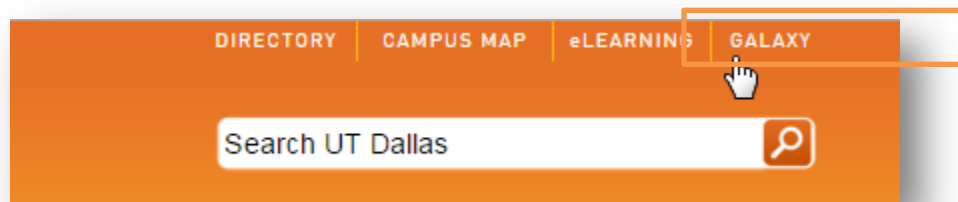


# **Step-by-Step Instructions on How to Apply for Graduation**

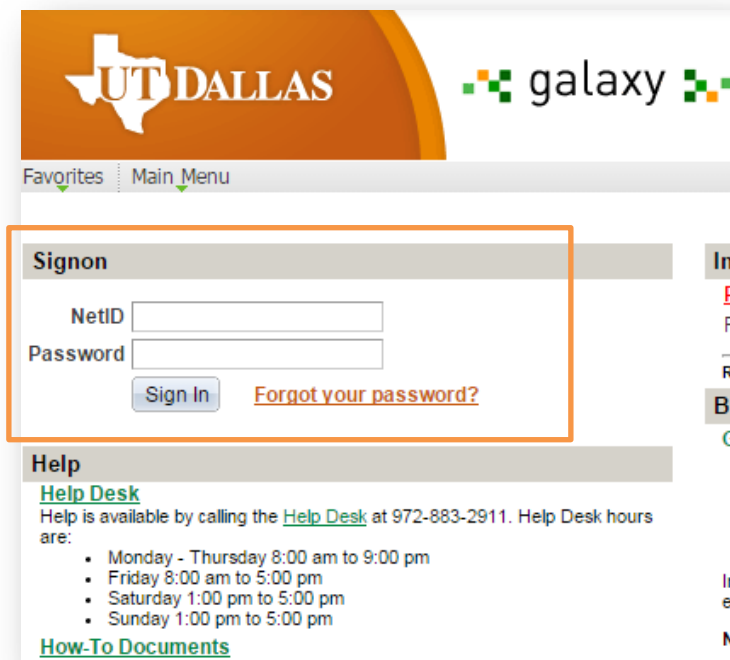
### Important Reminders:

- 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 link in the top right hand corner of the home screen.



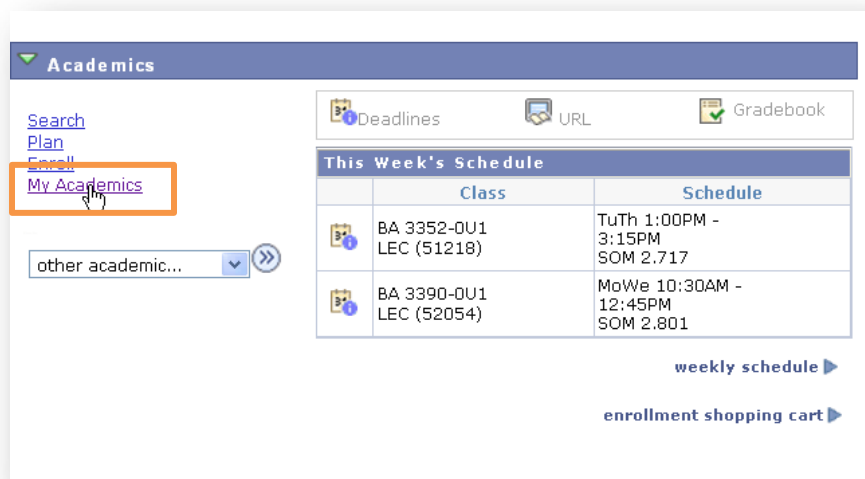
2. Login to galaxy using your netid and password.
  - If you don't know your NetID and password, please contact computer help desk under the help section of the login screen.



