

# Online Access to Graduate Deferment of Admission Request Form

1. Login on your Galaxy Account. Go to Admissions Forms Folder under Orion Self-Service

The screenshot displays the UT Dallas Galaxy portal interface. At the top, there is a navigation bar with the UT Dallas logo and the 'galaxy' brand name. Below this, there are links for 'Favorites' and 'Main Menu'. The main content area is divided into several sections:

- Personalization:** Content, Layout, Fri, Jan 8, 16 9:36 AM
- My Email:** Contains links for 'Outlook Webmail' (Faculty and Staff Email on the Microsoft Exchange Server) and 'Office 365' (Student Email on Office 365).
- Toolbox:** A collection of utility links including:
  - BioRAFT Research Mgmt Platform:** Link to the BioRAFT, the Research Management Platform. Login with UTD Net-ID required.
  - Gemini Financials:** Access Gemini Financials - the UT Dallas PeopleSoft FMS (Financial Management System) implementation.
  - Gemini HR:** Access Gemini Human Resources - the UT Dallas PeopleSoft HCM (Human Capital Management System ) implementation.
  - OnBase:** Launch the OnBase Document Management tool. \* Requires an OnBase account.
  - Orion:** Access Orion, the UT Dallas Campus Solutions implementation.
  - eProcurement:** Launch the remote purchasing application for authorized UTD users.
  - Concur Travel:** Link to login page for Concur online booking site for travel reservations.
  - JIRA Project Tracking:** Link to the JIRA Project Tracking tool. \*Requires a NetID with a valid JIRA account to login.
- My Menu:** A collection of service links including:
  - eLearning:** Visit eLearning to access your academic information.
  - CourseBook Lookup:** Find syllabi, textbooks, and more.
  - My Parking:** Manage your parking account - Purchase Permits, Pay or Appeal Citations
  - Child Care & Life Resources:** A resource and referral service by Workplace Options for employees.
  - Child Care & Life Resources:** A resource and referral service by Workplace Options for students.
  - My UT Benefits:** Link to the UT System Office of Employee Benefits website. My UT Benefits allows employees to review and change their benefit enrollments during Annual Enrollment.
  - Orion Self-Service:** Use these links to perform school related activities.
    - Orion Student Center
    - Applicant Center
    - Campus Finances
    - Admissions Forms Folder** (highlighted in yellow)
    - Register Add Drop
    - Class Schedule
    - Your Enrollment Appointment
    - View My Grades
    - EZPAY - View / Pay Bills
    - Orion - Setup Short Term Loan
    - Order Official Transcript
  - Time and Absence:** Time and absence entry and reporting.

## 2. Select Graduate Deferment Request Online Form

The screenshot shows the top navigation bar with the UT Dallas logo and the Galaxy logo. Below the navigation bar, there is a 'My Menu' section titled 'Admissions Forms Folder'. Under this folder, there are three links: 'Change of Application Request', 'Undergrad Deferment Request', and 'Graduate Deferment Request'. The 'Graduate Deferment Request' link is circled in blue. Below each link is a brief description of the form's purpose.

## 3. Complete and submit Graduate Deferment Request Online Form



### Graduate Deferment of Admission Request

Students admitted to UT Dallas, but have not yet enrolled can complete this form to request to defer their admission to a new term. The maximum deferment of admission is two full semesters including the summer term from your initial application term, otherwise a new application must be submitted.

This request will be submitted to the department you are admitted to for approval. Once approved, the Office of Admission and Enrollment will defer your admission to the new term.

**This request must be submitted by CENSUS DAY of your INITIAL application term.**

**Student Information**

Name:

First:  Middle:  Last/Family: