Texas Woman’s University
How to Apply for Graduation

1. Log into Pioneer Portal

![Pioneer Portal Login]

2. Click on “Apply for Graduation” under WEBADVISOR

![Jill's Portal]

3. Log into WEBADVISOR with your Portal username and password

![WEBADVISOR Login]
4. Click on the “Students” tab

5. Under the “Academic Profile” section select “Application for Graduation”

6. Select the program for which you are applying. If you have more than one program, you will have to submit one application and then go back and submit another application for the additional program.

7. To complete the application, you will be asked several questions. Please click “Submit” after making your selections.
8. The first question will ask if you want to participate in the commencement ceremony?

![Graduation Questionnaire](image)

9. If you selected “Yes” for participation in the graduation ceremony, you will be asked to select your completion term/ceremony site. If you selected “No” you will be asked to select your completion term.

![Commencement Schedule](image)

   a. For those that selected “Yes” for participation, you will also be asked if you, the student, need any special accommodations at commencement.

![Graduation Questionnaire](image)
10. The next 3 questions will be asked of all students graduating.

a. Do you want your name in the commencement program booklet?

b. Did either of your parents graduate from college?

c. Are you a veteran?
11. This screen will require you to type your name as it should appear on your diploma, determine what address you want your diploma to be mailed to and enter an alternate email address to be used after you graduate.

![Application for Graduation](image)

12. Once you have submitted that information, you will have a confirmation page to review your selections and then submit the application. After you have submitted the application, the application fee will be charged to your TWU ebill and you can pay online through WEBADVISOR any time prior to graduation. Contact the Bursar’s office at 940-898-3570 for payment inquiries.

13. If you are having trouble submitting your application, please contact our Service Desk at 940-898-3971.