How to Apply for Graduation
Log in to the student portal

- www.txstate.edu
- Click on CatsWeb
- Click on Student Services

Click Here to access the Self Service Login

https://ssb.txstate.eduprodttwbkwbis.P_WWWLogin
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

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

RELEASE: 8.3.1
Select “Student Records”
Select “Apply to Graduate”
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.
In the drop-down box, select “Date: Dec 16, 2011 Term: Fall 2011” for your graduation date. Then, click continue.
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

Betty Bobcat

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.

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.

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

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.

Next

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[ View Graduation Applications ]

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Log in using your Net ID (example: bb1111) and password. This is different from your student ID (A00112233) and pin.

You must log in and complete the following steps in order to finalize the graduation application process.
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.
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.
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.
Answer these questions and click continue.
Confirm the information you entered and click submit.
If everything is accurate, click OK.
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.)
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!