

Instructions: How to Apply for Graduation

To apply for graduation, login to MyUTH

1. Click on "Apply for Graduation" located in the "Self Service" box on the Homepage
2. "Submit an Application for Graduation" screen. Find the correct program and click "Apply for Graduation"
3. "Select Graduation Term screen":
 - a. Verify the correct program is showing
 - b. Select the term in the drop down menu
 - c. Click the green "**Continue**" button
4. "Verify Graduation Data" screen. If the information on the screen is correct click the green "**Submit Application**" button .
5. If you have successfully completed the process you will be shown a confirmation screen.
6. Return to the "Submit an Application for Graduation" screen and click on View Graduation Status.
7. "Graduation Status Screen" in the Student Information section you will see **Diploma Name** under this header you will see your name as it will appear on your diploma. If you do not want the name displayed to be the name on your diploma take the following steps:
 - a. "How a Graduate's Name May Be Styled on a Diploma" for information regarding acceptable name formats on diplomas . Click on the following link: <http://registrar.uth.tmc.edu/Registration/instrdiplnames.html>
 - b. "Diploma Name Request" to request a diploma name if different from official name on file . Click on the following link: http://registrar.uth.tmc.edu/Forms/dipl_name_request.pdf

Should you have any questions or need assistance, please let us know. We are here to help.

Home Screen Shot

The screenshot displays the myUTH home page with a dark blue header. The myUTH logo is on the left, and navigation links for Home, Add to My Links, and Sign out are on the right. A search bar and a Portal dropdown menu are also present. Below the header is a Main Menu bar with Personalize, Content, and Layout options. The main content area is divided into several panels:

- Self Service:** Contains links for Student Center Home, Enrollment, Campus Finances, Holds and To Do, and Update Personal Information. The link "Apply for Graduation" is circled in red.
- Resources:** Includes sections for Forms, myUTH Help, and FAQ.
- Registrar's News:** Lists news items such as "myUTH Maintenance Period 2/2-3/2013" and "End of Registration Schedule for Spring 2013".
- Financial Aid News:** Lists news items like "Exit Interviews Required for Graduating Students with Financial Aid (Fall 2012)".
- Bursar's News:** Lists news items such as "NEW CAMPUS FEATURES NOW AVAILABLE" and "Direct Deposit VIA SELF SERVICE is HERE!".
- Student Professional - Events:** Shows a date range of Sunday Feb 24, 2013 - Saturday Mar 2, 2013 with no events found.
- Student - MDAH - Events:** Shows the same date range with no events found.

At the bottom right, there is a "My Links Select One:" dropdown menu.

Submit an Application for Graduation Screen Shot

The screenshot shows the myUTH Student Center interface. At the top left is the myUTH logo. On the top right, there are links for Home, Add to My Links, and Sign out, along with a search bar and a Portal dropdown menu. Below the header is a breadcrumb trail: Main Menu > Self Service > Student Center. The main navigation area includes tabs for Student and Applicant, with Applicant selected. A Test Person Utlink section contains a 'go to ...' dropdown and buttons for Search, Plan, Enroll, and My Academics. The 'Apply for Graduation' section is highlighted with a blue underline. Below this, a message states: '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.' Two program listings are shown: 'Program: Certificate' for 'Univ. of Texas HSC at Houston | Graduate Dental' with a degree of 'Post Graduate Certificate' and major of 'Orthodontics', and 'Program: Master of Public Health - Hous' for 'Univ. of Texas HSC at Houston | Graduate Public Health' with a degree of 'Master of Public Health' and major of 'Health Promo/Health Education'. In both listings, the 'Apply for Graduation' link is circled in red.

my
UTH

Home Add to My Links Sign out

Search Portal

Main Menu > Self Service > Student Center

Student Applicant

My Links Select One:

Test Person Utlink go to ...

Search Plan Enroll My Academics

Apply for Graduation

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.

