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.

![Image of the 'Apply for Graduation' link in My Academics]

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.
   - Please wait at least an hour after your advisor made you eligible.

![Image of the 'Submit an Application for Graduation' screen]

Where’s my link?
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](image)

8. Select the term you will be applying to receive your degree in 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.
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.

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.
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’.

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

13. At the bottom of the confirmation screen, select ‘Student Center’ from the drop down menu and hit the double arrows.
14. Under ‘Personal Information’ you will need to verify/update your home address by selecting the ‘Home Address’ link.

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

16. If you need to update your ‘HOME’ where your diploma will be mailed for a future date, select the ‘Change A Future Address’ button and follow the prompts.
   o Here you will be able to select an effective date for your updated HOME address.
17. If you need to update your address for a future date, you will see the ‘Date changes will take effect’ option on the page where you verify the address.

18. Select Save and then ‘Student Center’ from the drop down box at the bottom of the screen.

19. Under Personal Information, select ‘Names’.
20. 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.

![Image of a names screen]

21. 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 packet on the Registrar’s Office website and follow the directions on page 5.
   - 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.

22. 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