

# Spring 2018 Undergraduate Graduation Application Process

If you are applying for Spring 2018 graduation please note that your application must be turned in to the Registrar's Office by **March 9, 2018.**

All information concerning the commencement ceremony will be emailed. Please provide a current active email address on your application.

This page contains important information regarding all that must be completed in order to complete the application process. If you have any questions about the application process please contact the Office of the Registrar.

## Graduation Application Process:

- **Graduation Application**
  1. Fill out the application
  2. Return or email the Registrar copy of the application to the Registrar's Office ([registrar@utpb.edu](mailto:registrar@utpb.edu)) and send or email the advisor copy and degree check form to your faculty advisor.
  3. Graduation Application fee (\$25) will be placed onto your MyUTPB account.
  4. Pay the fee online through your MyUTPB account or with the Accounting Office.
- **Undergraduate Degree Check Sheet** – Take it to your advisor and they will fill it out. This will be included with your advising file for final auditing processing complete with the Office of Registrar at a later date.
- **Tuition Rebate Questionnaire**- Fill out the questionnaire after reading the rules to qualify and then return it to the Registrar's Office

## Meeting with Your Advisor

Your advisor should be given the advisor copy of the graduation application and the undergraduate degree check sheet. It is your responsibility to make an appointment with your advisor to finalize your degree plan and degree check. You cannot graduate until the Registrar's Office has your advising file and your undergraduate degree check sheet.

## Registering In-Absentia

All students who are graduating must be registered at UTPB during the semester they intend to graduate. If all UTPB course work has been completed, the applicant must be registered In-Absentia.

## Changing your Graduation Date

If your plans to graduate change, you must submit a signed and dated letter to the Registrar's Office and re-apply for the next term to graduate.

## Sending all Transcripts

If you are taking a course at another institution this semester you will need to request an official transcript be sent immediately upon completion. Your diploma will not be released until an official transcript showing the successful completion of that course has been received by the University.

## Clearing Your Holds

Students who have overdue library books or an overdue financial obligation to the university cannot receive a diploma.

## Grades

Your diploma will not be released until all of your grades for the semester have been turned into the Registrar's Office. This includes courses that end after graduation is scheduled.