

# How to Apply for Graduation



*The rising STAR of Texas*

# Log in to the student portal

- [www.txstate.edu](http://www.txstate.edu)
- Click on CatsWeb
- Click on Student Services

TEXAS STATE UNIVERSITY SAN MARCOS

CatsWeb

Texas State Catsweb Portal Logout

**Student Services**  
Student Services | Campus Phone Directory | Faculty/Staff Directory | Student Directory

Please use Internet Explorer, Mozilla Firefox or Safari to access this site. Google Chrome is not compatible with this system.

**Pardon Our Progress!**  
Texas State is moving to a new Student Information System (SIS). During the transition, some student services will remain in the current CatsWeb system while others redirect you to the New SIS Student Self Service Login.

**Click Here** to go directly to the New Student Information System [https://ssb.txstate.eduprodtwbkwbis.P\\_WWWLogin](https://ssb.txstate.eduprodtwbkwbis.P_WWWLogin)

Services marked with a "▶" require a New Texas State ID and Self-Service PIN. (A + 8 digits)

**Fall 2011 Services**

- ▶ Registration and Schedule Changes
- ▶ Check Holds and Registration Eligibility
- ▶ Student Balance
- ▶ My Financial Aid
- ▶ Submit Change of Address

Class Schedule & Course Catalog  
Texas State Tuition & Fees, Room & Board Rates  
Transfer Course Information  
Parking Tickets & Payment  
Parking Ticket Appeal Form  
Request Parking Permit

**New Fall 2011 Students**

- ▶ Activate your New Texas State NetID
- ▶ Forgot your New Texas State NetID Password?

CatsWeb

Click Here to  
access the Self  
Service Login

## Texas State Self-Service Login

Welcome to the new Texas State Self-Service login page.

**Log in below using your New Texas State ID** (Letter A + 8 digits).

**Current & Returning Students** (attending before Fall 2011)

[Create your new Texas State ID and Self-Service PIN](#)

Forgot your PIN, or need login instructions? Click ['here'](#)!

Use of computer and network facilities owned or operated by Texas State University-San Marcos requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University-San Marcos.

**Texas State ID:**  **(Letter A + 8 digits)**

**Self-Service PIN:**

Login

Forgot PIN?

RELEASE: 8.3.1

Log In using your Texas State ID (A + 8 digits). If you do not remember your Self-Service PIN, click the button for 'Forgot PIN?'. If you are still not able to log in, contact ITAC at 512-245-4822.

## Main Menu

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Last web access on Aug 31, 2011 at 03:14 pm

[Personal Information](#)

Update addresses or contact information; review name or social security number change information; Change your PIN.

[Student](#)

Admissions Status, Registration, Student Records, Housing, Meal Plans and Degree Audit

[Financial Aid](#)

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

[Faculty and Advisors](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information

[Admission Status](#)

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**RELEASE: 8.3.1**

Select "Student"



## Student

Select "Student Records"

### [Admissions Status](#)

Apply for Admission or Review Existing Applications

### [Registration](#)

Check your registration status, class schedule and add or drop classes

### [Student Records](#)

View your holds, grades, transcripts, and apply for graduation

### [Housing and Meal Plans](#)

Submit/Review Contract and Preferences

### [Tuition and Fee Information](#)

Make payment, view account detail, sign-up for direct deposit, authorize 3rd party users

### [Degree Audit](#)

Review your academic progress

**RELEASE: 8.3**

## Student Records

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- [View Holds](#)
  - [Course Catalog](#)
  - [View Student Information](#)
  - [Class Schedule](#)
  - [Apply to Graduate](#)
- 

**RELEASE: 8.3**

Select "Apply to Graduate"



## Curriculum Selection

Select one curriculum for this graduation application.

To see your current curriculum with degree and major please click on the link at the bottom, "View Student Information".

If you are pursuing two degrees you will need to access this system again to apply for both degrees.

### Select Curriculum

Current Program

[\[ View Student Information \]](#)

RELEASE: 8.3.0.1

Click the radio button next to Current Program, then click Continue

Note: If you are pursuing dual degrees you will have two Current Program options and will need to submit the graduation application twice.

## Graduation Date Selection

Select a date for your expected graduation.

\* indicates required field

*Curriculum*

Current Program

Select Graduation Date

Graduation Date:\*

Date:Dec 16, 2011 Term:Fall 2011

Continue

[ [View Graduation Applications](#) ]

RELEASE: 8.3.0.1

In the drop-down box,  
select  
"Date: Dec 16, 2011  
Term: Fall 2011"  
for your graduation date.  
Then, click continue.

## Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

### Select Ceremony Attendance

Attend Ceremony:

Yes

No

Undecided

[Continue](#)

[\[ View Graduation Applications \]](#)

RELEASE: 8.3.0.1

Select the appropriate response, then click continue.

This is how your name will be printed on your diploma and in the commencement program, and how it will be announced at the ceremony.

