

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”

The screenshot shows the Student Center interface. At the top, there is a blue header with a dropdown arrow and the text "Academics". Below this header, there are several navigation links: "Enroll", "My Academics" (highlighted with a red arrow), and "Order Textbooks". To the right of these links are three icons: "Deadlines", "URL", and "Gradebook". A search bar with the text "SEARCH FOR CLASSES" is located to the right of the "My Academics" link. Below the navigation links, there is a table titled "This Week's Schedule" with columns for "Class" and "Schedule". The table contains six rows of class information. To the right of the table is a "Holds" section with a dropdown arrow and the text "Holds". Below this, there is a hold entry: "Eligible to Apply - Graduation Alert Service Indicator" with a "details" link. Below the "Holds" section is a "To Do List" section with a dropdown arrow and the text "To Do List". Below this, there are four links: "Parent's IRS 1040", "ACT or SAT I Scores", "Final Coll/Univ Transcript", and "DL Entrance Counseling". At the bottom of the "To Do List" section is a "more" link. On the left side of the screenshot, there are several other links: "Official Term Withdrawal Form", "Course Withdrawal Request", and a dropdown menu with the text "other academic...".

Academics

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

Deadlines URL Gradebook

SEARCH FOR CLASSES

This Week's Schedule

	Class	Schedule
	CHM 1031L-L01 LAB (1625)	Tu 8:00AM - 10:50AM Jones Hall #55 00401
	HSC 1000-301 LEC (2154)	Tu 11:00AM - 11:50AM LEWIS-BECK A107A
	RET 3419-301 LEC (1538)	We 2:30PM - 5:00PM LEWIS-BECK A111A
	RET 3419L-L02 LAB (1787)	Mo 1:30PM - 3:30PM LEWIS-BECK A0200
	RET 4616-301 LEC (1541)	We 9:00AM - 10:50AM LEWIS-BECK A117A
	RET 4887-302 LEC (1543)	TuTh 12:00AM - 12:00AM Room: TBA

weekly schedule ▶
enrollment shopping cart ▶

Holds

Eligible to Apply - Graduation Alert Service Indicator
details ▶

To Do List

[Parent's IRS 1040](#)
[ACT or SAT I Scores](#)
[Final Coll/Univ Transcript](#)
[DL Entrance Counseling](#)
more ▶

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

The screenshot displays a web interface for 'My Academics'. At the top, there are two tabs: 'Enroll' and 'My Academics', with 'My Academics' being the active tab. Below the tabs, the page title 'My Academics' is shown. The main content area is divided into several sections:

- Academic Requirements**: Includes links for 'View my advisement report', 'What-If Report' (with sub-link 'Create a what-if scenario'), and 'Advisors' (with sub-link 'View my advisors').
- Transfer Credit**: Includes a link for 'View my transfer credit report'.
- Course History**: Includes a link for 'View my course history'.
- Transcript**: Includes links for 'View my unofficial transcript' and 'Request official transcript'.
- Enrollment Verification**: Includes a link for 'Request enrollment verification'.
- Graduation**: Includes a link for 'Apply for graduation', which is highlighted with a red box.

On the right side, there is a 'My Program:' section with a breadcrumb trail:

- Institution - Florida A&M University
- Career - Undergraduate
- Program - Allied Health Sciences
- Major - Cardiopulmonary Science

At the bottom of the page, there is a navigation bar with 'Enroll' and 'My Academics' links, and a search box labeled 'go to ...' with a search icon.

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](#)

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:

Format Using: English [Change Format](#)

Prefix:

First Name:

Last Name:

Suffix:

Date new name will take effect:

[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

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
Address 2
City St/Province
Postal Code

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

Add a new address

1700 Lee Hall Drive [Edit Address](#)
Tallahassee, FL 32307
Leon


Date new address will take effect As of Today (example: 12/31/2000)

SAVE [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

6. Select Ok Save Confirmation

 The Save was successful.

OK

7. Select Cancel

Validate Your Information

1. Validate that all of the following information is correct
2. Select Continue

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

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

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 graduation.

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

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

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.

Final Validation & Submission

6. Select Submit Application

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	Allied Health Sciences	Career	Undergraduate
Degree	Bachelor of Science		
Major	Cardiopulmonary Science		
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.

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

7. Review Submit Confirmation

Apply for Graduation

Submit Confirmation



You have successfully applied for graduation.