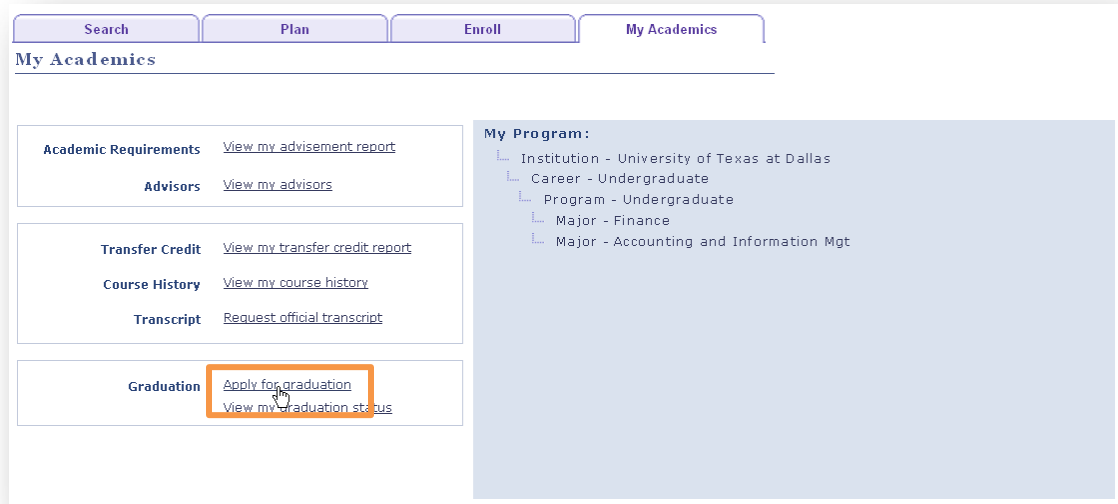
3. Select the 'Orion Student Center' link under Orion Self-Service.



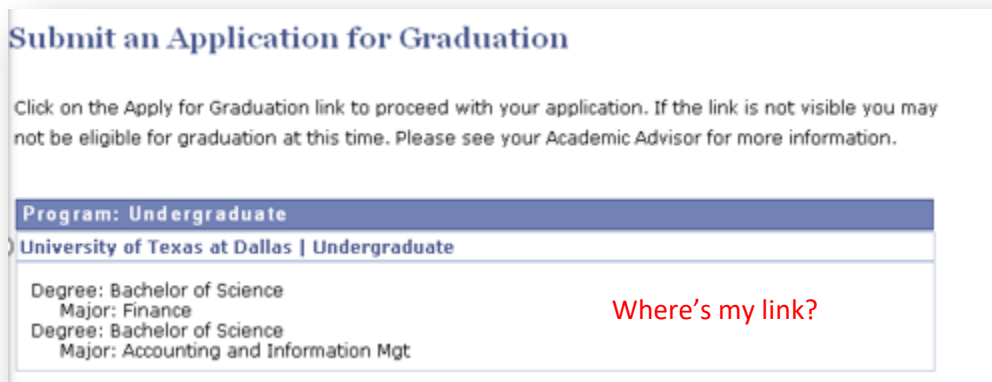
4. Within your Student Center select the link to 'My Academics'.



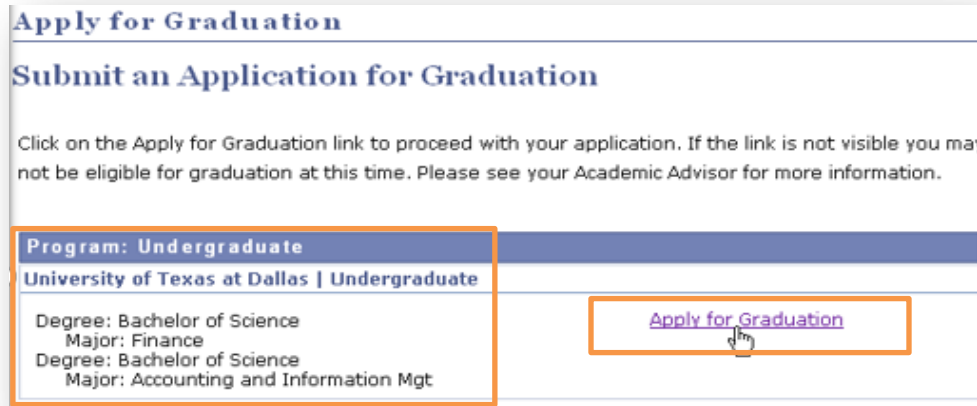
5. Under My Academics, select the 'Apply for Graduation' link.



