Step-by-Step Instructions on How to Apply for Graduation
• Go to utdallas.edu and select the Galaxy link in the top right hand corner of the home screen.

• Login to galaxy using your netid and password.
  o If you don’t know your NetID and password, please contact computer help desk under the help section of the login screen.
• Select the Orion Student Center link under Orion Self-Service

• Within your Student Center you will see a blue box on your right called ‘To Do List’ with a link to ‘Apply for Graduation’.
• Select the ‘Apply for Graduation’ link. This will take you to your step-by-step guide to apply for graduation.

[Image of To Do List]

Apply for Graduation

• Tracking your progress in the step-by-step guide:
  o When a task has not been completed the circle next to the task will be orange like in the first screenshot below.

[Image of Task Progress]

  o Once you complete a task the circle next to the task will turn to green and the Task Progress meter will move forward with a green bar like in the second screenshot below.
Read the introduction on the first page and select the Mark As Read box and then the Next box.

- On the next screen, make sure your degree and major(s) are correct and select the ‘Apply for Graduation’ link.
  - If you do not see the ‘Apply for Graduation’ link in the screenshot below, you will need to contact your academic advisor to run your degree audit and make you eligible to apply.

- Select the term you will be applying to receive your degree in and read the Graduation Instructions and select ‘Continue’.
• On the next page select your intent to participate in Commencement and select ‘Continue to complete your application’.
  o Please note: you will only be able to participate in the Commencement ceremony option you see on this screen.

• Verify your Graduation term, degree and major(s) on the next page and make sure to read the Graduation Instructions and select ‘Submit Application’.
• You will be taken to the confirmation screen. Select the ‘Next’ button.

![Confirmation Screen](image1)

• On the next screen you will see your Home address where your diploma will be mailed after your degree has been certified. If needed select the ‘edit’ button to update your address and/or add an effective date. Select ‘OK’.

![Edit Address Screen](image2)

• On the next screen you need to verify your home address.
  o You can also put an ‘effective date’ on your address if you know you will be moving at the end of the term.

• Select ‘Save’, ‘Mark as Complete’ and then ‘Next’.

![Verify Address Screen](image3)
• This will take you to the Financial Obligations screen. Read the agreement carefully and select the ‘UTD Account Statement’ link to see if you have any outstanding financial obligations.
• Check the ‘Accept’ box, select ‘Save’ and then select ‘Next’ in the top right hand corner.

• This will take you to the final step. Select ‘Finish’ and you will be returned to your Student Center.