















# How to Apply for Graduation

Navigations on how to apply  
Prepared by: Registrar's Office

1. Login to your iRattler
2. Click iRattler Campus Solutions followed by your Student Center

FAMU FLORIDA A&M UNIVERSITY iRATTLER myFAMU

<b>Campus Map</b> 	<b>Schedule Advisor Appointment</b> 	<b>Introductory Help Video</b> 	<b>Make a Payment</b> 	<b>Request Book Voucher</b> 
<b>My Academic Requirements</b> 	<b>FAMU Blackboard</b> 	<b>Browse Course Catalog</b> 	<b>Account Inquiry</b> 	<b>My Advisor</b> 
<b>Enroll Add Class</b> 	<b>View My Grades</b> 	<b>My Class Schedule</b> 	<b>Student Center</b> 	<b>View Unofficial Transcript</b> 

3. Click into **MY ACADEMIC** link

4. Click Apply for Graduation

NOTE: You advisor must place an ETA to your account in order to successfully apply for graduation.

Student Center ID: 300

**Academics**

[Enroll](#)  
[My Academics](#)  
[Order Textbooks](#)  
[Forgiveness Policy](#)

**You are not enrolled in classes.**

[enrollment shopping cart](#)

[Official Term Withdrawal Form](#)

other academic... >>

Enroll | My Academics

**My Academics**

**Academic Requirements** [View my advisement report](#)

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

**Advisors** [View my advisors](#)

**Transfer Credit** [Evaluate my transfer credits](#)  
[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](#)  
[View my graduation status](#)

**My Program:**

- Institution - Florida A&M University
- Career - Undergraduate
- Program - Social Sciences, Arts & Hum
- Major - Criminal Justice

# Add Name, Address, Email, & Phone 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

**Address associated with your Diploma**

Address 1

Address 2

City

St/Province

Postal Code

**Preferred Phone and Email associated with your Diploma**

Phone

Email

# How to add name

1. Click **ADD A NEW NAME** > Click Dropdown box and select *Degree* > Type your name > Click *Save* > Click *Cancel*

**Names**

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## Add a new name

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

**Add a new name**

**Name Type:** Degree


**Format Using:** English [Change Format](#)


**Prefix:** Mr

**First Name:** Venom **Middle Name:** V.

**Last Name:** Rattler

**Suffix:**

**Date new name will take effect** 06/29/2018  (example: 12/31/2000)

**SAVE** 

# How to add address

1. Click add address link > Click *Add a New Address* > *Type Address* > *Click OK*> *Check DIPLOMA box* > *Click Save* > *Click Cancel*

Addresses

### Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

**Add a new address**

**1700 Lee Hall Drive**  
**Tallahassee, FL 32307-0001** [Edit Address](#)

Date new address will take effect: 06/29/2018  (example: 12/31/2000)

[Return to Current Addresses](#)

**Address Types**

- Home \*
- Mail
- Business
- Check
- Dorm
- Legal
- Campus
- Other
- Billing
- Other 2
- Permanent
- Preferred
- Veteran
- Deceased
- Diploma**
- ISIR \*
- Other
- Other 2
- Work
- FAMU



# How to add Preferred Email (FAMU email recommended)

1. Click Add Email Info link > Click Add a Email Address > Click drop down box> Select Other > Type Email > Check Preferred Box > Click Save > Click Cancel

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Campus		<input type="checkbox"/>	delete
Other	VRattler1887@gmail.com	<input checked="" type="checkbox"/>	delete

[ADD AN EMAIL ADDRESS](#)

[SAVE](#)

\* Required Field

[Cancel](#)

[Previous tab](#) [Next tab](#)

# How to Add Phone Number

1. Click Add Phone Info link > Update Mobile Number > Check Preferred box > Click Save > Click Cancel
2. Click Continue

Personal Information | Security | Credentials | Participation

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

## Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile ▼	850/599-1887		USA	<input checked="" type="checkbox"/>	<a href="#">delete</a>
Home ▼				<input type="checkbox"/>	<a href="#">delete</a>

ADD A PHONE NUMBER

SAVE





# Select Program and Degree

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

[Apply for Graduation](#)

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## 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](#)

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go to ...



# Select Graduation Term

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 ...



# Select Graduation Term

NOTE: You must have the term ETA on your account.

## 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.

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

on to ... >>

Click on Submit Application button

# Confirmation Message

1. You will receive a confirmation message that you have successfully applied for graduation.
2. You will receive a graduation information email from the Registrar's Office after the University deadline.

. Congratulations! You have successfully submitted your Application for Graduation

[Apply for Graduation](#)

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[Submit Confirmation](#)



You have successfully applied for graduation.

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go to ...

