

# myUTH Graduation Candidate Guide

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### 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.

nyUTH		<del>-</del> Sti	ident Home		<b>^</b> =	(
Tasks A Holds To Do List Items Communications	0	Financial Account	Financial Aid	Profile		
Manage Classes & Reg There ar	listration Today re no classes s	f cheduled for today.	Academic Records	Transcripts		
You t My Advisor	nave 0 classes er	nrolled, 0 dropped.	Academic Progress		_	
			The Academic Re	equirements report is not available.		

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

Student Home	Tasks			Â	Ξ	٢
To Do List	To Do List					
<b>N</b> Holds				7 rows		
Communication Center	1					
	Task	Due Date	Status			
	Intent to Grad. Signature Page	02/01/2018	Initiated	>		
	Oral Presentation	04/13/2018	Initiated	>		
	Student Research Clearance	04/13/2018	Initiated	>		
	Concentration Completion Form	04/15/2018	Initiated	>		
	Constituent Survey	04/15/2018	Initiated	>		
	Evaluation of Student Progress	04/15/2018	Initiated	>		
	Final Clearance	04/15/2018	Initiated	>		



#### 3. Click on an item for a brief description of the requirement and how to complete it.

Task Details

×

Intent to Grad. Signature Page

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.

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	Career
Academic	ourcor

GSPH

4. Select "Holds" from the navigation menu to view holds on your account, including a description and department contacts.

Student Home	
To Do List	7
O Holds	
Communication (	Center



#### **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.

Student Home	Submit an Application for Graduation	â	Ξ	٢
Academic Progress Summary	[go to			
Academic Progress	Search Plan Enroll My Academics			
My Academic Requirements	Apply for Graduation			
🅸 Advisors	Submit an Application for Graduation Select the Apply for Graduation link to proceed with your application. If the link is not visible you			
Advising Notes	may not be eligible for graduation at this time. Please see your Academic Advisor for more information.			
	Program: Master of Public Health - Hous			
Apply for Graduation	Univ. of Texas HSC at Houston   Graduate Public Health			
	Degree: Master of Plublic Health Major: Health Promo/Health Education View Graduation Status			

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.

	go to	
Search Plan Enroll My Academics		
raduation Status		
Program: Master of Public Health - Ho	US	
Program: Master of Public Health - Ho Univ. of Texas HSC at Houston   Gradu	us iate Public Health	
Program: Master of Public Health - Hor Univ. of Texas HSC at Houston   Gradu Degree: Master of Public Health Major: Health Promo/Health Education	us tate Public Health Status: Applied for Graduation Expected Graduation Term: 2018 Spring	
Program: Master of Public Health - Hor Univ. of Texas HSC at Houston   Gradu Degree: Master of Public Health Major: Health Promo/Health Education Student Information	us rate Public Health Status: Applied for Graduation Expected Graduation Term: 2018 Spring	
Program: Master of Public Health - Hor Univ. of Texas HSC at Houston   Gradu Degree: Master of Public Health Major: Health Promo/Health Education Student Information Diploma Name	us ate Public Health Status: Applied for Graduation Expected Graduation Term: 2018 Spring	

- \* If any of parts of the name require an update, follow the instructions below.
  - Incorrect first, middle or last name: Send the <u>Name Change</u> form with supporting documentation for an incorrect first, middle or last name.
  - Initial middle name: Contact the Office of the Registrar (<u>registrar@uth.tmc.edu</u>). 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.

< Student Home	Pro	ofile	Â	Ξ	٢
ID					
Personal Details	Personal Details				
Contact Details					
Addresses	Names			1	
	Name	Туре			
Emergency Contacts	Yay ThisIsMyName	Primary	>		
Emergency Alert Information	Yay Graduation-Name	Degree	>		
Share My Information					
Ethnicity					