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.
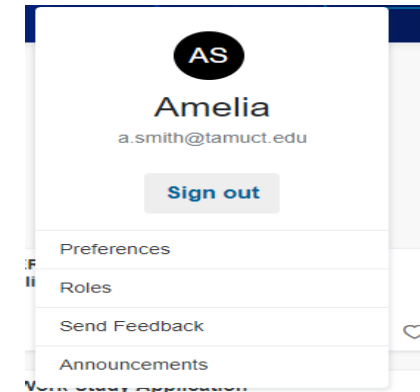
Graduation Overview

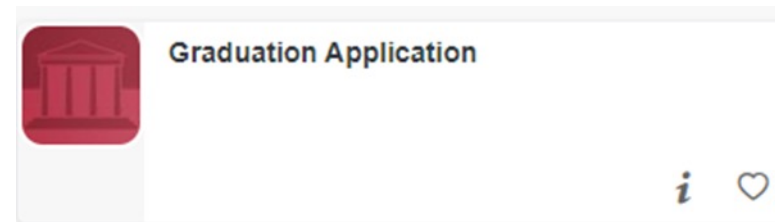- Go to https://tamuct.onecampus.com/ using Google Chrome browser.

- Sign in using you 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

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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
🛇 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

Level	College	Program	Class	Institutional Hours	Overall GPA
UG	XXXX	XXXX	SR	14	2.0
UG	XXXX	XXXX	PB	14	2.0
GR	AS	XXXX	GR	24	3.0
GR	BA	XXXX	GR	24	3.0
GR	ED	MEd Ed Leadership	GR	24	3.0
GR	EDU	MEd Curriculum & Instruction	GR	24	3.0
GR	EDU	MEd Counseling	GR	36	3.0
GR	EDU	MS Counseling Psychology	GR	36	3.0
GR	EDU	MS Educational Psychology	GR	24	3.0
GR	EDU	SSP School Psychology	GR	45	3.0
GR	EDU	MS Marriage and Family Therapy	GR	45	3.0
GR	EDU	MS Clinical Mental Health Counseling	GR	45	3.0

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Select Curriculum
○ **Current Program**
Master of Business Admin
Level: Graduate
Major and Department: Business Administration, Management & Marketing

[Continue]

[Term Selection | View Holds | View Transcript | View Graduation Applications | View Student Information]

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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.

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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. ' additional $20 late fee.

✓ **A Graduation Date must be specified.**

* indicates required field

Curriculum

Primary Degree
Bachelor of Science
Level:　　　　　　　　　　Undergraduate
College:　　　　　　　　　Business Administration
Major:　　　　　　　　　　Computer Information Systems
Major Concentration:　　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

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UNIVERSITY
CENTRAL TEXAS

Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Current Name."

* indicates required field

Name

Name: Wally Warrior

Current Diploma Name: Wally Warrior

Select a Name for your Diploma

One of your Names:*   [New   ▼]

[Continue]

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."

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CENTRAL TEXAS.

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.

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UNIVERSITY
CENTRAL TEXAS.

Diploma Mailing Address Selection

💬 Please enter or edit a new mailing address for your diploma.

* indicates required field

Mailing Address For Diploma

Street Line 1:*	1001 Leadership Place
Street Line 2:	
Street Line 3:	
City:*	Killeen
State or Province:	Texas ▾
ZIP or Postal Code:	76549
Nation:	None ▾

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.

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Graduation Application Payment

This is a $50.00 non-refundable payment. This payment is attached to this application. Any future applications will be charged an additional $50.00.

This fee will be attached to your student account, and must be paid before your diploma or transcripts will be released to you. If you have any questions about paying your bill, please contact the Business Office. (254) 519-5455 businessoffice@tamuct.edu

Students who miss the published deadline for the current semester are eligible to submit the graduation application until the last day of classes for the term. Students who miss the published deadline will be assessed an additional **$20 late fee,** and will be eligible for conferral only.

* indicates required field

Select Payment Method

Payment Method:*

| None |
| Graduation App Fee $50.00 Credit Card Graduation Payment |

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.

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Graduation Application Summary

💬 This is the information that will be submitted for your application to graduate.

Any changes after submitting will need to be made with the Registrar's office.

Graduation Date
Date: Dec 15, 2017
Term: Fall 2017

Current Diploma Name
Diploma Name: Wally Warrior

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

Curriculum
Primary Degree
Bachelor of Science
Level: Undergraduate
College: Business Administration
Major: Computer Information Systems
Major Concentration: Management and Networking

Graduation Charges
Fee: $50.00
Payment Method: Credit Card Graduation Payment

Submit Request

[View Transcript | View Graduation Applications]

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.

Graduation Application Confirmation Page

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.