How to Successfully Apply for Graduation

For your degree to be conferred after completing your coursework, you must first apply for graduation. Follow these steps to ensure your application is submitted timely and successfully.
Graduation Overview

• Go to https://tamuct.onecampus.com/ using Google Chrome browser.

• Sign in using your Warrior Web Login

• Sign into Warrior Web in the right-hand corner click "Roles" check student, Apply Filter then Click Close

• Click Graduation Application
Curriculum Term Selection

Select the most recent term or the term in which you were last enrolled in your degree seeking program.

This selection is not for your graduation term. You will select your graduation term later in the application process.

Select a Term: Spring 2016

Submit

Here you will select your last registered term. This is not the term in which you plan to graduate. Once the term is selected, click submit.

On the next screen, you may see one of two different scenarios. The following two pages outline those scenarios.
Curriculum Selection

Select one curriculum for this graduation application.

If you are a double major or a double degree student, you will need to repeat the process for each curriculum.

If the information below is not correct, please see your advisor to update your degree plan before submitting your application.

You must complete the Graduation Check Out form with your advisor and submit it to the Registrar's Office to be considered "pending" for graduation.

If you receive the message, "No curricula available for graduation application", contact your advisor.

If you have already applied for graduation for this term, please click "View Graduation Applications" from the below navigation. Your advisor will need to complete the Graduation Final Check Form.

Select Curriculum

0 No curricula available for graduation application.
If you receive a “No Curricula Error” please verify that you meet the minimum requirements for the graduation application. See table to the right. This will need to be corrected before you can continue with your graduation application.

Legend
- UG – Undergraduate
- GR – Graduate
- XXXX – not used in determining eligibility
- AS – College of Arts and Sciences
- BA – College of Business Administration
- EDU – College of Education
- SR – Senior
- PB – Post Baccalaureate
If you have met the minimum requirements for graduation, you will see a text that request you to select your curriculum. You will need to select the radio button next to your current program. If you are a double major or a double degree student, you will need to repeat the process for each curricula.
Graduation Date Selection

Please select your expected graduation date. Only one application date will be available at a time. If you do not see your date, you may have missed the deadline to apply.

If you file for graduation after the late application deadline published on the university calendar, you will not be eligible to participate in the ceremony or have your name in the graduation program. An additional $20 late fee.

A Graduation Date must be specified.

- Indicates required field

Curriculum
Primary Degree
Bachelor of Science

Level:

College:

Major:

Major Concentration:

Undergraduate
Business Administration
Computer Information Systems
Management and Networking

Select Graduation Date

Graduation Date:

None

Date: Dec 15, 2017 Term: Fall 2017

Continue

Here you will select the term in which you plan to graduate. Once selected, click continue.

Fall – December
Spring – May
Summer – August
Here you will enter the name to be printed on your diploma. Click the drop down box next to “One of your names” to select your name. Click Continue.

You may keep your current name by selecting “Current Name.”
Diploma Name Selection

Enter the name to be printed on your diploma.

Name For Diploma
First Name: Wally
Middle Name:
Last Name: Warrior
Suffix:

Continue

Update appropriate information. Click Continue.

**You are eligible to add your middle and suffix. First and last names cannot be changed. We will review the names, so if there is a question about your middle name or suffix, you may be contacted.
Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

* Indicates required field

Current Diploma Mailing Address
Street Line 1:* 1001 Leadership Place
City:* Killeen
State or Province: Texas
ZIP or Postal Code: 76549

Select an Address for your Diploma
One of your Addresses:*

None
New
Keep Diploma Mailing Address
Mailing
Permanent Address

Continue

On Diploma Mailing Address Selection, you will be able to choose a diploma mailing address. If your current address is correct, please click “Keep Diploma Mailing Address.” If you would like to change your address, please click new. Click Continue.
If you chose to update your address, please enter the correct information on this page. Do not select nation, if within the United States. Click Continue.

**Please note, we using a software that recommends postal addresses based on the information you provide. You may be asked to verify the postal address after you click Continue.**
On this page, you will select your Graduation Application Fee. You are not required to pay the fee at the time of application. This fee will automatically be charged to your Warrior Bill Pay account. If you are applying late, you will be charged a $20 late fee, and will not be eligible for ceremony participation.

Click Continue.

You will be required to pay the application before the end of the term.
Graduation Application Summary

On this page, you can review your application before submitting it.

Check your Graduation Date, Diploma Name, Mailing Address, and Degree Information. Once you click Submit Request, you have successfully applied for graduation for the term indicated at the top of this page. You will receive a confirmation on the next page.

If at any time, you wish to check the status of your graduation application, please click the View Graduation Applications button.

**If you need to make any changes after submitting, you will need to contact the Registrar’s Office.**

<table>
<thead>
<tr>
<th>Graduation Date</th>
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</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Dec 15, 2017</td>
</tr>
<tr>
<td>Term:</td>
<td>Fall 2017</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Current Diploma Name</th>
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</thead>
<tbody>
<tr>
<td>Diploma Name:</td>
</tr>
<tr>
<td>Wally Warrior</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Diploma Mailing Address</th>
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</thead>
<tbody>
<tr>
<td>Street Line 1:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State or Province:</td>
</tr>
<tr>
<td>ZIP or Postal Code:</td>
</tr>
<tr>
<td>1001 Leadership Place</td>
</tr>
<tr>
<td>Killeen</td>
</tr>
<tr>
<td>Texas</td>
</tr>
<tr>
<td>76549</td>
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<th>Graduation Charges</th>
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<tbody>
<tr>
<td>Fee:</td>
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<tr>
<td>$50.00</td>
</tr>
<tr>
<td>Payment Method:</td>
</tr>
<tr>
<td>Credit Card Graduation Payment</td>
</tr>
</tbody>
</table>
Dear Wally,

Thank you for successfully submitting your application for graduation. If you have not yet submitted the Graduation Check Out form, you must do so by the last day to submit a graduation application. This date can be found on the Academic Calendar. Submission of the application for graduation does not confirm the awarding of the degree. The awarding of a degree depends on final completion of all requirements.

If you need to make any changes to this application, please email ug.graduation@tamuct.edu by the last day to submit a graduation application.

You will be charged a nonrefundable $50.00 graduation application fee upon submission. If the application is after the published late date, you will be charged an additional $20.00. If you do not meet the requirement the semester you apply for graduation, you MUST reapply for the semester that you are graduating. Another nonrefundable $50.00 application fee will be added to your student account.

Congratulations and best wishes,
Office of the Registrar

[ View Graduation Applications ]

Once you have successfully completed your online graduation application, you will see this page. If you do not see this page after submitting your graduation application, please contact ug.graduation@tamuct.edu immediately to verify the submission.

You can also verify the graduation application charge on your Warrior Bill Pay account, as well as choosing to View Graduation Application.