

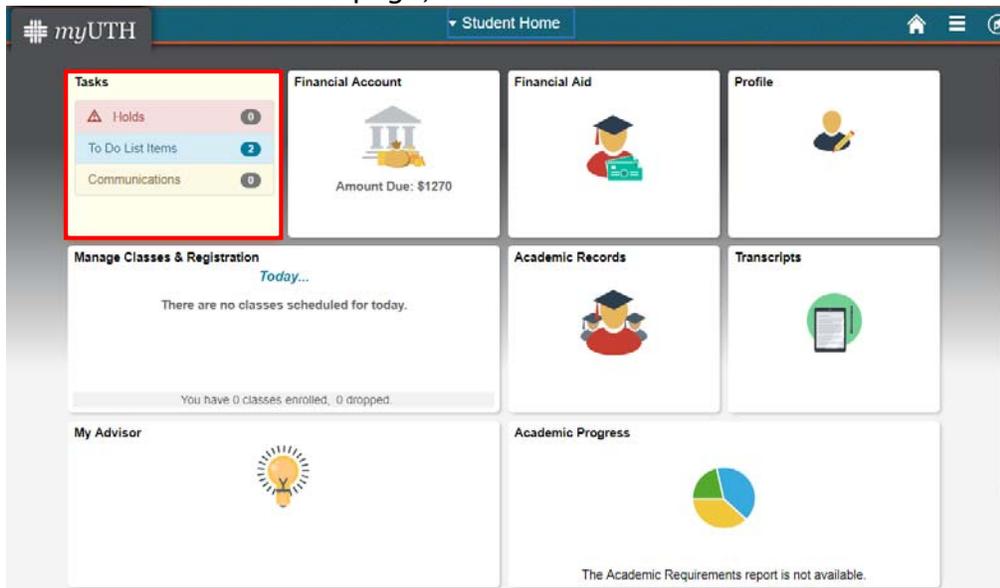
# myUTH Graduation Candidate Guide

Content	Page(s)
<a href="#">To Do List Items and Holds</a>	2- 3
<a href="#">Diploma Name</a>	4
<a href="#">Review and Update Profile</a>	5

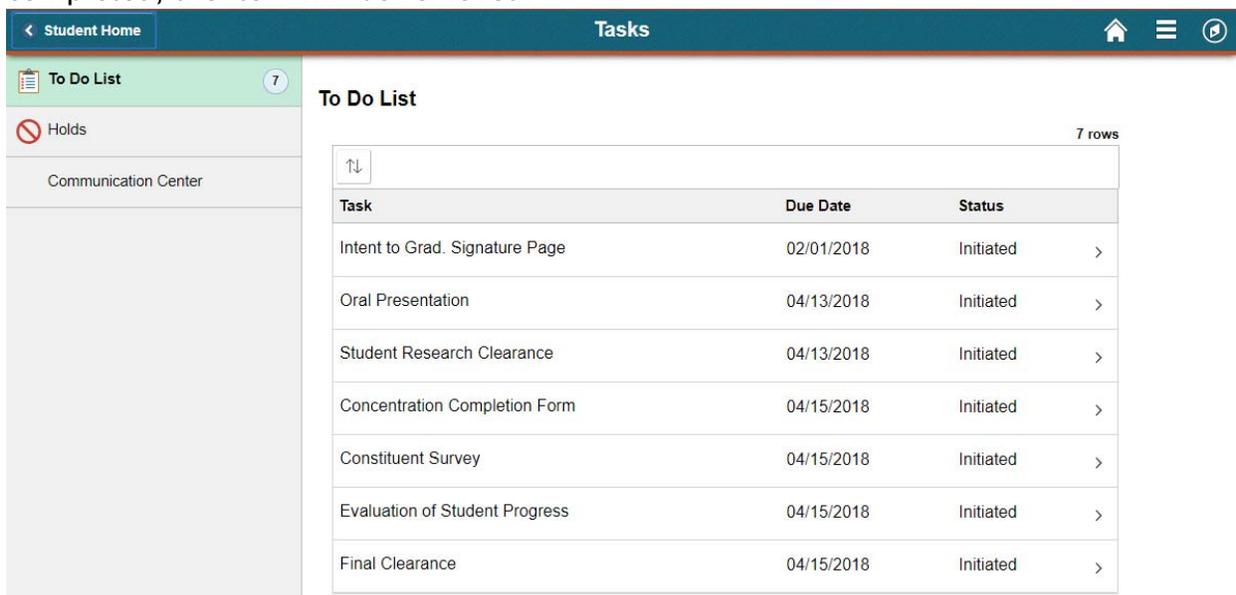
## To Do List Items and Holds

- \* 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.



