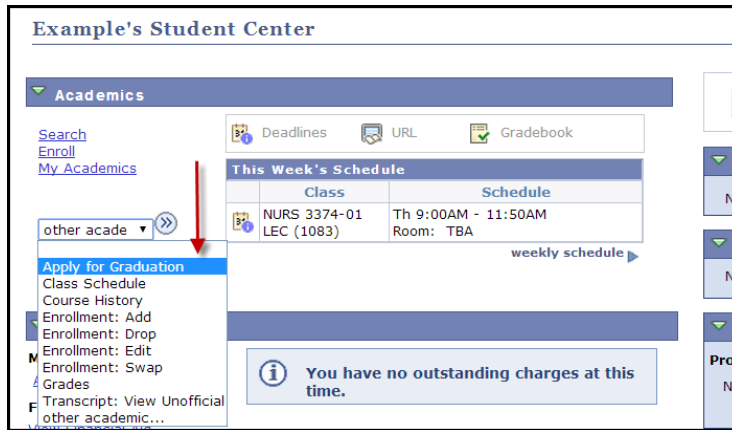


STUDENT INSTRUCTIONS: APPLICATION FOR GRADUATION

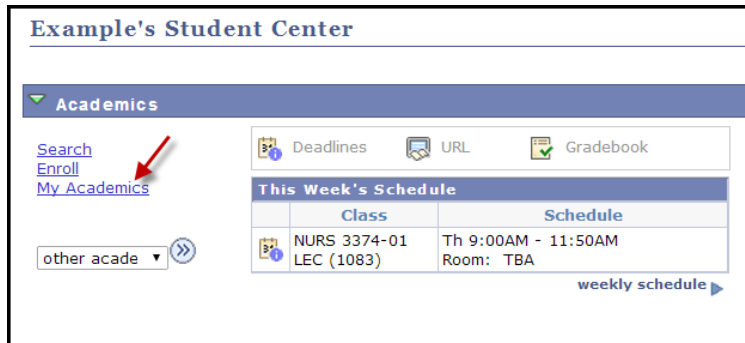
You can access the online graduation application one of two ways:

1. Access Other Academic drop down.

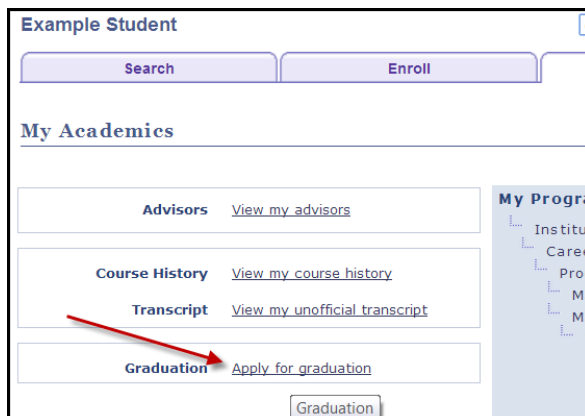


Or...

1. Click on My Academics.



2. Click on Apply for Graduation



From there,

3. Select a program and the Apply for Graduation link.

Example Student go to ...

Search Enroll My Academics

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to submit your application for graduation. If no link is visible, there are no valid terms open for graduation applications for your program at this time (or you have already applied). Please contact your academic department or Dean's Office for more information.

Program: Master of Science in Nursing

UT Health Science Center at SA | Nursing Graduate

Degree: Bachelor of Science in Nursing
Major: MSN ADN/Diploma
Degree: Master of Science in Nursing
Major: MSN Nurse Practitioner
Track: MSN Psyc Mental Health NP

[Apply for Graduation](#)

4. Select a term. The terms appear only if set up in the Academic Calendar within the date range.

Example Student go to ...

Search Enroll My Academics

Apply for Graduation

Select Graduation Term

You chose to apply for graduation for the academic program listed below. If this is not correct, return to the previous page and select a different academic program.

Select an Expected Graduation Term. Only terms for which the Registrar's Office is currently accepting graduation applications will be displayed.

Program: Master of Science in Nursing

UT Health Science Center at SA | Nursing Graduate

Degree: Bachelor of Science in Nursing
Major: MSN ADN/Diploma
Degree: Master of Science in Nursing
Major: MSN Nurse Practitioner
Track: MSN Psyc Mental Health NP

Expected Graduation Term

Fall 2014

5. Enter Diploma Name

Apply for Graduation

Example Student

Diploma Name

Please provide your name exactly as it should appear on your diploma. This must be your full legal name, and will be reconciled against your permanent student record.

If you have special characters in your name (such as an accent mark or tilde), please copy them from a word document and paste them into the appropriate field.

Click SAVE when finished editing, then click CONTINUE to next step.

First Name

Middle Name

Last Name

Diploma Name Updated !!!

[Return to Student Center](#)

6. Check/Edit addresses

Apply for Graduation

Example Student
Address Information

You must have a valid Home and Permanent address before submitting the Application for Graduation. Please make any necessary address changes below.

The Home address indicates your current mailing address. The Permanent address is an alternate address at which you may also receive mail. The two may or may not be identical.

Click SAVE when finished editing, then click CONTINUE to next step.

Home Address

Addr 1
Addr 2
City
State Postal Code
Country

Permanent Address

Addr 1
Addr 2
City
State Postal Code
Country

7. Verify and Submit

Example Student go to ...

Apply for Graduation

Verify Graduation Data

Diploma Name: **Joe Student**

Program: Master of Science in Nursing
UT Health Science Center at SA | Nursing Graduate

Degree: Bachelor of Science in Nursing
Major: MSN ADN/Diploma
Degree: Master of Science in Nursing
Major: MSN Nurse Practitioner
Track: MSN Psyc Mental Health NP
Expected Graduation Term Fall 2014

Graduation Instructions

You will be assessed a non-refundable \$100.00 graduation fee as part of the application process. Students receiving multiple degrees in the same term will be assessed \$100.00 for the first degree earned and \$50.00 for each degree thereafter.

8. Message appears.

Message

A non-refundable graduation fee will be added to your tuition fee bill. Click Yes to continue or No to abort the process (0,0)


9. Complete.

Example Student go to

Search **Enroll**

Apply for Graduation

Submit Confirmation

 **You have successfully applied for graduation.**

[Graduation Information](#)

10. Email is sent immediately to your UTHSCSA livemail account confirming submission.

Confirmation Notice of your Application for Graduation

No-Reply.registrars@uthscsa.edu

Sent: Wed 5/28/2014 7:41 AM

To: [redacted]

Dear [redacted]

This is to confirm that on May 28, 2014 you submitted the Application for Graduation for:

Fall 2014

Master of Science in Nursing - MSN ADN/Diploma

As a reminder, the graduation fee(s) you are assessed are non-refundable. Failure to graduate as scheduled for any reason does not constitute grounds for a refund. Graduation in a subsequent term will prompt assessment of a new fee for each degree to be awarded in that term.

For any additional questions regarding graduation, contact registrars@uthscsa.edu
For billing questions, contact bursar4students@uthscsa.edu
For questions regarding the Commencement Ceremony, contact studentlife@uthscsa.edu