6. If you do not see the 'Apply for Graduation' link as seen in the screenshot below, you will need to contact your academic advisor to run your degree audit and make you eligible to apply.
  - o Please wait at least an hour after your advisor made you eligible.



7. 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.



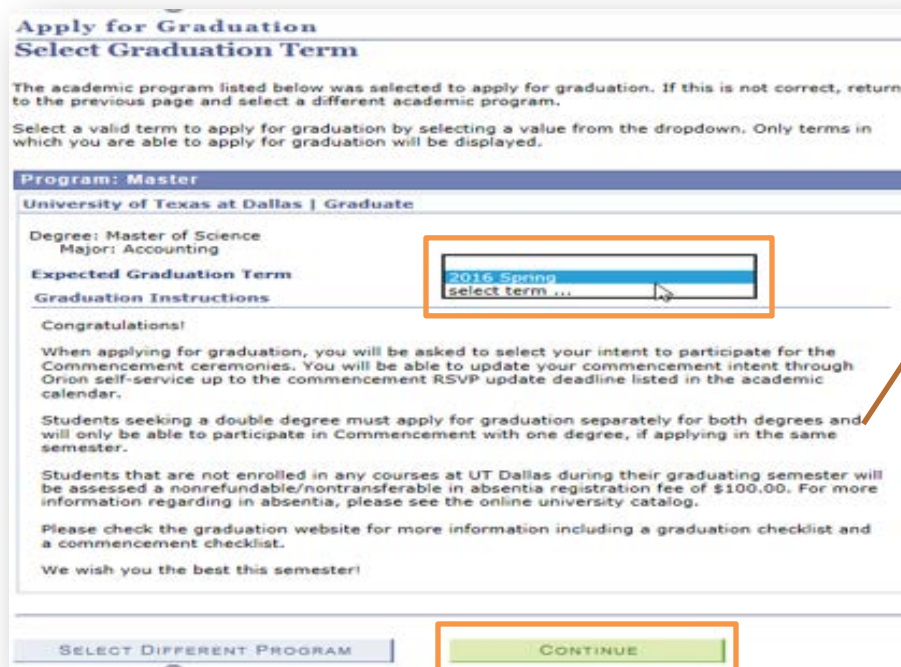
**Apply for Graduation**

**Submit an Application for Graduation**

Click on 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.

<b>Program: Undergraduate</b> <b>University of Texas at Dallas   Undergraduate</b> Degree: Bachelor of Science Major: Finance Degree: Bachelor of Science Major: Accounting and Information Mgt	<a href="#">Apply for Graduation</a>
--	--------------------------------------

8. Select the term you will be applying to receive your degree in and read the Graduation Instructions before selecting 'Continue'.
  - o 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 below 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.

<b>Program: Master</b> <b>University of Texas at Dallas   Graduate</b> Degree: Master of Science Major: Accounting <b>Expected Graduation Term</b> Graduation Instructions	2016 Spring select term ...
---	--------------------------------

**Congratulations!**

When applying for graduation, 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.

Students seeking a double degree 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.

Students that are not enrolled in any courses at UT Dallas during their graduating semester will be assessed a nonrefundable/nontransferable in absentia registration fee of \$100.00. For more information regarding in absentia, please see the online university catalog.

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

We wish you the best this semester!

[SELECT DIFFERENT PROGRAM](#)
[CONTINUE](#)

Make sure you read the Graduation Instructions!

9. 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](#)

10. 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 with, you will not be prompted to RSVP.

