

# Texas Woman's University

## How to Apply for Graduation



1. Log into Pioneer Portal

**TWU's Pioneer Portal**

Username:

Password:

[Forgot your password?](#)

[Create Portal Account](#) | [Email](#) | [Need Help?](#)

[Optimized for Internet Explorer. Click here to download.](#)

2. Click on "Apply for Graduation" under WEBADVISOR

**Jill's Portal**

Back | Help Desk

[Pioneer Portal](#)

**My Start Page**

- My Email
- My Info
- My Links
- My Resources
- My Settings
- My Tools
- Log Out

Quick Links: ISS ITS

Full Name:	<b>Pioneer, Jill</b>
Username:	<b>JPioneer</b>
Email:	<b>JPioneer@twu.edu</b>
TWU ID:	<b>900088031</b>
Employee #:	<b>5307</b>
Student ID:	<b>0047011</b>

**Announcements**

- Whistler & Hawaii Interest Meeting
- Free HIV Screening
- AGE and Inflammation Study
- Build a Better Body
- Boot Camp registration begins Aug.

**Important Links**

- COURSE SCHEDULES**
  - Search Classes
  - Schedules, Catalogs, and Calendar
- WEBADVISOR**
  - Register For Classes
  - View Your Schedule
  - View Financial Aid
  - Pay Online
  - View your E-Bill
  - View Account Summary
  - Apply for Graduation
- FINANCIAL INFORMATION**

3. Log into WEBADVISOR with your Portal username and password

LOG IN | MAIN MENU

Welcome Guest!

**Log In**

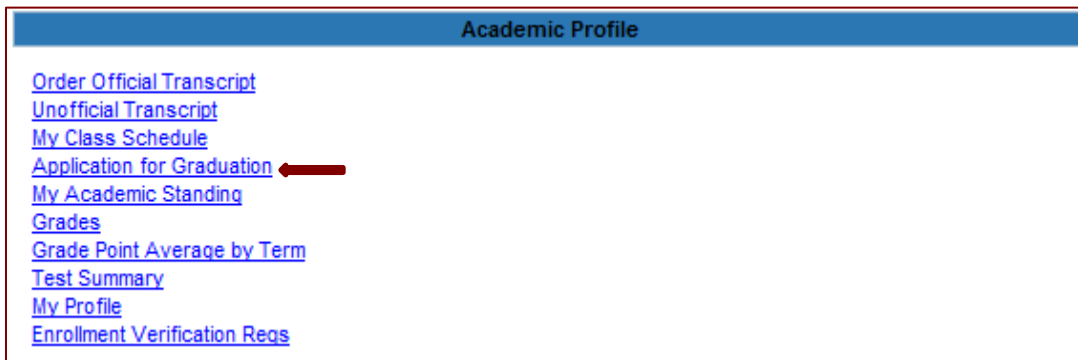
User ID:

Password:

