Apply to Graduate Online

The Graduation Team
Login to Galaxy using your NetID and password

- If you don’t know your NetID and password, please contact computer help desk at assist@utdallas.edu

You can either choose the **Orion** link or the **Orion Student Center** link to apply for graduation online.
Within **Student Center**, choose **My Academics** to begin the application process.

In **My Academics**, choose the link **Apply for Graduation**
If you are not eligible to apply to graduate, you will not receive the **Apply for Graduation** link and will need to contact your advisor.

If you met with your advisor recently, please allow a few hours for the link to appear.

If you are eligible to graduate, you will receive the **Apply for Graduation** link, click on the link.

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**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.
You will be prompted to select the appropriate term to apply for graduation. Select the term from the drop down menu.

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.

Program: Undergraduate
University of Texas at Dallas | Undergraduate
Degree: Bachelor of Science
Major: Finance
Degree: Bachelor of Science
Major: Accounting and Information Mgt.
Expected Graduation Term: select term...

2011 Fall
2011 Summer
select term...

Select a term from the dropdown menu.

Once you have selected a term, graduation instructions will appear. Please make sure you review the instructions carefully before continuing. After reviewing the instructions, click on Continue.

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.

Program: Undergraduate
University of Texas at Dallas | Undergraduate
Degree: Bachelor of Science
Major: Computer Science
Degree: Bachelor of Science
Major: Business Administration
Expected Graduation Term: 2014 Spring

Congratulations! You are eligible to apply for graduation. You must choose the appropriate program and select submit.

Please check the graduation website for more information.

Select a term from the dropdown menu.

Select a term from the dropdown menu.

Search Plan Enroll My Academics

Search Plan Enroll My Academics

go to...
You will then be prompted to submit your Commencement RSVP. After selecting your Commencement RSVP, click on "Continue to complete your application."

Please select your Spring 2014 Commencement RSVP:

- I will attend
- I will not attend

Continue to complete your application

Verify that both the Graduation Data information and the Expected Graduation Term are correct. Then click "Submit Application".

Apply for Graduation

Verify Graduation Data

Program: Undergraduate

University of Texas at Dallas | Undergraduate

Degree: Bachelor of Science
  Major: Computer Science
Degree: Bachelor of Science
  Major: Business Administration

Expected Graduation Term: 2014 Spring

Graduation Instructions

Congratulations! You are eligible to apply for graduation. You must choose the appropriate program and select submit.

Please check the graduation website for more information.

Select Different Program  Submit Application

Select Different Term
If your application was submitted correctly, you will receive this message: **“You have successfully applied for graduation”**

Students wishing to change the name that appears on their diploma must follow the standard [name change procedures](#) of the university. Students must submit this change by the deadline published on the [undergraduate](#) and [graduate](#) checklists.

Diplomas will be mailed using your home address on file. You can update your home address through Galaxy by the deadline published on the [undergraduate](#) and [graduate](#) checklists. Diplomas cannot be mailed to UT Dallas on-campus offices.

If you wish to update your home address, you may do so through Orion. Return to the home screen of “Orion Student Center”. In Orion Self-Service, select “Addresses” from the drop down menu in “Personal Information”. Next click the double arrow to continue.

Confirm that the home address we have on file for you is the correct address.
If you need to update your home address or if you do not currently have a home address on file you will need to update it. Click on the ADDRESSES tab and click “Edit” to update your Home Address.
Once the address is updated and “OK’d”, the following screen appears, select Home as the Address Type to validate the appropriate address type and click on SAVE.

Return to My Academics and review the information entered. If you have additional changes to the home address or RSVP, you may return to this area and make updates as necessary.
Updating your RSVP after submitting your application:

To change your RSVP, click on the View my graduation status link.

Select your new RSVP status and click **SAVE**

**Please select your Spring 2014 Commencement RSVP:**

- I will attend
- I will not attend

If your RSVP was updated correctly, you will receive this message: “The Save was successful.”

Note: If you update your RSVP after deadline to RSVP, you may be counted as a late RSVP and not receive the full amount of tickets.
You have now successfully submitted your application and RSVP and updated your home address.

If you have any questions or concerns, please feel free to contact your Advisor or the Graduation Team at the Office of the Registrar directly at graduation@utdallas.edu