FALL 2014 Graduation Information Session

Graduate School

Olympia Caudillo
Assistant Director, Graduation Evaluation
MLASB 223  747-7902
ocaudillo2@utep.edu

Elaine Urban-Marquez
Coordinator
MLASB 223  747-7369
meurbanmarquez@utep.edu
Welcome

Please read the following presentation for information on graduation.

- Checklist
- Required Forms
- Deadlines
- Commencement
Graduation Information Session

Graduation vs Commencement

Although graduation and commencement are corresponding events, they are not the same. You must apply for graduation to participate in commencement.
Graduation Information Session

- Graduation is the process of being awarded a degree.

- You must submit an Application for Graduation by posted deadlines and you must meet University degree requirements to graduate.
Graduation Information Session

- Commencement is the ceremony held at the end of the spring and fall semester to recognize the attainment of a degree.

- Only students who have applied for graduation can participate in commencement.

- Participation in commencement does not imply or infer the awarding of a degree.

- A final degree audit must be completed after final grades post, before the degree is awarded, and you officially graduate.
Graduation Information Session

Graduation Forms

The following is a brief summary of forms required for graduation.
Forms

Degree candidates are required to submit the following forms:

- Application for Graduate Degree
- Final Degree Plan
- Completion/Defense Form
Forms

Doctoral Degree candidates are also required to submit the following:

- Biographical Sketch & Resume
  (Please submit in Electronic Format)

- Survey of Earned Doctoral Degrees
  (Ph.D. degree recipients only)
Graduation forms are located at the Graduate School website under:

- **Current Students**
  - **Forms**

Forms can be filled online and printed for graduate advisor, thesis/non-thesis/dissertation committee and college dean signature approvals.
Forms

- Graduate School web address:
  - [http://graduate.utep.edu](http://graduate.utep.edu)

Thesis and Dissertation Guidelines are also included on this page.
Forms

Application for Graduate Degree

Required Information

- Degree Information
- Title of thesis/dissertation
- Scheduled Defense Date
- Committee members printed names
- Graduate Advisor Approval
- College Dean approval

Make sure your application includes all required information!
Final Degree Plan

The Final Degree Plan is a list of courses which make up your degree. The Final Degree Plan should ONLY include courses which are part of your degree. Total courses/hours listed should equal total degree requirements.

Example:
30 hours = 10 courses
36 hours = 12 courses

Only include courses that apply towards your degree - do not include PE courses or courses with W or F grades.
Completion/Defense Form

All students must submit a Defense or Completion form.

The form must be approved by your program graduate advisor and your college dean.

*Some programs submit completion notification directly to the Graduate school. Check with your program.*
Email Confirmation of Graduation Application

Congratulations!

Your application for degree candidacy has been approved. Please go to the Graduate School website for more important information on the graduation process including Graduation Deadlines, Thesis & Dissertation Guidelines, and information on the various masters and doctoral programs offered at UTEP – http://graduate.utep.edu

Make sure you carefully check your transcript and address any grade discrepancies with your instructors as this will affect the awarding of your degree. This includes addressing I (Incomplete) grades, P (Pass grades), and N (No grade assigned). *Please note that you are ineligible for graduation if you have incomplete grades on your final transcript.*

Pay the Diploma Fee and if applicable, the UMI Thesis/Dissertation or the Traditional Publication fee at your earliest convenience. Fees can be paid in person at the Bursar’s Office or online by logging into your UTEP Goldmine account.

Please note that the name on the diploma and transcript is the official name as it appears in Goldmine. So, if you entered a different name on the graduation application for diploma printing purposes, the change will not be approved. For official identification purposes, the name on the diploma or the transcript cannot differ from the Goldmine name unless you file a name change through the Records Office. Please refer to the Records Office for instructions on filing a name change.

During the fall 2014 term, the Records Office will send an email invitation to log into MarchingOrders which will allow you to RSVP your participation in Fall 2014 Commencement and your college pre-commencement ceremony. Please note that you cannot RSVP until you receive this email. If you attempt to RSVP before receiving this email, you will get an error message informing you that you are not eligible for graduation! The Records Office is responsible for sending this email so all questions regarding the RSVP should be directed to the Records Office. Further information on pre-commencement can be obtained at the office of your respective college dean.

