

FREQUENTLY ASKED QUESTIONS FOR GRADUATION APPLICATIONS

Q. I cannot get the application to go through. Now what?

A. Please start by contacting the Help Desk at 940-898-3971. If the problem cannot be resolved, please contact the Graduate School (graduate students) 940-898-3415 or the Registrar's Office (undergraduate students) at 940-898-3036.

Q. Can I submit a paper application?

A. No. Only applications submitted online through the portal can be processed for graduation. If for some reason you cannot submit an electronic application, please contact the Graduate School (graduate students) 940-898-3415 or Registrar's Office (undergraduate students) 940-898-3036.

Q. Do I have to pay when I apply?

A. No. The \$25.00 graduation application fee will be charged to your account when your application has been submitted. The fee must be paid before the end of the term in which you apply. Diplomas will be held until all fees are paid.

Q. I am a dual degree student. Do I need to submit 2 applications?

A. For graduate students, yes, you must submit an application for each degree you will complete. You will be charged \$25.00 for each application, but you will receive 2 diplomas. If you are an undergraduate student you must contact the Registrar's Office to determine if you should submit one or two applications.

Q. How will I know if the application went through OK?

A. You should receive a confirmation at the time the application is submitted. You will receive an email confirmation also. If you did not receive either of these, you may call the Graduate School (graduate

students) or Registrar's Office (undergraduate students) to check the status of the application.

Q. I submitted my application, but I need to change some information. How do I do it?

A. If the application was already submitted, submit a written request to the Registrar's Office (undergraduate students) or the Graduate School (graduate students). Include your student ID#, name, your request and your signature. Contact the Graduate School (graduate students) 940-898-3415 or Registrar's Office (undergraduate students) 940-898-3036 if you have any questions.

Q. I am completing my coursework during the summer. Is there an August graduation?

A. Your official graduation date will be August, but there is not an August graduation ceremony. August graduates may participate in the May ceremony (except Ph.D. students) or the December ceremony. If you would like to attend the May ceremony, you must submit your application for graduation by the same deadline as students who will graduate in May. This deadline is usually in January. If you would like to attend the December ceremony following your August graduation, you must apply for graduation by the usual deadline for August graduation. Ph.D. students graduating in August can only attend the December ceremony.

Q. I'm not sure if I will attend the ceremony or not. What should I put on the application?

A. If there is any chance you will want to attend the graduation ceremony, it is wise to put YES, will attend. That way a place will be reserved for you. If you select NO and then decide you would like to attend, there will be no tickets designated for your guests.

Q. I'm not attending the ceremony. How will I get my diploma?

A. Diplomas are mailed to students about 6 weeks after graduation. No diplomas are distributed at the ceremony. Please be sure the Graduate School (graduate students) or Registrar's Office (undergraduate students) has a current mailing address for your diploma, especially if you will be moving after graduation. If you need to change the address you provided on your application, submit a written request to the Registrar's Office (undergraduate students) or the Graduate School (graduate students). Include your student ID#, name, your request and your signature. The request must indicate that this is a new address FOR DIPLOMA PURPOSES.

Q. I missed the deadline to apply for graduation. Now what do I do?

A. You may apply for the next upcoming graduation when the application opens again. When you have completed your coursework we can provide you with a Letter of Completion as proof you have completed the degree. Please contact the Graduate School (graduate students) 940-898-3415 or Registrar's Office (undergraduate students) 940-898-3036 for more details.