Degree: Master of Science Major: Accounting

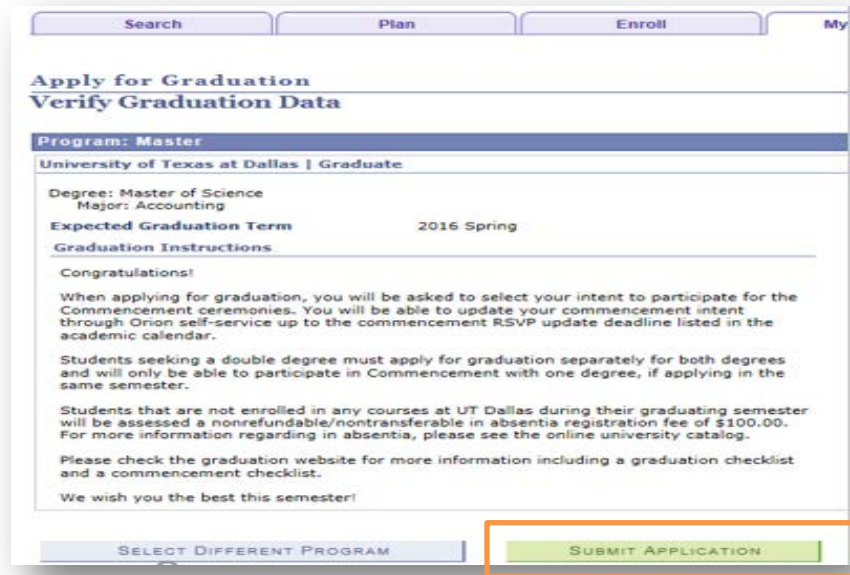
Please select your Spring 2016 Commencement RSVP:

☒ I will attend

☐ I will not attend

[Continue to complete your application](#)

11. 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'.

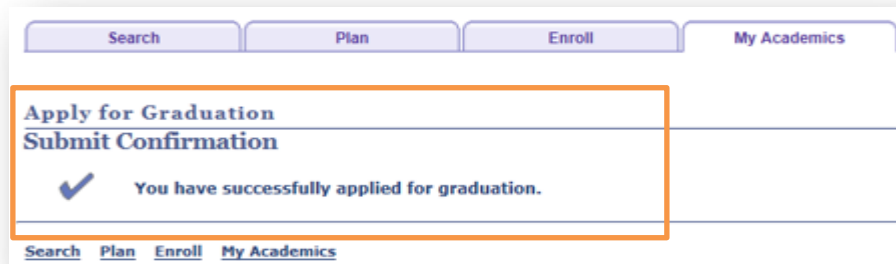


The screenshot shows the 'Apply for Graduation' page with the 'Verify Graduation Data' section. The page has a navigation bar with 'Search', 'Plan', 'Enroll', and 'My'. The main content area displays the following information:


- Program:** Master
- University of Texas at Dallas | Graduate**
- Degree:** Master of Science
- Major:** Accounting
- Expected Graduation Term:** 2016 Spring
- Graduation Instructions:**
  - Congratulations!
  - When applying for graduation, 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.
  - Students seeking a double degree 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.
  - Students that are not enrolled in any courses at UT Dallas during their graduating semester will be assessed a nonrefundable/nontransferable in absentia registration fee of \$100.00. For more information regarding in absentia, please see the online university catalog.
  - Please check the graduation website for more information including a graduation checklist and a commencement checklist.
  - We wish you the best this semester!

At the bottom of the page, there are two buttons: 'SELECT DIFFERENT PROGRAM' and 'SUBMIT APPLICATION'. The 'SUBMIT APPLICATION' button is highlighted with an orange box.

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

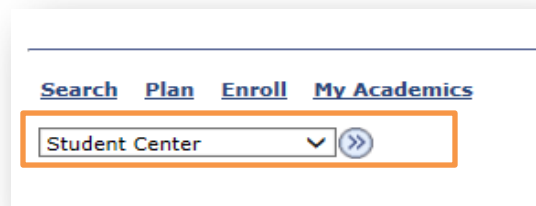


The screenshot shows the 'Submit Confirmation' screen. The page has a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics'. The main content area displays the following information:



- Apply for Graduation**
- Submit Confirmation**
-  **You have successfully applied for graduation.**

At the bottom of the page, there are four links: 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Submit Confirmation' section is highlighted with an orange box.

13. At the bottom of the confirmation screen, select 'Student Center' from the drop down menu and hit the double arrows.

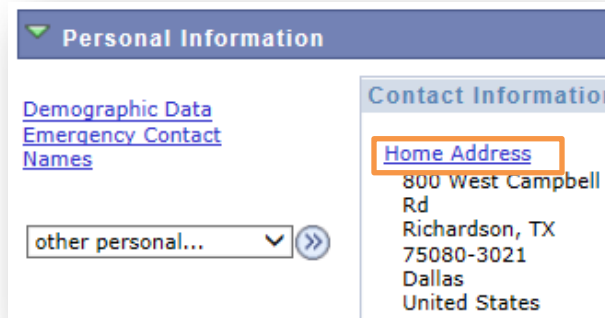


The screenshot shows the 'Student Center' dropdown menu. The page has a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics'. The main content area displays the following information:

- Search** **Plan** **Enroll** **My Academics**
- Student Center**  

The dropdown menu is highlighted with an orange box.

