How to Successfully Apply for Graduation

In order 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.
Log into Warrior Web using your MyCT credentials.

Welcome to TAMUCT Online Services

NEED HELP?
TAMUCT Support Resources: [http://www.tamuct.edu/help](http://www.tamuct.edu/help)
24/7 Phone Support: (254)-519-5466 / (979)-845-8300

FORGOT PASSWORD?
Students: Please visit the Warrior Password Manager website and follow the [https://wpm.tamuct.edu](https://wpm.tamuct.edu).
Faculty/Staff: Please visit the TAMU NetID Gateway at [http://gateway.tamu](http://gateway.tamu)
Click on the Academics Tab.

On the right hand side of the Academics tab is Graduation Application, click this link.
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.
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

<table>
<thead>
<tr>
<th>Level</th>
<th>College</th>
<th>Program</th>
<th>Class</th>
<th>Institution Hours</th>
<th>Overall GPA</th>
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<tbody>
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<td>XXXX</td>
<td>XXXX</td>
<td>SR</td>
<td>14</td>
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<tr>
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<td>XXXX</td>
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<tr>
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<tr>
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<td>BA</td>
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<tr>
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<td>ED</td>
<td>MEd Ed Leadership</td>
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<tr>
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<td>MEd Curriculum &amp; Instruction</td>
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<tr>
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<tr>
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<td>MS Marriage and Family Therapy</td>
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<td>EDU</td>
<td>MS Clinical Mental Health Counseling</td>
<td>GR</td>
<td>45</td>
<td>3.0</td>
</tr>
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</table>
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.
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.”
**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.**

Update appropriate information. Click 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.
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.**
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

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.