Graduation Checklist

We are going green! We will not be mailing any graduation information therefore please read carefully.

- Run an Interactive Degree Audit [http://www.utexas.edu/student/registrar/ida](http://www.utexas.edu/student/registrar/ida) to view if you are eligible. If you receive an error message, please contact your departmental academic advisor.

- **Apply for graduation online**
  Your graduation application approval is based on the following:
  
  ✓ All requirements met on Interactive Degree Audit.
  ✓ 24 of your last 30 hrs. must be completed in residence at UT Austin.
  ✓ All Transfer work completed and applied to UT records by **November 1**
  ✓ Substitutions/overrides are completed on degree audit.

  ✓ **APPLICATION DEADLINE IS November 1**
    [https://utdirect.utexas.edu/engine/grad/index.WBX](https://utdirect.utexas.edu/engine/grad/index.WBX)

  ✓ Tuition Rebate due last class day, December 2

- **Program information**
  If you would like to verify how your name will appear in the program, please come by ECJ 2.200 between November 3rd and November 11th. We will go to print on November 14th.

Certification... Now it’s Official

- Last Day of Classes: December 2
- Finals: December 7-13
- Grades Posted: December 16
- ALL degree requirements must be completed and degree audit approved!
- Diploma is mailed to your permanent address beginning January 3, 2012 (you may see this online as well)
Graduation In-Absentia

- Complete all degree coursework (prior to catalog expiration).
- Once complete, you must send an official transcript to UT Austin.

Now you may apply for graduation in-absentia:
- ✓ In-Absentia/not regular online application should be completed
  - Go to ECJ 2.200 for the paper form (not online) or contact Engineering Student Affairs Office (512) 471-4321, M. Christina Perkins
- ✓ All bars (including financial) must be cleared prior to application
- ✓ Fall application deadline: **November 1, 2011** for December graduation (no exceptions)
- ✓ Fee: $25 payable to UT Austin via “My Tuition Bill”

**Note:** If you do not complete all degree requirements by one long semester, you must apply for readmission to the University and pay an additional $60 fee!

**Remember:** This is a tentative celebration. It’s NOT official until grades are finalized and all degree requirements are met.

For more information, please go to:
http://www.engr.utexas.edu/graduation/application/inabsentia
INSTRUCTIONS FOR COCKRELL SCHOOL OF ENGINEERING
FALL 2011 COMMENCEMENT ON SATURDAY, DECEMBER 3, 2011
AT 9:00 A.M. IN THE FRANK ERWIN CENTER

The Cockrell School of Engineering at The University of Texas is pleased to invite you to Fall
Commencement on Saturday, December 3, 2011. In order to make the ceremony as enjoyable as
possible, please follow these procedures:

1. The ceremony will be held in the Frank Erwin Center. Please enter the building at the Red River
   entrance. Only students and faculty will be allowed to use this entrance. Parents and guests may
   enter at the north and south end entrances.

2. Plan to arrive by 8:00 a.m. Upon arrival, the student will check in and be directed to the
   appropriate staging area for your department where you will receive your name and photo cards.
   Please check to make sure that the information on both cards is complete and correct.

3. Students should wear business attire under their regalia. Regalia consist of a black robe and mortar
   board, bright orange tassel and stole. Sneakers, jeans and flip flops are not appropriate attire.
   Approved university recognitions, such as honors cords and stoles may be worn with your regalia.

Invitations, Announcement, and Regalia – available at the University Co-op at two locations:
   2246 Guadalupe - Basement (476-7211, ext.8141);
   2902 Medical Arts (472-6156) or
   http://www.universitycoop.com/

4. During the ceremony, when approaching the stage, the student should have both name and photo
   cards with them. The photo card with be taken at the bottom of the ramp and the name card will
   be given to the Stage Director before you walk across the stage. Each Department Chair will
   announce your name and honor status if applicable. The student will receive an envelope from the
   dean and shake his hand while posing for a photograph to be taken. The student should then
   proceed to the other side of the stage and return to his/her seat.

5. Flash Photography will be sending you a proof at the address you indicate on your photo card. You
   are under no obligation to purchase photographs.

6. At the end of the ceremony, the faculty will process out followed by the graduates.

7. Tickets are not required for participants or guests. If you have a guest with special needs, please
   contact the Frank Erwin Center at (512) 471-7744.

8. If you have any additional questions, please visit the following:
   http://www.engr.utexas.edu/graduation/ceremony or call SAO at 471-4321.