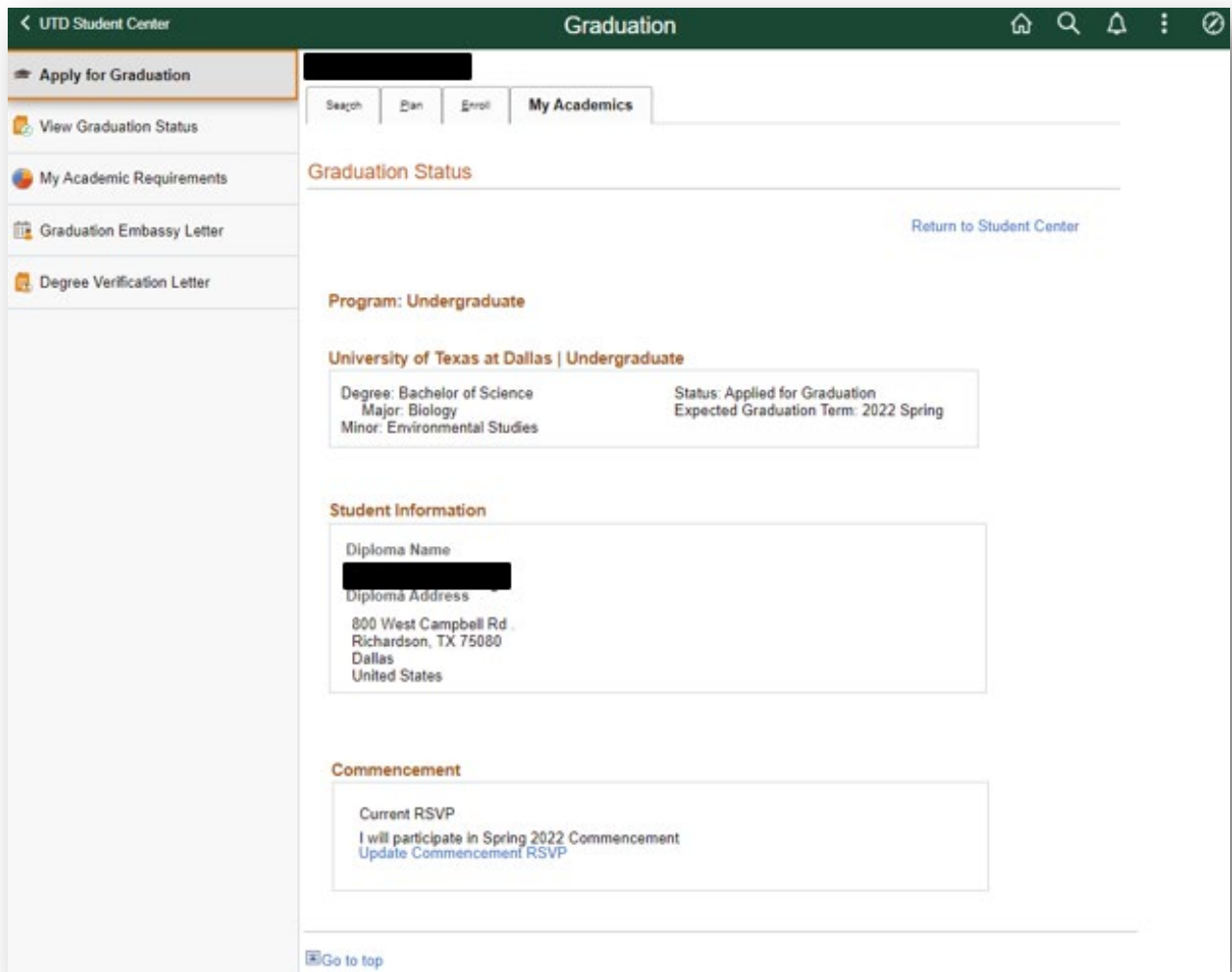
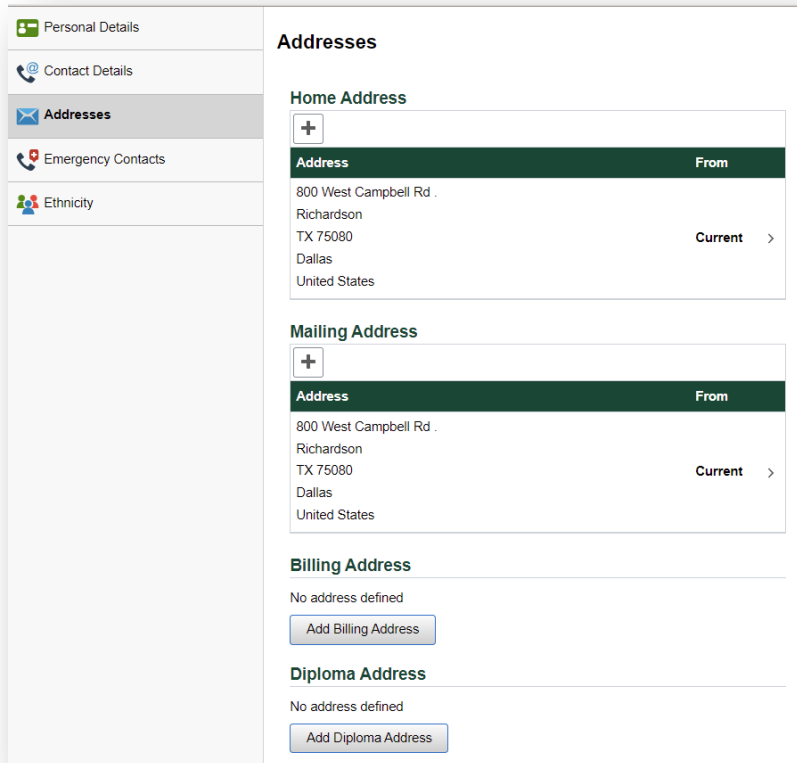16. Select the Home button in the top right corner of the page to go back to your UTD Student Center and then select the Profile tile.
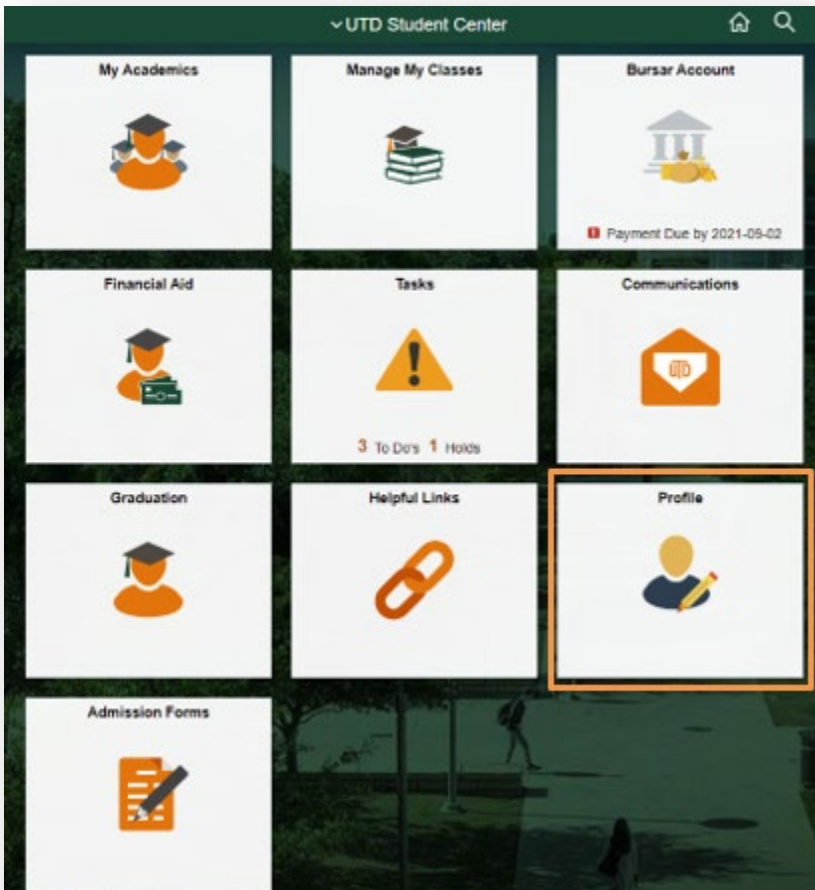
17. You should be directed to the Personal Details page. Once there, Review your Primary Name
    o The Primary name, exactly as it is listed, is used for all Commencement Publications and the name listed on your diploma.
    o If there are any punctuation errors, capitalization errors, or misspellings, and you need to make any changes to your primary name, please follow the official Name Change Request procedures listed on the Registrar's website.
    o If you would like to use the preferred name we have on your record, email graduation@utdallas.edu by the deadline under Graduation/Commencement on the Academic Calendar.
    o If you need to add a preferred name, email records@utdallas.edu.
    o If you need a special character added to your name, please email graduation@utdallas.edu for assistance by the name change deadline.