Do not forget to visit the official UTEP Commencement website for information on commencement: UTEP Commencement. Remember that you cannot RSVP until you receive the email from the Records Office inviting you to log into MarchingOrders.

Finally, do not forget that graduation regalia as well as graduation announcements, etc. can be obtained at the UTEP Bookstore – UTEP Bookstore.

Please let me know if I may be of further assistance and again, congratulations!

Sincerely,
Olympia Caudillo
Olympia Caudillo, M.Ed.
Assistant Director of Graduation Evaluation
Graduate School, ASB 223
El Paso, Texas 79968
(915) 747-5802  (915) 747-5868  Fax
ocaudillo@utep.edu

A similar notification will be sent after the Graduate School approves your application.
Graduation Information Session

Graduation Deadlines

The following provides information on graduation deadlines.
Fall 2014 Graduation Deadlines

- Master’s Degree Candidates

- Doctoral Degree Candidates

Fall 2014 Deadlines are posted on the Graduate School website.

Click on either link to view Fall 2014 Graduation Deadlines.
Doctoral degree candidates are required to defend by December 5, 2014
Master’s degree candidates are required to defend by December 19, 2014
Graduation Information Session

Commencement

The following provides information on commencement
Commencement

- Ceremonies held at the end of the spring and fall semester to recognize the attainment of a degree.
- Only students who have applied for graduation can participate in commencement.
- Participation in commencement does not imply or infer the awarding of a degree.
MarchingOrder

You will be required to register at this website if you wish to participate in commencement and Pre-Commencement.

Only students who have applied for graduation will have access to this web site.

Emails will be sent in a couple of weeks to approved degree applicants with instructions on accessing the web site and registering for participation in Commencement and Pre-Commencement.
Pre-Commencement is a COLLEGE event.

Pre-Commencement is not a Graduate School Event.

Check with the Office of your respective College Dean for Information on Pre-Commencement activities.

Pay special attention to this information regarding pre-commencement ceremonies.
Your name **will not** appear in the program if you have a Confidential Indicator on your records. Check with the Records Office to remove the confidential indicator.
Commencement

Saturday, December 13, 2014

9:00 a.m. – College of Liberals Arts

2:00 p.m. – Colleges of Business Administration, Education & School of Nursing

7:00 p.m. – Colleges of Engineering, Science & Health Sciences
✓ Report at least two hours before your scheduled ceremony.

✓ Check in takes place in the Auxiliary Gym located next to Memorial Gym.
Early check in is encouraged because photographers will be available to take graduation photographs in Memorial Gym.
Locate the Graduate School table to pick up your Commencement Reader Name Card.

Proceed to Memorial Gym to Line up in preparation to enter the Don Haskins Center.
Graduate and Doctoral students march in as “The Graduate School” so line up behind the Graduate School banner.
Graduation Information Session

Diploma Information

The following is important information regarding your diploma.
Diploma

- Diploma lists earned Degree & Major

- Transcript lists degree and major and if applicable, concentration
• All Diplomas are mailed approximately ninety days after degree conferral.

• If you prefer to pick up the diploma rather than having it mailed, indicate this by writing “Will Pick Up” on the address line in the Graduation Application.
Students who list an international address on the graduation application will be assessed an additional $50 Diploma Mailing Fee. This fee covers expenses for mailing the diploma outside the United States.

Contact the Records Office if you wish to make other delivery arrangements.
The “Diploma Name” is the name of record in UTEP’s student information system (Goldmine).

The diploma is a legal record so the diploma name must match the Goldmine name.

Requests to alter or change your name on the graduation application will not be honored.

Please visit the Records Office for information on filing a name change.

Pay special attention to this information regarding your “Diploma Name”.
Diploma

• It is your responsibility to verify that the Mailing Address and Official Name listed in UTEP’s student information system (Goldmine) is correct.

• Contact the Records Office if changes to your Mailing Address or Official Name are required.

• http://www.utep.edu/records
Diploma

- Transcripts or diplomas will not be issued if you have an outstanding financial obligation to the University. Contact Student Business Services or Financial Aid for more information.