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



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

**Task Details** ×

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**Intent to Grad. Signature Page**

**Organization**

**Status** Initiated

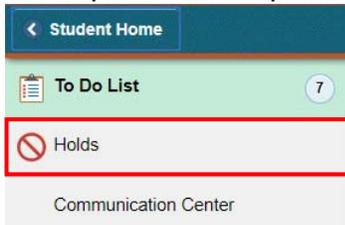
**Status Date** 01/22/2018

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

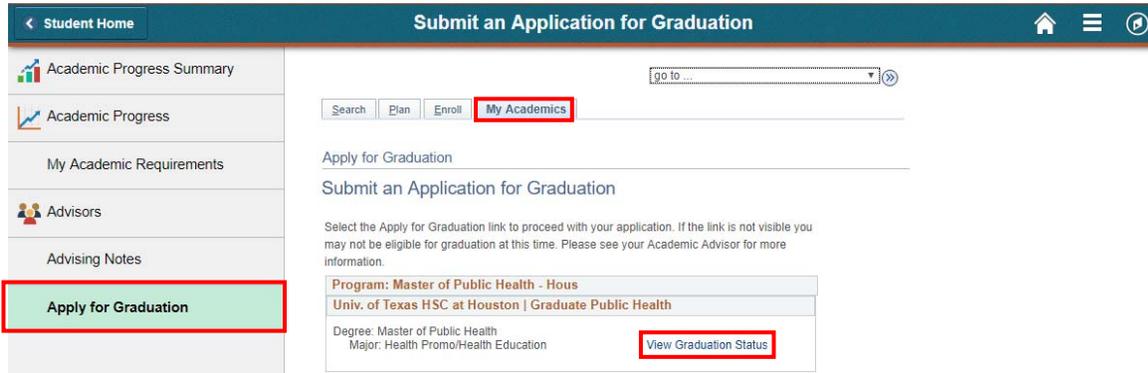


The image shows a navigation menu with the following items:

- Student Home
- To Do List (7)
- Holds** (highlighted with a red box)
- 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.



Submit an Application for Graduation

Academic Progress Summary

Academic Progress

My Academic Requirements

Advisors

Advising Notes

**Apply for Graduation**

Apply for Graduation

Submit an Application for Graduation

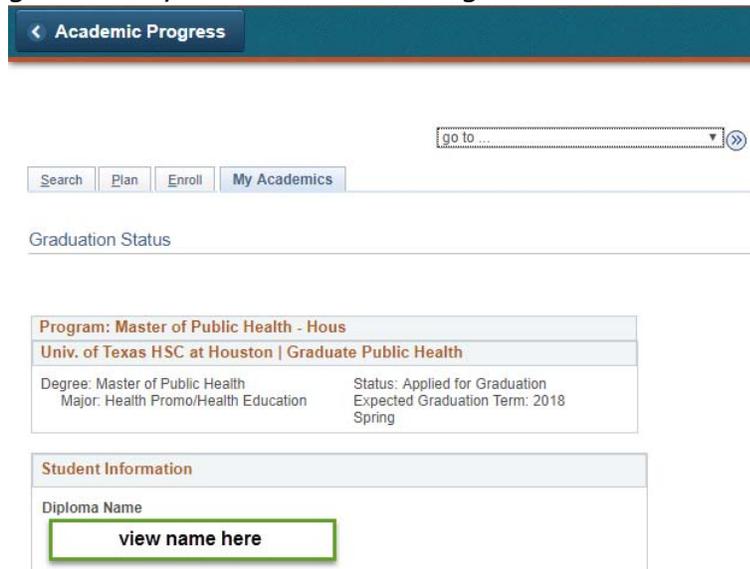
Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Master of Public Health - Hous  
Univ. of Texas HSC at Houston | Graduate Public Health

Degree: Master of Public 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.



Academic Progress

go to ...

Search Plan Enroll **My Academics**

Graduation Status

Program: Master of Public Health - Hous  
Univ. of Texas HSC at Houston | Graduate Public Health

Degree: Master of Public Health  
Major: Health Promo/Health Education

Status: Applied for Graduation  
Expected Graduation Term: 2018 Spring

Student Information

Diploma Name

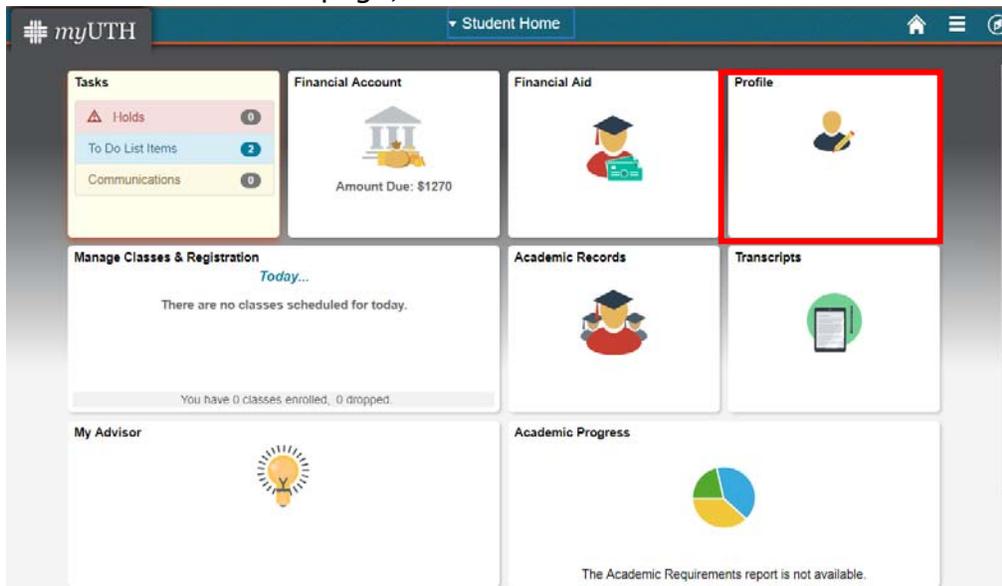
**view name here**

- \* 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](mailto: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.

