

Preparing for Graduation

The Checklist for Undergraduate Students

1. Apply for Graduation - a MUST DO:

- If you have completed at least 90 undergraduate level credit hours then you are eligible to apply for graduation.
- Apply for graduation before the [application deadlines](#). The application can be submitted up to a year before your semester of graduation, but no later than the deadline. Once your application has been received, you will be notified of your degree status by your advising center.
- ***You CANNOT graduate without submitting an application!***

Submitting your application for graduation:

- Fall graduation
 - Undergraduates - April 15
- Spring Graduation (**beginning Spring 2009**)
 - Undergraduates - November 15
- February 15: For Summer Undergraduate graduation candidates wishing to participate in May commencement ceremonies.
- Summer graduation
 - Undergraduates - June 15
- June 15: For all Summer graduates wishing to participate in December commencement
- **NO COMMENCEMENT CEREMONY IS OFFERED IN SUMMER**

2. Check that you've met all graduation requirements

- Meet with your **academic advisor** to ensure that your degree requirements are met by your intended date of graduation.
- Residency requirements must be met.
- UTSA must have official **final transcripts** on file from all other colleges or universities you may have attended. See your academic advisor for more information.
- Resolve all grade issues including:
 1. Outstanding incompletes
 2. Non-reported grades
 3. Study abroad
 4. Independent studies
 5. Internships
- Complete all exams for credit (CLEP and Challenge exams)

3. Verify diploma information

- Update your address and check your diploma name on ASAP to ensure that your diploma name appears as it should and that it is sent to the correct address.
- If you update your diploma address after the close of the semester, send an e-mail to graduationcoordination@utsa.edu to ensure that the change has been updated on the diploma list.

4. Clear holds

- Transcripts and diplomas will only be sent out to students with no obligations to the university. Log onto [ASAP](#) to view your holds

5. Stop by Career Services

Get help in preparing resumes, job searches, graduate school applications, interview techniques and more. Check out [Career Services](#) for more info.

6. Register with Alumni Association Online

- Check out the [Alumni Association](#) web site for more information.

7. Get ready for Commencement

- Ceremonies are held in May and December.
- Caps, gowns, class rings, diploma frames and more may be ordered at Grad Fest or through the UTSA Bookstore.
- To avoid overcrowding at the commencement ceremonies, there will be a limit of 8 guest tickets for each graduating candidate. All guests must have a ticket to enter the ceremony. Be sure to review instructions and pay careful attention to pick up deadlines.
- For the most current information, periodically visit the [Graduation & Commencement](#) website.

8. Check your Lonestar Email

- Lonestar is the official means of communication from the University. Check your account often for important information!