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
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.

Note: Coordinators will skip the service indicator part this Fall 2011.
3. Click on **Apply for graduation** link.
Select Program and Degree

4. Click on the Academic Program link. Example Arts and Sciences.
5. Select the Expected Graduation Term: Click on the drop down arrow to select the term.
Graduation Term

6. Select graduation term and read the Graduation Instructions

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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Arts and Sciences</th>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Bachelor of Criminal Justice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Criminal Justice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

8. Click on Submit Application button
9. Congratulations! You have successfully submitted your Application for Graduation
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

addresses | names | phone numbers | email addresses | internet addresses | emergency contacts
--- | --- | --- | --- | --- | ---
Mail | 123 John Doe Lane Gretna, FL. 12345 Gadsden |  |  |  |  |
Diploma | 123 John Doe Lane Gretna, FL. 12345 Gadsden |  |  |  |  |
ISIR | 123 John Doe Lane Gretna, FL. 12345 Gadsden |  |  |  |  |

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.

Name Type: Preferred Format Using: English Change Format
Prefix: 
First Name: Breyon
Last Name: Glenn
Suffix: 

Middle Name: 

Date changes will take effect 05/17/2011 (example: 12/31/2000)

SAVE

Return to Current Names

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