The Office of Undergraduate Education

Graduation Help Desk

Overview
The Graduation Help Desk is a one-stop resource within the Office of Undergraduate Education designed to help undergraduates overcome obstacles to a timely graduation. Specifically, the Graduation Help Desk supports faculty, staff, and students by developing solutions to complex academic and non-academic issues that could adversely impact persistence or completion and referring individuals to campus resources. Equipped to promote student success from entry to completion, the Graduation Help Desk can support undergraduate students at any point in their academic career.

Campus Collaborations
Any member of the UT Dallas community can contact the Graduation Help Desk for assistance. The Help Desk regularly collaborates with a variety of offices across campus, including the Dean of Students Office, Military and Veterans Center, Student Counseling Services, school advisors and associate deans, the Office of the Registrar, and Residential Life.

Our Process

1. Faculty, staff, or student contacts Graduation Help Desk.

2. Graduation Help Desk consults with different campus offices to determine solution.

3. Graduation Help Desk contacts appropriate parties regarding possible solution and action plan.

4. Graduation Help Desk provides updates and follow-up as necessary.

Help Desk Checklist for Students

☐ Contact your advisor in your college or school. Advisors can answer most questions. This is an important step because processes can vary from school to school, and advisors are the most knowledgeable resources about specific degree requirements.
☐ Consult UT Dallas’ Resources for Study and Campus Life
☐ Still have questions? Contact us: graduationhelpdesk@utdallas.edu
Contact Info
Email: graduationhelpdesk@utdallas.edu
Phone: 972-883-3999