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 tile to ‘Graduation’.

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.

7. 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 you do not see the ‘Apply for Graduation’ link as seen in the screenshot below you will need to contact your academic advisor. Please make sure to wait at least an hour after your advisor made you eligible to apply for graduation.
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.

Apply for Graduation

Select Graduation Term

The academic program listed here 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

Expected Graduation Term: 2019 Fall

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. Contact your academic advisor if you make any changes to your current registration.

2. Review your degree audit by following the steps below and contact your advisor if you have any concerns:
   - Login to Galaxy
   - Under Orion Self-Service, select Orion Student Center.
   - In the drop-down box under Academics, select Academic Requirements.

3. 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.

4. 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.

5. 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.

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

Congratulations and we wish you the best this semester!
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’.

### Verify Graduation Data

**Program: Undergraduate**

**University of Texas at Dallas | Undergraduate**

**Degree:** Bachelor of Science  
**Major:** Finance  
**Expected Graduation Term:** 2019 Fall

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[Select Different Program]    [Submit Application]    [Select Different Term]
12. You will be taken to the confirmation screen. If you do not see the confirmation screen, your application has not been submitted.

Apply for Graduation
Submit Confirmation

* You have successfully applied for graduation.

13. Select the ‘Student Center’ link in the top left hand of your screen.

14. Select the ‘Profile’ tile
   - Verify your PRIMARY name, 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.

Important Information:

- In your Student Center, under the profile tile, verify:
  - Verify your PRIMARY name, 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.
  - Double check your FERPA Confidentiality information.
    - 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.

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