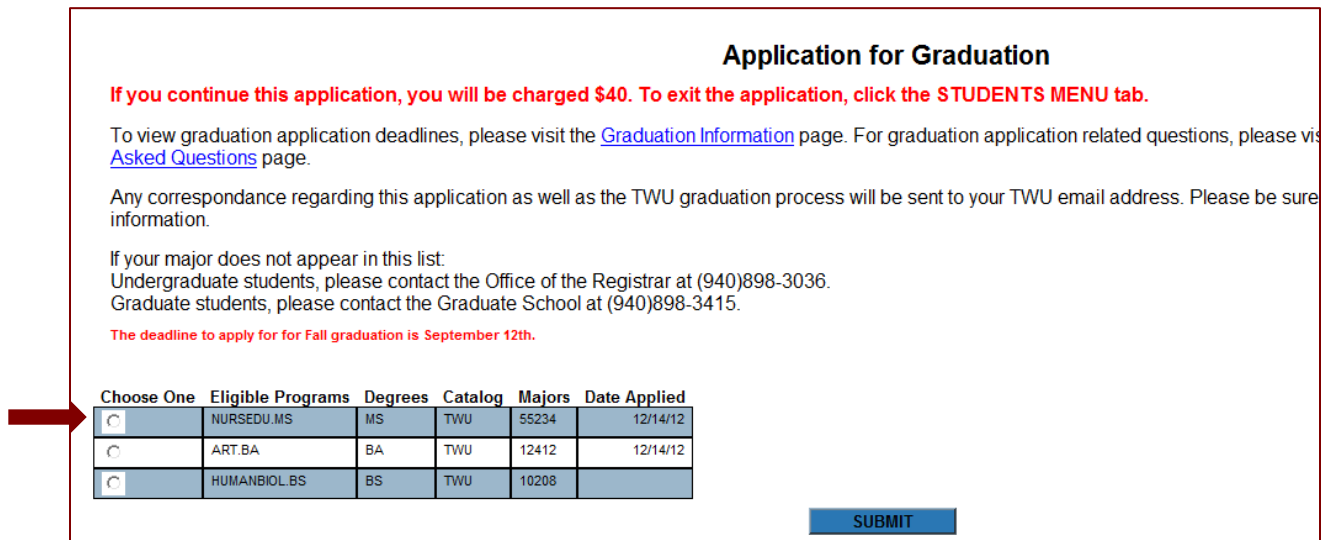
- Click on the "Students" tab



- Under the "Academic Profile" section select "Application for Graduation"



- Select the program for which you are applying. If you have more than one program, you will have to submit one application and then go back and submit another application for the additional program.



- To complete the application, you will be asked several questions. Please click "Submit" after making your selections.

8. The first question will ask if you want to participate in the commencement ceremony?

**Graduation Questionnaire**

Use the drop down box to select "Yes" or "No."

\* = Required

Will you participate in the commencement ceremony?\*  ←

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Please note, by selecting No as your answer to this question, you will be forfeiting the opportunity to participate in the TWU commencement ceremony and will be allotted no guest tickets to attend the ceremony.

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9. If you selected "Yes" for participation in the graduation ceremony, you will be asked to select your completion term/ceremony site. If you selected "No" you will be asked to select your completion term.

**Commencement Schedule**

\* = Required

Choose One*	Completion Term	Ceremony Date	Ceremony Site
<input type="button" value="C"/> ←	12/FA Fall 2012	December 2012	Denton (December)

- a. For those that selected "Yes" for participation, you will also be asked if you, the student, need any special accommodations at commencement.

**Graduation Questionnaire**

Use the drop down box to select "Yes" or "No."

\* = Required

Will you need special accommodations at the ceremony (sign language interpreter, wheelchair or escort)?\*  ←


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10. The next 3 questions will be asked of all students graduating.

a. Do you want your name in the commencement program booklet?

**Graduation Questionnaire**

*Use the drop down box to select "Yes" or "No."*



\* = Required

Do you want your name included in the graduation commencement program booklet?\*


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**SUBMIT**

b. Did either of your parents graduate from college?

**Graduation Questionnaire**

*Use the drop down box to select "Yes" or "No."*



\* = Required

Did either of your parents (or legal guardians) graduate from college?\*


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**SUBMIT**

c. Are you a veteran?

**Graduation Questionnaire**

*Use the drop down box to select "Yes" or "No."*



\* = Required

Are you a Veteran?\*

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**SUBMIT**

11. This screen will require you to type your name as it should appear on your diploma, determine what address you want your diploma to be mailed to and enter an alternate email address to be used after you graduate.

**Application for Graduation**

\* = Required

Selected Program	Degree	Catalog	Major	Date Applied
ART.BA	BA	TWU	12412	11/28/11

Type your name as it should appear on diploma.\*  ←

**Diploma Mailing Address (Change if Needed)**

←

City  State  Zip  ←

Country (If not US)

Anticipated Completion Term: 12/FA  
Ceremony Site: DEN  
Ceremony Date: December 2012  
All correspondence about graduation will go to: jpioneer@twu.edu

Post-Graduation Email Address:  ←

Application Fee Amount Due: \$40.00

12. Once you have submitted that information, you will have a confirmation page to review your selections and then submit the application. After you have submitted the application, the application fee will be charged to your TWU ebill and you can pay online through WEBADVISOR any time prior to graduation. Contact the Bursar's office at 940-898-3570 for payment inquiries.
13. If you are having trouble submitting your application, please contact our Service Desk at 940-898-3971.