Office of Financial Aid

Student Business Services
Diploma

Please address all inquiries regarding Transcripts and Diplomas to the Records Office

http://www.utep.edu/records
Transcript – Very Important

APOSTILLE CERTIFICATION WITH THE SECRETARY OF STATE OF THE STATE OF TEXAS


Please contact the Records Office for information apostille certification of your diploma.
Other Important Information

The following provides additional information on commencement.
Other Information

- http://graduate.utep.edu/preparing.html

Use this link to obtain detailed information on graduation.
Commencement regalia, graduation announcements and invitations, class ring, etc. can be obtained at the UTEP Bookstore.
Purchase your Fall 2014 Medallion Pack!

- Master’s Packet – $120
- Doctoral Packet – $140
- (approximate prices)

Out of Town Students reserve your Medallion Pack by calling 915-747-8600
There is not an Honor’s designation at the graduate level. Master and Doctoral students at The University of Texas at El Paso are required to maintain a 3.0 Cumulative Grade Point average to be eligible for graduation.
Other Information

Fall 2014 Official Degree Conferral Date:

December 13, 2014

- Final grades are available December 22, 2014
  9 Days AFTER Commencement

- Degrees are posted on the transcript approximately
  30 days after degree conferral - January 2015

- Diplomas are mailed approximately 90 days AFTER
  degree conferral - March 2015
Other Information

- If you do not meet degree requirements, please notify the Graduate School as soon as possible so we can reactivate your student record; otherwise you will not be able to register.

- Send email notification to the Graduate School requesting the withdrawal of your graduation application.
Other Information

- University policy does not allow us to defer the graduation application so if you do not graduate, you are required to reapply for graduation.
- Graduation fee will be reversed.
If you wish to pursue another program of study or continue taking courses after graduation, you need to reapply for admission to the Graduate School.
October 3, 2014 – Last Day for Regular Application. Applications received after this date are assessed a late fee.

December 10, 2014 – Last day to apply for Fall 2014 graduation.

December 13, 2014 – Fall 2014 Commencement.

December 19, 2014 – Deadline to submit the Graduate School approved thesis or dissertation, signature page and completion/defense form.
Congratulations

Your fall 2015 master's or doctoral degree has been awarded.

Transcripts with the posted degree can be ordered from the Records Office using the following link –
www.utep.edu/records

Diplomas will be mailed in approximately ninety days to your Diploma Mailing Address as indicated on your GradPro account. For international addresses, please contact the Records Office to make alternative mailing arrangements.

All inquiries regarding diplomas or transcripts should be directed to the Records Office – www.utep.edu/records
(915) 747-7271

I hope you have enjoyed your time at UTEP. Information on the many master’s and doctoral programs offered at UTEP can be found on the Graduate School website at:
http://graduate.utep.edu

As a final note, please note the UTEP Office of Alumni Relations so you can stay connected to the Miners community at:
http://alumni.utep.edu

Let me know if you need any further assistance. Again, congratulations and continued success.

Sincerely,

Olympia Castillejo
Assistant Director of Graduation Evaluation
Graduate School, Value Logics 3SS 312C
El Paso, Texas 79968
(915) 747-0282
Fax (915) 747-8823
ocastillejo@utep.edu

You will receive a similar notification from the Graduate School as soon as your degree is posted.

Yippee!
I graduated!!!
Final Transcript
Very, Very Important Information

!!Please conduct a thorough review of your transcript!!

• Your degree cannot be awarded if you have any of the following grades on the Final Transcript:
  • P – in Progress Grade
  • I – Incomplete Grade
  • N – No Grade Assigned
• Consult with the Instructor of the course and request that he/she submit a Grade Change Authorization Form as soon as possible.

It is extremely important that you review your transcript. You will not graduate as long as you have P, I or N grades on the final transcript!!
Graduate School
Graduation Information Session

Questions, Comments or Concerns:

Olympia Caudillo
Assistant Director
MLASB 223
747-7902
ocaudillo2@utep.edu
http://graduate.utep.edu

Elaine Urban-Marquez
Coordinator
MLASB 223
747-7369
meurbanmarquez@utep.edu