

Texas Woman's University

How to Apply for Graduation



1. Log into Pioneer Portal

A screenshot of the TWU's Pioneer Portal login page. The page has a light gray background with a dark red header. The header contains the text "TWU's Pioneer Portal" in a bold, dark red font. Below the header, there are two input fields for "Username:" and "Password:". A blue link "Forgot your password?" is positioned below the password field. A "Log In" button is centered below the input fields. At the bottom of the page, there are three links: "Create Portal Account" (in blue), "Email" (in purple), and "Need Help?" (in purple). A footer note states "Optimized for Internet Explorer. Click here to download."

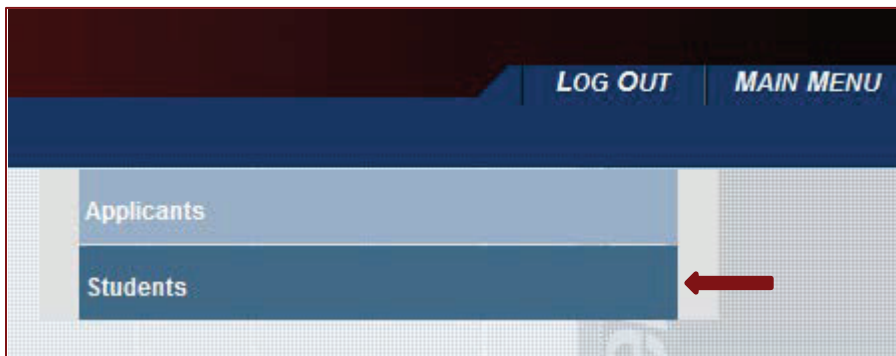
2. Click on "Apply for Graduation" under WEBADVISOR

A screenshot of the "Jill's Portal" dashboard. The page has a dark red header with the text "Jill's Portal" in white. Below the header, there are several sections. On the left, there is a "Back | Help Desk" link and a "Pioneer Portal" button. Below that is a "My Start Page" section with links for "My Email", "My Info", "My Links", "My Resources", "My Settings", "My Tools", and "Log Out". In the center, there is a "Quick Links" section with a table containing user information for Jill Pioneer: Full Name: Pioneer, Jill; Username: JPioneer; Email: JPioneer@twu.edu; TWU ID: 900088031; Employee #: 5307; Student ID: 0047011. Below the table is an "Announcements" section with a list of items including "Whistler & Hawaii Interest Meeting", "Free HIV Screening", "AGE and Inflammation Study", "Build a Better Body", and "Boot Camp registration begins Aug.". On the right, there is an "Important Links" section with a list of links including "COURSE SCHEDULES", "WEBADVISOR", and "FINANCIAL INFORMATION". A red arrow points to the "Apply for Graduation" link under the "WEBADVISOR" section.

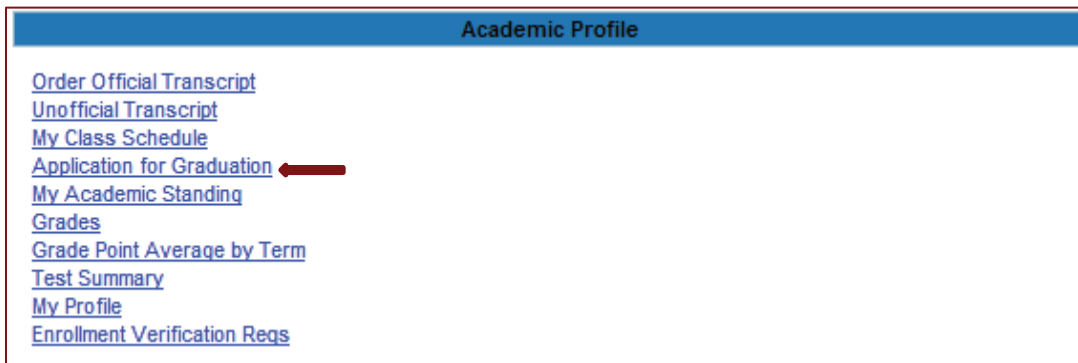
3. Log into WEBADVISOR with your Portal username and password

A screenshot of the WEBADVISOR login page. The page has a dark red header with the text "LOG IN" and "MAIN MENU" in white. Below the header, there is a "Welcome Guest!" message. In the center, there is a "Log In" button. Below the button, there are two input fields for "User ID:" and "Password:". A "SUBMIT" button is located at the bottom of the page.

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.

A screenshot of the 'Application for Graduation' form. The title 'Application for Graduation' is centered at the top. Below the title, there is a red warning message: 'If you continue this application, you will be charged \$40. To exit the application, click the STUDENTS MENU tab.' Below the warning, there is a paragraph of text: 'To view graduation application deadlines, please visit the Graduation Information page. For graduation application related questions, please visit Asked Questions page.' Below the paragraph, there is another paragraph: 'Any correspondence regarding this application as well as the TWU graduation process will be sent to your TWU email address. Please be sure information.' Below the paragraph, there is a paragraph: 'If your major does not appear in this list. Undergraduate students, please contact the Office of the Registrar at (940)898-3036. Graduate students, please contact the Graduate School at (940)898-3415.' Below the paragraph, there is a table with the following columns: 'Choose One', 'Eligible Programs', 'Degrees', 'Catalog', 'Majors', and 'Date Applied'. The table has three rows of data. A red arrow points to the first row. Below the table, there is a blue 'SUBMIT' button.

Choose One	Eligible Programs	Degrees	Catalog	Majors	Date Applied
<input type="radio"/>	NURSE DU MS	MS	TWU	55234	12/14/12
<input type="radio"/>	ART.BA	BA	TWU	12412	12/14/12
<input type="radio"/>	HUMANBIOL.BS	BS	TWU	10208	

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

Use the drop down box to select "Yes" or "No."

* = Required

Will you participate in the commencement ceremony?* ←

Please note, by selecting No as your answer to this question, you will be forfeiting the opportunity to participate in the TWU commencement ceremony and will be allotted no guest tickets to attend the ceremony.

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

* = Required

Choose One*	Completion Term	Ceremony Date	Ceremony Site
<input type="button" value="C"/> ←	12/FA Fall 2012	December 2012	Denton (December)

- 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

Use the drop down box to select "Yes" or "No."

* = Required


Will you need special accommodations at the ceremony (sign language interpreter, wheelchair or escort)?* ←

10. The next 3 questions will be asked of all students graduating.

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

Graduation Questionnaire

Use the drop down box to select "Yes" or "No."



* = Required


Do you want your name included in the graduation commencement program booklet?*

SUBMIT

b. Did either of your parents graduate from college?

Graduation Questionnaire

Use the drop down box to select "Yes" or "No."



* = Required


Did either of your parents (or legal guardians) graduate from college?*

SUBMIT

c. Are you a veteran?

Graduation Questionnaire

Use the drop down box to select "Yes" or "No."



* = Required

Are you a Veteran?*

SUBMIT

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

* = Required

Selected Program	Degree	Catalog	Major	Date Applied
ART.BA	BA	TWU	12412	11/28/11

Type your name as it should appear on diploma.* ←

Diploma Mailing Address (Change if Needed) ←

<input type="text" value="123 Usage Way"/>
<input type="text"/>
<input type="text"/>

City State Zip ←

Country (If not US)

Anticipated Completion Term: 12/FA
Ceremony Site: DEN
Ceremony Date: December 2012
All correspondence about graduation will go to: jpioneer@twu.edu
Post-Graduation Email Address: ←
Application Fee Amount Due: \$40.00

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.