Program: Certificate	
Univ. of Texas HSC at Houston Graduate Dental	
Degree: Post Graduate Certificate Major: Orthodontics	Apply for Graduation

Program: Master of Public Health - Hous	
Univ. of Texas HSC at Houston Graduate Public Health	
Degree: Master of Public Health Major: Health Promo/Health Education	Apply for Graduation

Select Graduation Term Screen Shot

The screenshot shows the 'my UTH' portal interface. At the top left is the 'my UTH' logo. On the top right, there are links for 'Home', 'Add to My Links', and 'Sign out'. Below these is a search bar and a 'Portal' dropdown menu. The main navigation bar shows 'Main Menu > Self Service > Student Center'. On the left side, there are tabs for 'Student' and 'Applicant', with 'Applicant' being the active tab. On the right side, there is a 'My Links' section with a 'Select One:' dropdown menu. The main content area is titled 'Apply for Graduation' and 'Select Graduation Term'. It contains a paragraph of instructions: '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.' Below this is a form for 'Program: Certificate' with the following details: 'Univ. of Texas HSC at Houston | Graduate Dental', 'Degree: Post Graduate Certificate', and 'Major: Orthodontics'. The 'Expected Graduation Term' field is a dropdown menu with the text 'select term ...' and a downward arrow, which is circled in red. At the bottom of the form, there are two buttons: 'SELECT DIFFERENT PROGRAM' and 'CONTINUE'. At the very bottom of the page, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'.

my UTH

Home Add to My Links Sign out

Search Portal

Main Menu > Self Service > Student Center

Student Applicant

My Links Select One:

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: Certificate

Univ. of Texas HSC at Houston | Graduate Dental

Degree: Post Graduate Certificate
Major: Orthodontics

Expected Graduation Term: select term ...

SELECT DIFFERENT PROGRAM CONTINUE

Search Plan Enroll My Academics

Verify Graduation Data Screen Shot

The screenshot displays the myUTH UTH portal interface. At the top left is the myUTH logo. On the top right, there are links for Home, Add to My Links, and Sign out, along with a search bar and a Portal dropdown menu. Below the header, a breadcrumb trail shows Main Menu > Self Service > Student Center. The user is logged in as an Applicant, with a My Links dropdown menu set to 'Select One:'. A 'Test Person Utlink' section contains a 'go to ...' dropdown and buttons for Search, Plan, Enroll, and My Academics. The main content area is titled 'Apply for Graduation' and 'Verify Graduation Data'. A table displays the following information:

Program: Certificate	
Univ. of Texas HSC at Houston Graduate Dental	
Degree: Post Graduate Certificate Major: Orthodontics	
Expected Graduation Term	2013 Spring

Below the table are three buttons: 'SELECT DIFFERENT PROGRAM', 'SUBMIT APPLICATION' (circled in red), and 'SELECT DIFFERENT TERM'.

Submit Confirmation Screen Shot

The screenshot shows the myUTH Student Center interface. At the top left is the myUTH logo. At the top right are links for Home, Add to My Links, and Sign out. Below the logo is a search bar and a Portal dropdown menu. A breadcrumb trail reads Main Menu > Self Service > Student Center. On the left, there are tabs for Student and Applicant, with Applicant selected. On the right, there is a My Links section with a Select One dropdown menu. The main content area is titled Test Person Utlink and contains a go to ... dropdown menu and four buttons: Search, Plan, Enroll, and My Academics. Below this is a section for Apply for Graduation, with a sub-section for Submit Confirmation. A confirmation message with a checkmark icon states: You have successfully applied for graduation. At the bottom, there is a secondary go to ... dropdown menu and a row of links for Search, Plan, Enroll, and My Academics.

View Graduation Status

my UTH [Home](#) [Add to My Links](#) [Sign out](#)

Search Portal

Main Menu > Self Service > Degree Progress/Graduation > Apply for Graduation

[My Links](#) Select One:
[New Window](#) | [Customize Page](#) | [http](#)

Jane Doe

go to ...



- Search
- Plan
- Enroll
- My Academics

Graduation Status

Program: Non-Degree - Houston	
Univ. of Texas HSC at Houston Graduate Nursing	
Degree: Completion Course of Study: PM Nursing Education	Status: Applied for Graduation Expected Graduation Term: 2014 Spring

Student Information
Diploma Name Jane Doe