

Application for Graduation

Student Self-service

Business Process

- Beginning Fall Semester 2011, Students will complete, print/forward 'Student Intent to Graduate'* form to academic advisor. *(www.FAMU.EDU > Academics > Registrar > Student Intent to Graduate)

(For AA Degree forward completed forms to Office of Retention).

- Academic advisor reviews student's record. The department's business process for graduation reviews will be followed.
- If student is determined eligible to apply for graduation, Coordinator with appropriate access places a Positive Service Indicator on the student. This allows student to submit the application on line.

****Note: For Fall 2011 advisors will skip placing service indicator***

STUDENT CENTER

1. Navigate to your Student Center

The screenshot displays the Student Center interface with several sections:

- Academics:** Includes links for Search, Enroll, My Academics (highlighted with a blue arrow), Order Textbooks, Transcript Request, and Official. A message states "You are not enrolled in classes." and there is an enrollment shopping cart.
- Finances:** Includes My Account (Account Inquiry, Payment Profile) and Financial Aid (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid). An Account Summary shows a balance of 1,442.19.
- Personal Information:** Includes Emergency Contact, Names, and User Preferences. Contact Information is displayed for Home and Mailing addresses.
- Admissions:** A section at the bottom of the main content area.
- Right Sidebar:** Includes a SEARCH FOR CLASSES button, Holds (Eligible to Apply Graduation, circled in blue), To Do List (SAP Appeal Application), Enrollment Dates (Open Enrollment Dates), Advisor (Program Advisor: None Assigned), News and Info (Florida AM University, FAMUAN, FACEBOOK), Search Engines (Yahoo, Google), and Other Links (Tallahassee Democrat).

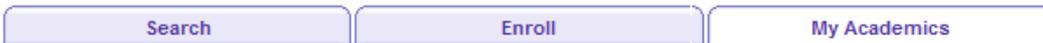
Please meet with your academic advisor and ensure that the positive service indicator (Eligible to Apply for Graduation) appears under Holds before completing the application.

Note: Coordinators will skip the service indicator part this Fall 2011.

2. Click on My Academics.

My Academics

3. Click on Apply for graduation link.



My Academics

Academic Requirements [View my advisement report](#)

What-If Report [Create a what-if scenario](#)

Advisors [View my advisors](#)

Transfer Credit [View my transfer credit report](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)

[Request official transcript](#)

Enrollment Verification [Request enrollment verification](#)

Graduation [Apply for graduation](#)

My Program:

- └ Institution - Florida A&M University
- └ Career - Undergraduate
- └ Program - Arts and Sciences
- └ Major - Criminal Justice

[Search](#) [Enroll](#) [My Academics](#)

go to ...  

Select Program and Degree

4. Click on the Academic Program link. Example Arts and Sciences.

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 [Arts and Sciences](#) Career Undergraduate

Degree Bachelor of Criminal Justice
Major Criminal Justice

go to ...

Select Graduation Term

5. Select the Expected Graduation Term: Click on the drop down arrow to select the term.

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 Arts and Sciences Career Undergraduate

Degree Bachelor of Criminal Justice

Major Criminal Justice

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](#)

go to ...

Graduation Term

6. Select graduation term and read the Graduation Instructions

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 Arts and Sciences **Career** Undergraduate

Degree Bachelor of Criminal Justice

Major Criminal Justice

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 Summer Term 2011

Graduation Instructions

Please see your academic advisor and/or department chair for a degree audit prior to the semester to graduate. Please see the Official FAMU Academic Calendar located on the Registrar's website for graduation deadline dates. Contact your academic advisor or department chair to verify that the Registrar's Office received your graduation application.

SELECT DIFFERENT PROGRAM

CONTINUE

go to ...

Before you click on the Continue button, please read the graduation instructions. ***Submitting this application begins the process of checking out of the University.*** You will need to re-apply for graduation if you do not graduate.

7. Click on the Continue button

Verify Graduation Data

Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.

If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

| | | | |
|----------------|------------------------------|---------------|---------------|
| Program | Arts and Sciences | Career | Undergraduate |
| Degree | Bachelor of Criminal Justice | | |
| Major | Criminal Justice | | |

Expected Graduation Term Summer Term 2011

Graduation Instructions

Please see your academic advisor and/or department chair for a degree audit prior to the semester to graduate. Please see the Official FAMU Academic Calendar located on the Registrar's website for graduation deadline dates. Contact your academic advisor or department chair to verify that the Registrar's Office received your graduation application.

SELECT DIFFERENT PROGRAM

SUBMIT APPLICATION

SELECT DIFFERENT TERM

go to ...

8. Click on Submit Application button

Submit Confirmation

9. Congratulations! You have successfully submitted your Application for Graduation

Apply for Graduation

Submit Confirmation



You have successfully applied for graduation.

go to ...



ERROR MESSAGE

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 | Arts and S |
| Degree | Bachelo |
| Expected Graduation | |
| Graduation Instructi | |

Select the appropriate t
eligible to apply for gra

OK

Message from webpage

----- Please see your Academic Advisor regarding graduation -----
(21000,49)

Please see your Academic Advisor. Note: This is a Check Out process.
If you do not graduate you will need to re-apply for graduation.

OK

Please see your academic advisor and/or department chair for a degree audit prior to the semester to graduate. Please see the Official FAMU Academic Calendar located on the Registrar's website for graduation deadline dates. Contact your academic advisor or department chair to verify that the Registrar's Office received your graduation application.

SELECT DIFFERENT PROGRAM

CONTINUE

go to ...

If you receive the following error it means that your graduation audit has not been completed by your advisor or that the positive service indicator (ETA) has not been applied to your record.

Update your Diploma address

10. Click on the Edit button and update your Diploma address

Breyon Glenn 

Personal Information | **Security** | **Credentials** | **Participation**

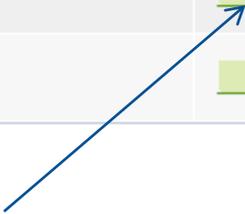
addresses || names || phone numbers || email addresses || internet addresses || emergency contacts

Addresses

View, add, change or delete an address.

| Address Type | Address | | |
|--------------|---|----------------------|------------------------|
| Mail | 123 John Doe Lane Gretna, FL. 12345 Gadsden | edit | |
| Diploma | 123 John Doe Lane Gretna, FL. 12345 Gadsden | edit | delete |
| ISIR | 123 John Doe Lane Gretna, FL. 12345 Gadsden | edit | delete |

[ADD A NEW ADDRESS](#)



Provide your Diploma Name

11. Please provide the correct spelling of the name you want to appear on your diploma

Breyon Glenn

Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type: Preferred

Format Using: English [Change Format](#)

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Date changes will take effect

 (example: 12/31/2000)

SAVE

[Return to Current Names](#)

WARNING! The name you enter here will appear on your diploma.