# Online Graduation Application

How to Apply Office of the Registrar

Sign in to your Panthertracks as usual



**PANTHERTRACKS** 

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive. Social Security Number cannot be used to log into this site. Students needing their Panthertracks User ID can obtain this from their academic advisor.

To protect your privacy, please Exit and close your browser when you are finished.

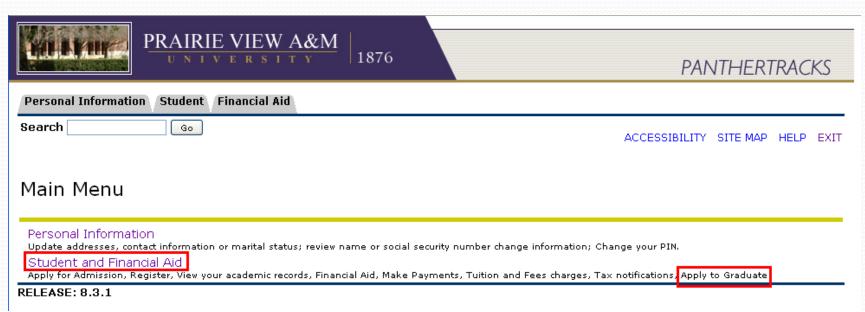
#### Pin Reset contacts:

Students should contact the Help Desk at (936) 261-2525 or 1-877-241-1752 Faculty and Advisor should contact the Information Security Office at 936/261-9350.

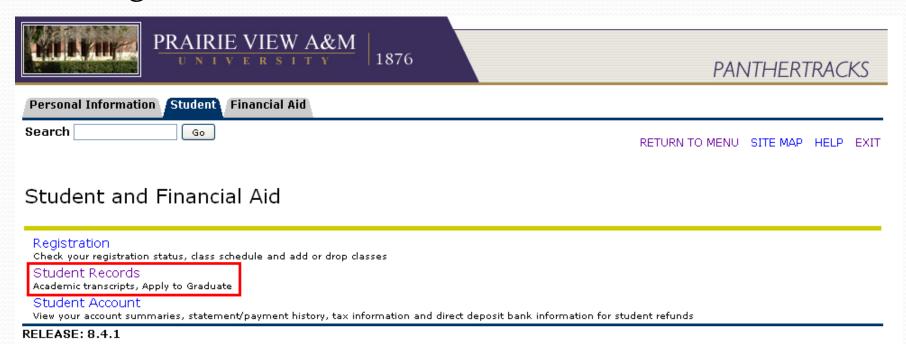
User ID	
PIN:	
<u> </u>	
Login	Click Here for Help with Login?

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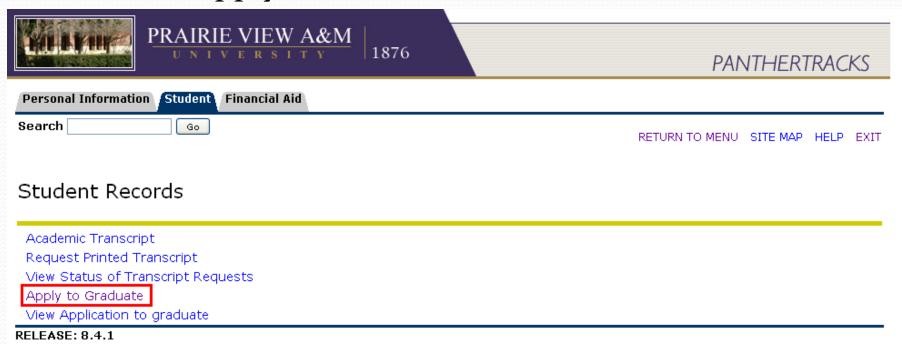
Navigate to <u>Student and Financial Aid</u> menu