18. Select the Addresses option from the left side menu to review and/or update your Address in Orion by the deadline listed on the graduation page. Diplomas will be mailed to the "Diploma" address on file. If no diploma address exists, diplomas will be mailed to the "Home" address on file at the time of the diploma order.
    o If you need to update an existing address, select the address in that field, not the + button.

19. For your name to be printed in any graduation or commencement publications, you will need to double check your FERPA/Confidentiality status.
    o Open the "FERPA – Request for Confidentiality" instructions on the Registrar's website.
    o Select the Home button to go back to your UTD Student Center and select the "My Academics" tile
    o Under Academics, select "FERPA Confidentiality".
    o To have your name included in any graduation or commencement publications, you will need to ensure your FERPA restrictions are set to either "Partial Restriction" or "No Restriction" by the deadline listed on the Graduation Website under the applicable semester.

FERPA - Student Educational Records Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 to protect the privacy of student education records. The law applies to those institutions that regularly receive federal funding from the Department of Education and is enforced by the Family Policy Compliance Office of the U.S. Department of Education.

FERPA allows students to restrict or limit the release of "directory information." Directory information is information in the student record not generally considered harmful or an invasion of privacy if disclosed.

At The University of Texas at Dallas, directory information includes:

- Name
- Local and permanent postal address
- Email address
- Telephone number
- Place of birth
- Field of study

- Degrees awarded
- Certificate and awards(including scholarships) received
- Photograph
- Participation in officially recognized activities and sports
- Weight and freight of members of athletic teams
- Most recent previous educational agency or institution attended

Your current setting is: No Restriction

Please make a choice below and click Save to make a change

○ **Full Restriction**

Directory information will not appear in the Student Directory, in printed or electronic format, or any other publication, nor will it be released to a third-party without your written consent.

○ **Partial Restriction**

Directory information will not appear in the Student Directory, in printed or electronic format, nor will it be released to a third-party without your written consent. However, your name will appear in other University publications (graduation brochures or lists, honor roll, etc.)

⦿ **No Restriction**

Directory information, as defined by UTDSP5010 (https://policy.utdallas.edu/utdsp5010), may be released.
Disclaimer

Directory information may appear in public documents and may otherwise be disclosed under the Directory Exception unless the student submits the restriction request by Census Day of each semester. A list of exceptions to the FERPA signed consent requirement can be found at this website: http://policy.utdallas.edu/print/utdsp5010

Save

20. You have successfully applied for graduation. Please make sure to review the checklists for a successful graduation semester!
   o [Bachelor's Candidates Information](#)
   o [Master's and PhD Candidate Information](#)
   o [Commencement Checklist](#)