

# Online Graduation Application Submission (Dept. Chair)

The graduation application is now an online process for students and Department Chairs. Students are no longer required to complete the paper graduation form. After a consultation with advisees, Advisors/ Student Success Coaches should direct students to complete the Student portion of the graduation application if they are nearing degree completion. The designated Department Chair will review the degreeworks audit for accuracy and completion and then will sign off on the graduation application form.

1. Department Chairs will receive an email from **Forms@ega.edu** once the student has submitted the graduation application. Please be sure you give attention to this email. Department Chairs will need to click the link in the email to be taken to dynamic forms.

**From:** forms@ega.edu <forms@ega.edu>  
**Sent:** Friday, March 11, 2022 11:49 AM  
**To:** Sara S. Young <ssyoung@ega.edu>  
**Subject:** Dynamic Forms: Graduation Application - Signature Request

Please review and sign the graduation application for submission and consideration of degree completion.

Please review and sign the graduation application for submission and consideration of degree completion.

To access the form to sign please click [here](#) to login. Once you are logged in:

Click on the "My Forms" link on the top right of the screen,  
Then click "Pending/Draft forms" to see the forms awaiting your signature.

If you are unable to login with your @ega.edu account please email [wcoleman@ega.edu](mailto:wcoleman@ega.edu) to verify your access to the NextGen system. Please indicate you need access to the Graduation Application form.

[Click here to complete your section of the form.](#)

2. You will need to enter your EGSC credentials to log into the site.
3. After you have logged in, go to **"My Forms"** at the top of the page and click on **"Pending /Draft Forms"**.

East Georgia STATE COLLEGE

Welcome to Dynamic Forms!  
This online system allows you to complete & submit forms online. To access this system, enter your username & password.

LOG IN

STATUS  
Your username is your NextGen login.  
Your password is your NextGen password.

Please enter your NextGen login:

Please enter your NextGen Password:

LOG IN

Welcome to Dynamic Forms  
Let's get started, Sara.

The Graduation Application form needs to be completed.

Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

My Forms

Pending / Draft Forms

Forms History

Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
Graduation Application	Incomplete	Student ID: L S	Signature Request Date: 3/11/2022 11:49:02 AM			Submit

4. Click the link to review the student's Degreeworks ( you will need to key in the student's ID number to see the audit).
5. After you have reviewed the degreeworks audit, in the **"For Academic Chair Only"** section, please select the completion status of the student to indicate rather they have or have not met their requirements.
6. Click to confirm that you have reviewed the degree audit in the signature field; sign and date the form.
7. You may add any additional comments to the application, however, it is not required.

**For Academic Chair Only:**

I have reviewed the student's degree audit (Please select status):


- Student will have completed all requirements, pending registration for the upcoming term.
- Student has met all degree requirements for their program and is ready to graduate.
- Student has **not** met all requirements and is not ready for degree completion.

Dept. Chair initials: \_\_\_\_\_

**Comments:**

8. Click *Submit Form*. The completed form will then be routed to the Registrar's Office for processing.
9. Once the electronic signature is complete, click "Submit Form" button at the bottom of the application. The form will be routed to the Registrar's office for processing.

Thank you! Your form has been submitted.

 [View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

*\*Department Chairs may download a PDF copy of their application for their records.*

*For questions, please contact the registrar's office at (478)-289-2014 or [graduation@ega.edu](mailto:graduation@ega.edu).*