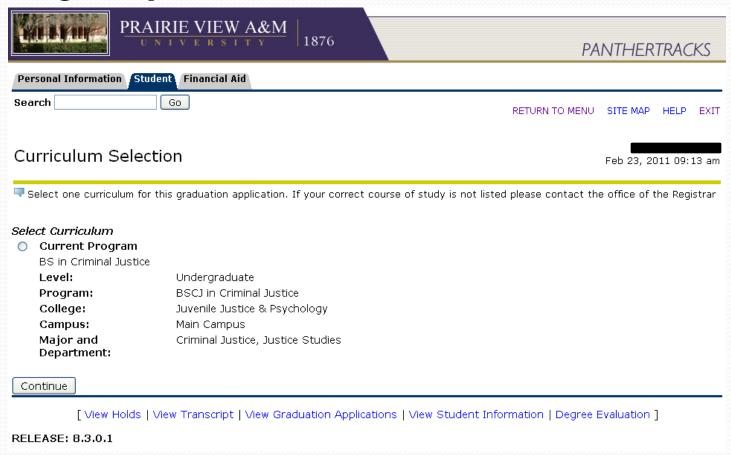
Navigate to <u>Student Records</u> menu



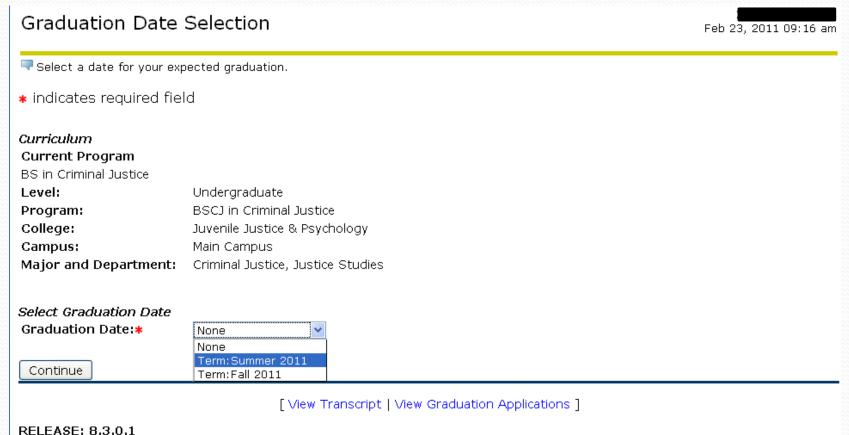
Click on Apply to Graduate



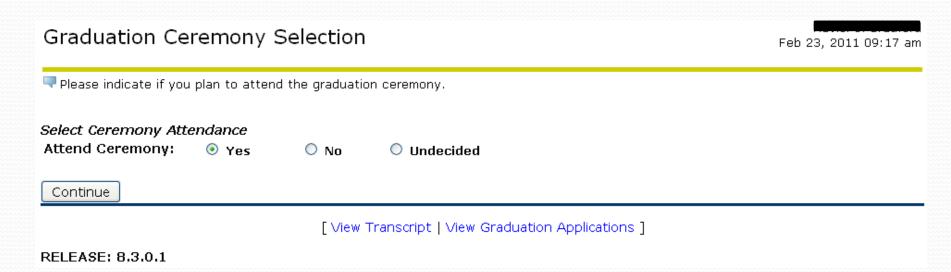
If eligible, your current curriculum will be shown



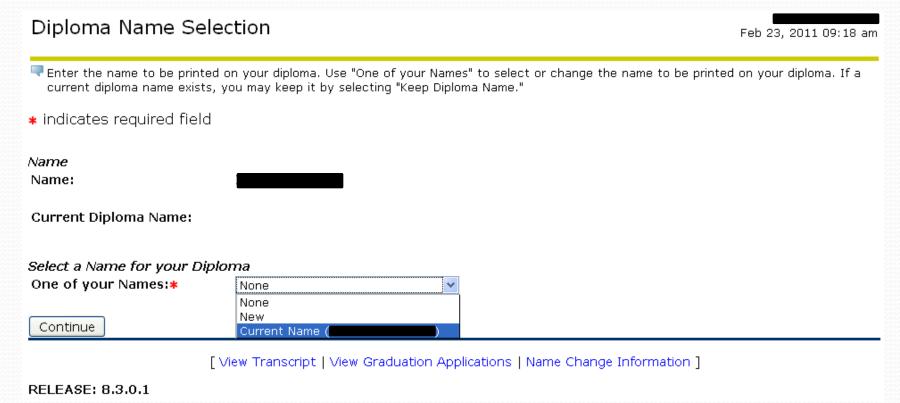
Next, select the Graduating Term (Spring example)



