SELF SERVICE GUIDE

DOCUMENT PICKUP AUTHORIZATION
- **Third-party Pickup**
  Student will need to visit the link below and complete on-line form.
  The person picking up the document will be asked to show their valid government issued photo ID for verification purposes.

DOCUMENT SUBMISSION
- **Document Upload**
  Use to submit residency, immigration, and financial documents on-line.
  - [https://www.uta.edu/admissions/forms/graduate-residency-document-upload](https://www.uta.edu/admissions/forms/graduate-residency-document-upload)

CONTACT INFORMATION
- **Phone Numbers**
  - Student Accounts: 817-272-2172
  - Financial Aid: 817-272-3561
  - New Maverick Orientation: 817-272-3213
  - Scholarships: 817-272-2197
  - Office of The Registrar: 817-272-6287
  - OIT Help Desk: 817-272-2208

- **Emails**
  - Notary: recordsandregistrationnotary@uta.edu
  - Graduation: gradteam@uta.edu
  - OIT Help Desk (1st Floor, Central Library): helpdesk@uta.edu
  - Admissions (Undergraduate): UTAAdmissions@uta.edu
  - Office of The Registrar: records@uta.edu
  - Residency (Undergraduate): ugresidency@uta.edu
  - Admissions (Graduate): grad.admission@uta.edu/grad.recruit@uta.edu
  - Residency (Graduate): grad.admission@uta.edu/grad.recruit@uta.edu

COMMENTS:

REGISTRAR
- **Student Services**
  - [https://www.uta.edu/records/services/](https://www.uta.edu/records/services/)
  Click on the link “Students Services - Office of Records and Registration”. Scroll down and click on the service that applies to your needs.

  - Degree Verifications
  - Social Security Number Change
  - Grade Exclusion
  - Grade Forgiveness
  - Reinstatement Appeal
  - Tuition and Fee Refund Appeal
  - Notary Services
  - Graduation Contacts
  - Name & Address change
  - Anticipated Graduation Date

- **Student Release of Information (FERPA):**
  - Currently Enrolled Students-UTA NET ID & password are required.
  - [https://www.uta.edu/records/about/ferpa.php](https://www.uta.edu/records/about/ferpa.php)

REGISTRATION
- **Add/Drop/Swap a Course**
  - [http://www.uta.edu/mymav](http://www.uta.edu/mymav)
  Go to your Student Center. Click "Enroll" from the "Academics" section and follow the appropriate tabs for the action you want to complete
  - [http://www.uta.edu/records](http://www.uta.edu/records)
  From “Students” menu, click “More...” and click “Add Drop and Withdrawal Procedures”

  - Note: Please refer to the following URL for detailed information on Add, Drop and Withdrawal Policy.
    - [https://www.uta.edu/records/courses/policies/add-drop-withdrawal.php#addDrop](https://www.uta.edu/records/courses/policies/add-drop-withdrawal.php#addDrop)
**SELF SERVICE GUIDE**

### MENINGITIS

- Meningitis Documentation Submission
  
  [https://www.uta.edu/records/services/meningitis-form.php](https://www.uta.edu/records/services/meningitis-form.php)

### GRADUATION HELP DESK

- Tools & Resources
  - [graduationhelp@uta.edu](mailto:graduationhelp@uta.edu)

  When facing obstacles to graduate on time, difficulty getting a course you need, looking for resources to help you succeed, and help to stay on track to graduate.

### GRADUATION

- **Apply**
  - [http://www.uta.edu/mymav](http://www.uta.edu/mymav)

  Go to your Student Center. From the “other academic…” drop-down menu in the “Academics” section, select “Apply for Graduation”

  - Graduate: [http://grad.uta.edu/students/services/graduation](http://grad.uta.edu/students/services/graduation)

  - Deadlines: [http://www.uta.edu/records](http://www.uta.edu/records)

  From “Students” menu, click “Graduation”

- **Status**
  - Contact email: [gradteam@uta.edu](mailto:gradteam@uta.edu)

  [http://www.uta.edu/records](http://www.uta.edu/records)

  From “Students” menu, click “Graduation,” then follow the link for “Graduation Team” to find your graduation counselor’s contact information

- **Commencement Ceremony**
  - [http://www.uta.edu/commencement](http://www.uta.edu/commencement)

- **Continued Enrollment**
  - [http://www.uta.edu/records](http://www.uta.edu/records)

  From “Students” menu, click “Graduation,” Then follow the link for “Enrollment Continuation Form”.

### PAYMENTS

- **UTA Marketplace**

  [https://www.uta.edu/marketplace](https://www.uta.edu/marketplace)

  **Note**: Payments made to the Office of The Registrar require a debit/credit card.

  Click on the Admissions & Fee Icon.

  **Select the icon then link that applies to your situation.**

  - Undergraduate Admissions Fee
  - Graduate Admissions Fee

  - Rush Transcript & Audit Fees

### TRANSCRIPTS

- **Transcripts – Official (CREDENTIALS)**

  [https://www.credentials-inc.com/tplus/?ALUMTRO003656](https://www.credentials-inc.com/tplus/?ALUMTRO003656)

  Select PDF or Paper Hard-Copy transcript.

  Complete each section shown.

  **Notice for Pick-up Orders**: After the order is placed the transcript is available for pick up for 10 business days at the Office of The Registrar during regular business hours. After that time the transcript will be removed from the office.

  **Hours of Operation**: Monday - Friday 8am to 5pm