myUTH Graduation Guide

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Completing myUTH Portion of the Graduation Application

1. Log in to myUTH.
2. On the Student Home page, click on the “Academic Progress” tile.
3. On the navigation menu, click “Apply for Graduation”.
4. Click on the “Apply for Graduation” link located next to the program information.
5. Select the graduation term from the dropdown menu.

6. Click the “Continue” button.

7. Verify program information, expected graduation term and review graduation instructions.
   a. Incorrect program information: Submit the Change of Major form or proof of a previously approved change form to sphstudentrecords@uth.tmc.edu.
   b. Wrong term: Click “Select Different Term”.

8. If all of the information is correct, click the “Submit Application” button.
9. On the final page, you'll see a confirmation that submission was successful.

Within 24 hours, the To Do List (Tasks tile on Student Home page) will populate with a graduation checklist. The myUTH application is one part of the School of Public Health's graduation application process.

Remaining apply to graduate steps:
1. Submit the School of Public Health online Intent to Graduate form.
2. Email the completed Intent to Graduate signature page (link available on Step II of online intent form) to sphgraduation@uth.tmc.edu.
3. Pay the $100.00 graduation fee through myUTH. The one-time graduation fee will appear on student accounts after the end of the previous semester and the myUTH application is submitted.
4. Review your myUTH To Do List and the graduation webpage (http://go.uth.edu/sphgraduation) for additional requirements, deadlines and instructions.
To Do List Items and Holds

* To Do List items serve as a checklist and reminder of items due.
* Holds are actions or past due items that can impact your ability to register and/or to request transcripts and other enrollment or degree verification.

1. From the Student Home page, click on the “Tasks” tile.

![Tasks Image]

2. Select “To Do List” to view a list of graduation requirements. When a requirement is completed, the item will be removed.

![To Do List Image]
3. Click on an item for a brief description of the requirement and how to complete it.

<table>
<thead>
<tr>
<th>Task Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Grad. Signature Page</td>
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</table>

**Organization**

**Status** Initiated

**Status Date** 01/22/2018

**Due Date** 02/01/2018

Submit the Intent to Graduate Signature page to the Office of Academic Affairs and Student Services via email to sphgraduation@uth.tmc.edu. This form is available after the online Intent to Graduate form is submitted. The online Intent form opens for Summer 05/01, for Fall 08/01, and for Spring 12/01. Visit our website for more information.

| Academic Career | GSPH |

4. Select “**Holds**” from the navigation menu to view holds on your account, including a description and department contacts.
Diploma Name

1. On the Student Home page, open the “Academic Progress” tile.
2. Click on “Apply for Graduation” in the navigation menu.
3. In the “My Academics” section, click on the “View Graduation Status” link.

4. View the current name that will be printed on the diploma after you are processed as a graduate by the Office of the Registrar.

* If any of parts of the name require an update, follow the instructions below.
  o Incorrect first, middle or last name: Send the Name Change form with supporting documentation for an incorrect first, middle or last name.
  o Initial middle name: Contact the Office of the Registrar (registrar@uth.tmc.edu). This is option is only available if your full middle name is on record.
Review and Update Profile
Names, Contact Information, and Other Personal Details

1. On the Student Home page, click on the “Profile” tile.

2. On the Profile page, review and/or update the information in each section.