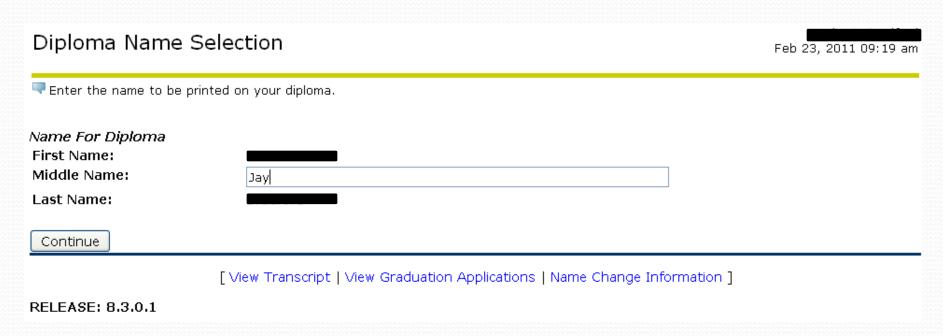
 You will be asked if you plan on attending the ceremony



 You have an option to select Diploma name, if more than one on record



You can edit the Middle Name ONLY



Select (or create a new) address for mailing Diplomas



• Edit the selected address if necessary

Diploma Mailing Address Selection

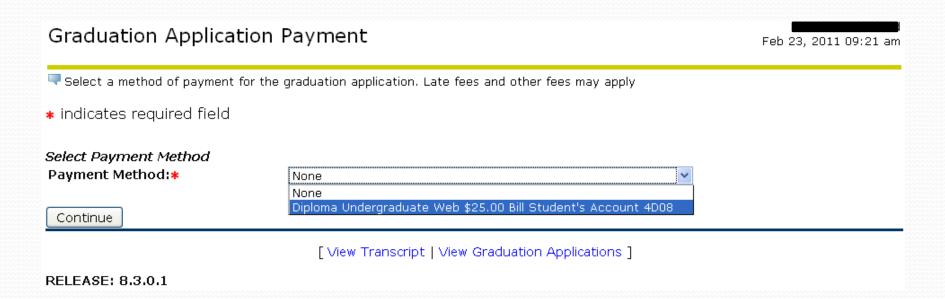
Feb 23, 2011 09:20 am

Please enter or edit a new mailing address for your diploma.		
* indicates required field		
Mailing Address For Diploma		
Street Line 1:*	123 Main St	
Street Line 2:		
Street Line 3:		
City:*	Houston	
State or Province:	Texas	
ZIP or Postal Code:	77001	
Nation:	None	
Continue		

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Application Fee (Normal fee shown in this example)



Summary before submitting

#### Graduation Application Summary

Feb 23, 2011 09:22 am

This is the information that will be submitted for your application to graduate.

Graduation Date

Term: Summer 2011

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name:

Middle Name:

Last Name:

Diploma Mailing Address

Street Line 1:

City:

State or Province:

ZIP or Postal Code:

123 Main St

Houston

Texas

77001

Curriculum

**Current Program** 

BS in Criminal Justice

Level: Program: Undergraduate

BSCJ in Criminal Justice

College: Juvenile Justice & Psychology

Campus: Main Campus

Major and Department: Criminal Justice, Justice Studies

Graduation Charges

Fee:

\$25.00

Payment Method: Bill Student's Account 4D08

Submit Request

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After submitting the application, please read all the important information regarding your graduation carefully.

Thank you