1. Update/Review Degree Plan
Meet with your academic advisor the semester before you plan to graduate. When making an appointment to review your degree plan, inform your academic advisor of your graduation plans.

2. Graduation Degree Audit
See your academic advisor for your degree audit, as well as to complete your graduation application. Please make an appointment early, but no later than the following dates. Your graduation application and updated degree plan must be signed by an ECS Academic Advisor, and then submitted to Records for processing. Please see the Online Schedule of Classes for deadline.

Graduating Semester  See your advisor by
Fall              July 1st
Spring            November 1st
Summer           April 1st

Things to Discuss with your Academic Advisor
\( √ \) Graduation Application/Fee  \( √ \) SEVIS I-20 issues
\( √ \) Grade Changes/Incomplete Grades  \( √ \) GPA requirements
\( √ \) Fulfillment of degree plan course requirements  \( √ \) Dissertation/Thesis

International Students must check with the International Student Services Office

For Co-op questions and concerns, check with the IPP Office

3. REGISTER EARLY and MAKE PAYMENT ON TIME!
www.utdallas.edu/SIS

4. Refer to Graduation Webpage for more information
http://www.utdallas.edu/student/records/graduation/

5. Waivers and Transfers
Make sure that all petitions for waivers and transfers are finalized the semester before you plan to graduate. Transfers and waivers will not be considered during your graduating semester!

6. Schedule Changes
Notify your academic advisor regarding schedule changes, as it may affect your graduation.

7. Current Email Address, Telephone Number and Mailing Address
Make sure that the UTD Records Office has your most current email address so that graduation information can be sent to you. Also, make sure that your mailing address is up to date to ensure that your diploma is sent to the correct location.

8. Commencement
Make plans to attend the ECS commencement ceremony in the Activities Center. Commencement tickets are processed through the UTD Records Office.