14. Under 'Personal Information' you will need to verify/update your home address by selecting the 'Home Address' link.



**Personal Information**

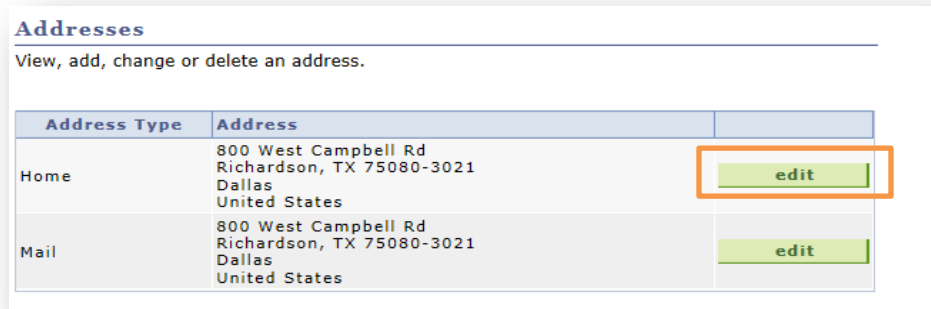
[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)

other personal... ▾ »

**Contact Information**

[Home Address](#)  
 800 West Campbell  
 Rd  
 Richardson, TX  
 75080-3021  
 Dallas  
 United States

15. On the next screen, verify your 'HOME' address is correct.
- If you need to update your Home address where your diploma will be mailed after your degree is conferred, select the edit button.

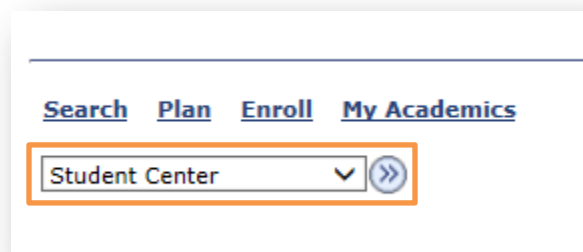


**Addresses**

View, add, change or delete an address.

Address Type	Address	
Home	800 West Campbell Rd Richardson, TX 75080-3021 Dallas United States	<a href="#">edit</a>
Mail	800 West Campbell Rd Richardson, TX 75080-3021 Dallas United States	<a href="#">edit</a>

16. Select Save and then 'Student Center' from the drop down box at the bottom of the screen.



[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

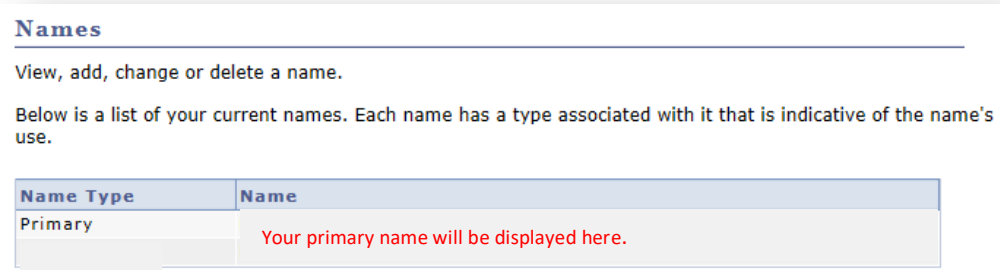
Student Center ▾ »



17. Under Personal Information, select 'Names'.



18. Verify your **PRIMARY** name on this screen, 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.



A screenshot of a web application interface titled 'Names'. Below the title is a line of text: 'View, add, change or delete a name.' Below that is another line of text: 'Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.' Below this text is a table with two columns: 'Name Type' and 'Name'. The table has one row with the value 'Primary' in the 'Name Type' column and the text 'Your primary name will be displayed here.' in the 'Name' column.

Name Type	Name
Primary	Your primary name will be displayed here.

19. In order for your name to be printed in any graduation or commencement publications, you will need to double check that your FERPA/Confidentiality is updated.
- Open the [FERPA Confidentiality Instructions](#) on the Registrar's Office website.
  - Under Academics, select 'FERPA Confidentiality' and hit the double arrows.
  - 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.
20. 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](#)