Application for Graduation

Student Self-Service

Business Process

1. Students will complete the following:

   ▶ Access the Student Intent to Graduate Form (www.FAMU.edu/registrar > FORMS > Student Intent to Graduate)

   ▶ Fill out & Print Student Intent to Graduate Form*****

   ▶ Forward to Academic Advisor for Review

   *For AA Degree forward completed forms to the University Student Success Center

2. Academic Advisor reviews student's record. Academic Department executes internal business process for graduation.

3. If student is determined eligible to apply for graduation, Coordinator with appropriate access places the ETA (Eligible to Apply) Service Indicator on student's record – This enables the student to submit the application online.

STUDENT CENTER

1. Navigate to your Student Center
2. Click on "My Academics"

Please meet with your academic advisor and ensure that the positive service indicator (Eligible to Apply for Graduation) appears under holds before completing the application.

My Academics

3. Click on Apply for Graduation Link

Add a New Name

1. Select Add/Edit NAME Info

Please enter the information associated with your Diploma

***** NOTE: PLEASE READ before proceeding.

The following information MUST be added to continue the graduation application process.
Please click on the links below to:

* Click Add a new name for the spelling on your diploma (check the Degree Name Type box)
* Click Add a new address, type address (check the Diploma Address Type box)
* Add a your latest email address
* Add your latest phone number.

If the above information is not added, you will not be able to proceed with the graduation application.

Add/Edit Name Info   Add/Edit Address Info   Add/Edit Email Info   Add/Edit Phone Info

Name on your Diploma

First Name

Middle Name

Last Name

Name Suffix

2. Select Add A New Name

Name Type	Name		
Primary	Jane Rattler		
Preferred	Jane Rattler	edit	delete

ADD A NEW NAME

Cancel

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3. Select Degree – Name Type

4. Enter your First, Last, and/or Middle name (This is what will appear on your diploma. Prefix and Suffix are optional).

5. Select Save

Add a new name

Name Type:	Degree ▼
Format Using:	English Change Format
Prefix:	▼
First Name:	Jane
Last Name:	Rattler
Suffix:	▼

Date new name will take effect   Asof Today

SAVE

6. Select OK

Save Confirmation

✔ The Save was successful.

OK

7. After A New Name has been created > Select Cancel

Add a New Address

1. Select Add/Edit Address Info

2. Select Add A New Address

3. Type New Address

NOTE: Address may already exist. Please continue to Add A New Address.

4. Select Diploma Checkbox

5. Select Save

6. Select Ok

7. Select Cancel

Validate Your Information

1. Validate that all of the following information is correct

2. Select Continue

Note: iRattler will not allow you to continue if all 3 sections have not been completed

Please enter the information associated with your Diploma

***** NOTE: PLEASE READ before proceeding.

The following information MUST be added to continue the graduation application process.
Please click on the links below to:

* Click Add a new name for the spelling on your diploma (check the Degree Name Type box)
* Click Add a new address, type address (check the Diploma Address Type box)
* Add a your latest email address
* Add your latest phone number.

If the above information is not added, you will not be able to proceed with the graduation application.

Add/Edit Name Info   Add/Edit Address Info   Add/Edit Email Info   Add/Edit Phone Info

Name on your Diploma

First Name	Jane
Middle Name	
Last Name	Rattler
Name Suffix	

Address associated with your Diploma

Address 1	1700 Lee Hall Drive		
Address 2			
City	Tallahassee	St/Province	FL
Postal Code	32307		

Preferred Phone and Email associated with your Diploma

Phone	850/555-5555
Email	Jane1.Rattler@famu.edu

Important Message

You must have the ETA (Eligible to Apply) service indicator on your account before you can apply. Please check with your department before applying.

Continue

Message

Before you can continue applying for Graduation, you must enter the following information: Degree Name Type, Diploma Address Please click on the links under the 'Please enter the information associated with your Diploma.' box to navigate to the information requested. Once you have entered the information, click 'Cancel' to continue applying for gradudation.

The PeopleCode program executed an Error statement, which has produced this message.

OK

First Name	
Middle Name	
Last Name	
Name Suffix	

Address associated with your Diploma

Address 1		
Address 2		
City		St/Province
Postal Code		

Preferred Phone and Email associated with your Diploma

Phone	850/555-5555
Email	Jane1.Rattler@famu.edu

Select Program and Degree

1. Select Academic Program Hyperlink

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program

Academic Program	Allied Health Sciences	**Career**	Undergraduate

Degree	Bachelor of Science	
	Major	Cardiopulmonary Science

2. Select Expected Graduation Term (drop-down)

3. Select Continue

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program	Allied Health Sciences	**Career**	Undergraduate
	Degree	Bachelor of Science	
		Major	Cardiopulmonary Science

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term [⌄]

SELECT DIFFERENT PROGRAM   CONTINUE

4. Validate that all information is correct

5. Select Continue

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program	Allied Health Sciences	**Career**	Undergraduate
	Degree	Bachelor of Science	
		Major	Cardiopulmonary Science

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term   Spring Semester 2017   ⌄

Graduation Instructions

Please meet with your academic advisor and/or department chair for a degree audit prior to the semester to graduate. See the Official FAMU Academic Calendar located on the Registrar's website for graduation deadline dates.

SELECT DIFFERENT PROGRAM   CONTINUE

Final Validation & Submission

6. Select Submit Application

Note: Please check famu.edu email account for additional information regarding Graduation later in the semester.

7. Review Submit Confirmation