Click Continue

The screenshot shows a web browser window titled "Diploma Name Selection - Windows Internet Explorer". The address bar shows the URL: [https://jsbqa.udc.txstate.edu/qual/bwskgrad.p\\_proc\\_ceremony](https://jsbqa.udc.txstate.edu/qual/bwskgrad.p_proc_ceremony). The page header features the Texas State University San Marcos logo. Below the header, there are tabs for "Personal Information", "Student", and "Financial Aid". A search bar is present with a "Go" button. The main heading is "Diploma Name Selection". A red arrow points from the "Click Continue" text to a "Continue" button. The form displays the name "Name: Betty Bobcat hulte". Below the form, there are links for "[ View Transcript | View Graduation Applications ]" and a version number "RELEASE: 8.3.0.1".

Note: For instructions on how to change your name, visit the Registrar's website, and take note of the deadline.

<http://www.registrar.txstate.edu/our-services/personal-info-update.html>

In the drop down box, select the address where you want your diploma mailed: select "local," "permanent," or "new" (to enter a different address). Then, click continue.

### Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

\* indicates required field

*Current Diploma Mailing Address*

Select an Address for your Diploma  
One of your Addresses:\*

[ [View Graduation Applications](#) | [View Addresses And Phones](#) ]

RELEASE: 8.3.0.1

Please note, entering a new address does not change your official address with the University. This is simply the address where your diploma should be mailed.

## Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

\* indicates required field

### Mailing Address For Diploma

House Number:	<input type="text"/>
Street Line 1:*	1234 Bobcat Dr.
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>
Street Line 4:	<input type="text"/>
City:*	San Marcos
State or Province:	Texas
ZIP or Postal Code:	78666
Nation:	None

[Continue](#)

[\[ View Graduation Applications | View Addresses And Phones \]](#)

RELEASE: 8.3.0.1

Please note, entering a new address does not change your official address with the University. This is simply the address where your diploma should be mailed.

Confirm diploma mailing address, then click continue.

## Graduation Application Summary

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

### *Graduation Date*

**Date:** Dec 16, 2011  
**Term:** Fall 2011

### *Ceremony*

**Attend Ceremony:** Undecided

### *Diploma Mailing Address*

**Street Line 1:** 1234 Bobcat Dr.  
**City:** San Marcos  
**State or Province:** Texas  
**ZIP or Postal Code:** 78666

### *Curriculum*

**Current Program**

[\[ View Graduation Applications \]](#)

RELEASE: 8.3.0.1

Review your graduation application summary to confirm your information then select submit request.

## Graduation Application

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Click Next

Your application for graduation is almost complete. Click 'Next' to continue.  
You will be required to log in with your Texas State NetID and password.

A00424090/1

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[ [View Graduation Applications](#) ]

RELEASE: 8.3.0.1

Student Graduation Application

Log in using your Net ID  
(example: bb1111) and  
password.

This is different from your  
student ID (A00112233)  
and pin.

User Log On

\* Net ID:

\* Password:

Login

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You must log in and complete the following steps in order to finalize the graduation application process.

## Student Graduation Application

Home

Reporting

Applicants for Graduation

### Graduation Application Fall 2011

**Student ID:** A00123456  
**Student Name:** Betty Bobcat  
**Student Level:** Undergraduate/Bachelor's  
**College:** Health Professions  
**Degree:** Bachelor of Healthcare Administration  
**Major:** Healthcare Administration  
**Minor 1:**  
**Minor 2:**

Confirm that your information is correct, read the following statements, and then click continue.

#### Please read the following statements carefully.

- Your name will be announced at the commencement ceremony, printed in the commencement program, and printed on your diploma exactly as it appears on your academic record.
- You must be enrolled in the course work necessary to complete your degree requirements.
- Once you successfully submit the application for graduation, your information will be sent to the appropriate Academic Advising Center for undergraduate students or to the Graduate College staff for graduate students.

Continue >>

## Student Graduation Application

[Home](#)

[Reporting](#)

Applicants for Graduation

### Please supply the required contact information below.

The address & phone number below will be used solely by the Academic Advising Center/Graduate College to contact you during the semester with any information regarding your application for graduation.

\* Daytime Phone:

\* Local Phone:

\* Street Address:

\* City:

\* State:

\* Zip:

To provide a way for Bobcat alumni to keep in touch with one another and receive information about major events at Texas State, we ask each graduate to provide a permanent email address. We typically use your permanent email address to send you important news from Texas State. We will not share your email address with outside vendors.

\* Permanent Email Address:

After you graduate, you will be able to forward your Texas State e-mail address to a permanent e-mail address of your choice.

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[Continue >>](#)

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Enter phone number(s), a mailing address, and an email address where the Advising Center can contact you with questions regarding your application. This is also the email/ mailing address the advising center will use to send information regarding the commencement ceremony. Click continue.

## Student Graduation Application

Home

### Please supply the following optional information if applicable.

Enter all transfer courses in progress or not yet on your transcript. **Include the name of the institution where the courses are being taken.**

Austin Community College-- History 1310  
Blinn College-- English 1310

Please list any other information that may impact your application.

**NAME PRONUNCIATION:** If you are worried about your name not being pronounced correctly, you may submit a name pronunciation alert with a phonetic spelling of your legal name to be placed on the reader card for the commencement ceremony. Your legal name will be printed and announced exactly as it appears in the Texas State student information system. Please make sure to spell your name like it sounds (e.g. Adam Covacevich = A-dum Ko-vach-a-vich).

<< Back Continue >>

Use this box to notify the advising center of any courses that are not on your Texas State transcript (either previously completed or in progress this semester). Be sure to include the institution where the courses are being completed.

If applicable, list any additional information that could impact your graduation application.

If you feel it is needed, please provide a phonetic spelling of your name to be used by the reader at the commencement ceremony. Click continue.

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## Student Graduation Application

Home

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Applicants for Graduation

### Please answer the following required questions.

- Yes  No Do you permit Texas State to include your name in the Commencement Program?
- Yes  No Do you permit Texas State to include your name, address and email address in the graduation list to the photographer for the specific purpose of mailing commencement photographs to you?
- Yes  No I authorize transfer of my property deposit for a Texas State Alumni Association membership.

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Continue >>

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Answer these questions and click continue.

## Student Graduation Application

[Home](#)

**Reporting**

Applicants for Graduation

Please confirm your answers before you submit.

**Daytime Phone:** (555) 555-5555  
**Local Phone:** (555) 555-5555  
**Street Address:** 1234 Bobcat Dr.  
**City:** San Marcos  
**State:** TX  
**Zip:** 78666  
**Permanent Email Address:** bettybobcat@bobcatmail.edu

**Transfer Courses:**  
Austin Community College-- History 1310  
Blinn College-- English 1310

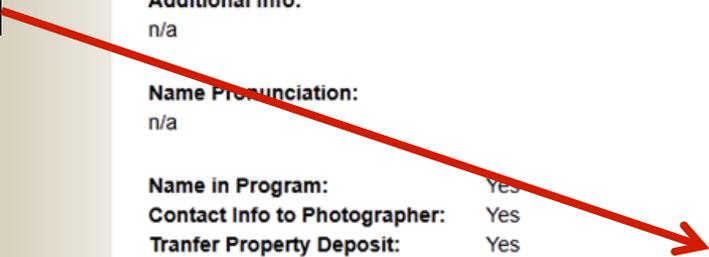
**Additional Info:**  
n/a

**Name Pronunciation:**  
n/a

**Name in Program:** Yes  
**Contact Info to Photographer:** Yes  
**Transfer Property Deposit:** Yes

[<< Back](#) [Submit](#)

Confirm the information you entered and click submit.



Student Graduation Application

Home

Reporting  
Applicants for Graduation

Please confirm your answers before you submit.

Daytime Phone: (555) 555-5555  
Local Phone: (555) 555-5555  
Street Address: 1234 Bobcat Dr.  
City:  
State:  
Zip:  
Permanent E:  
Transfer Cou:  
Austin Comm:  
Blinn College:  
Additional Info:  
n/a  
Name Pronunciation:  
n/a  
Name in Program: Yes  
Contact Info to Photographer: Yes  
Tranfer Property Deposit: Yes

Have you reviewed your application thoroughly?  
Once you submit the application, you will not be able to edit it.  
Are you sure you want to submit the application now?

OK Cancel

<< Back Submit

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If everything is accurate, click OK.

## Student Graduation Application

Home

Reporting

Applicants for Graduation

If you feel you meet all the listed criteria, click on the Tuition Rebate Form link. Print the form, complete, and submit to the **ADVISING CENTER** no later than the last business day before the commencement ceremony.  
(You will be notified of your eligibility or ineligibility within 6 weeks after grades post for the semester.)

### Thank you for submitting your application.

Texas law provides the option of receiving a tuition rebate of up to \$1,000 if:

- You enrolled for the first time in an institution of higher education between the fall 1997 semester and the summer II 2005 semester.  
OR
- You enrolled for the first time in fall 2005 or later, graduated within four calendar years from the first semester enrolled or within five calendar years for a five-year degree if the degree is architecture, engineering or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete.  
AND
- You attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which you graduated.
- You requested a rebate for work related to a first baccalaureate degree received from a Texas public university.
- You have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.

I understand that if I do request a rebate I must complete a separate application form to determine my eligibility. I also understand that if I do not complete the application form **prior to graduation** I will not be considered for the tuition rebate.

[Tuition Rebate Program](#) [Tuition Rebate Form](#)

Give us your opinion!  
[Participate in the Graduation Exit Survey](#)

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Please visit the Commencement website for more information about the ceremony and related details:

<http://www.txstate.edu/commencement/>

You will be receiving several email communications from our office throughout the semester related to graduation and commencement. Be sure to check your Texas State Email account regularly.

**Congratulations!**