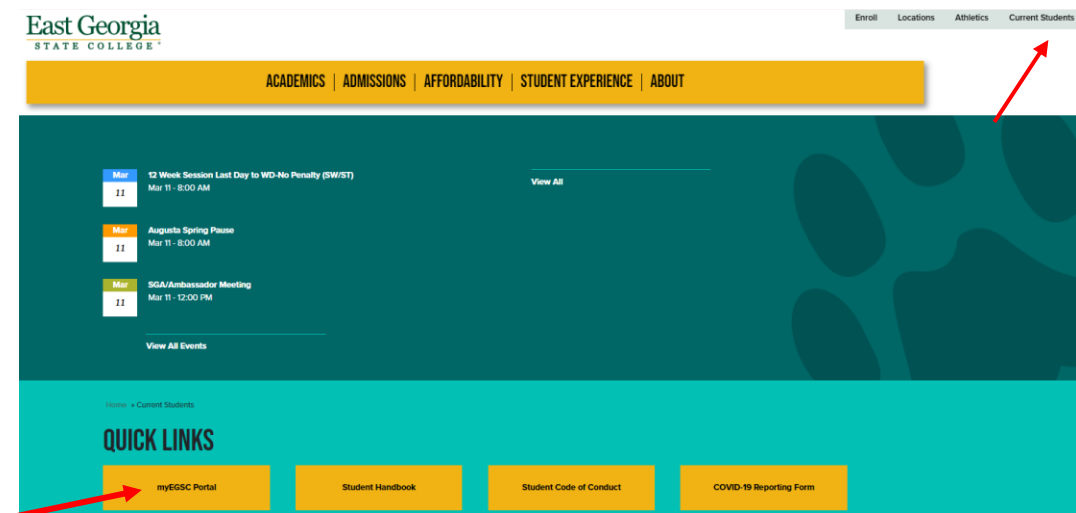# Online Graduation Application Submission (Student)

The graduation application is now an online process for students and advisors. Advisors and students are no longer required to complete the paper graduation form. After a consultation with advisees, advisors will simply need to review the student's degreeworks audit for accuracy and degree completion and sign off on the online graduation application form.
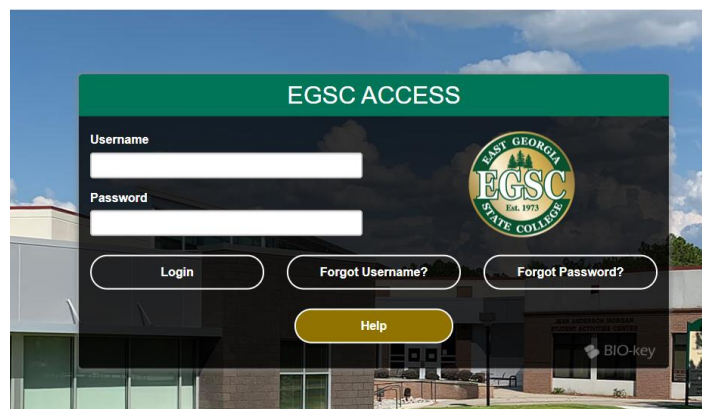
The online graduation application provides students with links to assist with commencement matters while submitting the graduation application. From the application, the degreeworks audit can be viewed and students are provided the link to order their regalia.

For questions about the degreeworks or the online graduation application please contact the registrar's office at (478)-289-2014 or graduation@ega.edu*.*
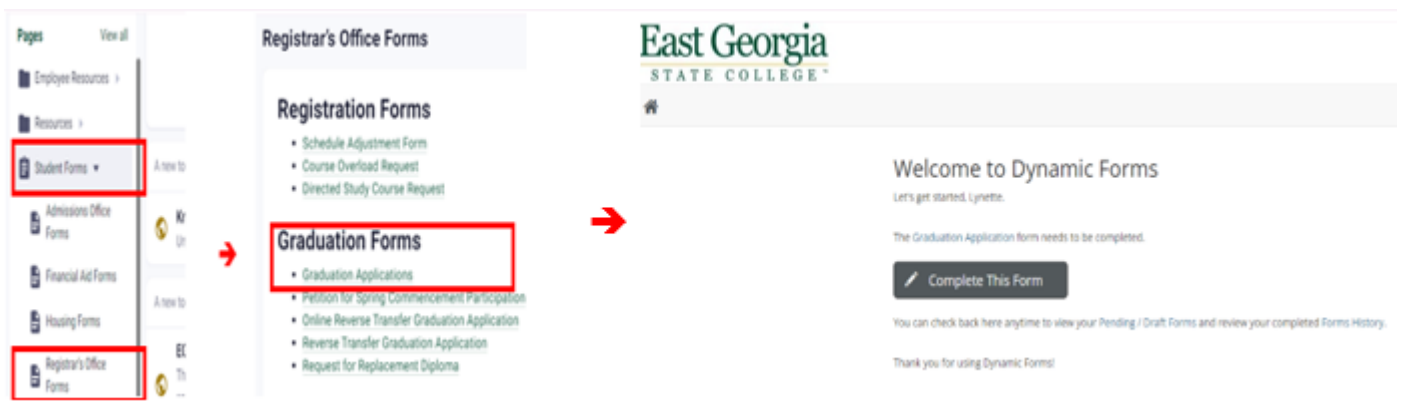
1. From the home page of the website (www.ega.edu), students will click on "Current Student" and click the *myEGSC* Portal link under quick links.

2. Students will be asked to log into the portal using their EGSC student credentials. If you encounter any problems logging on please click the "*help*" button on the screen for additional assistance.

3. Inside the portal, click on the "*Student Forms*" Icon button and then click on the "*Registrar's Office Forms*".

4. Students will be able to locate and access the Graduation application under the "*Graduation Forms"* section and will be taken from the portal to the online graduation application.

5. After the student clicks the "*complete this form*" button, then it will require the student to select the Department chair for their program and click "Continue". *This is a very important step, the form will be routed to the Chair you've selected on this page.*

Instructions

Congratulations on taking the next step toward earning your degree!

Please select the Department Chair for the program you are completing. Your graduation application will be sent to the program chair for review before being forwarded to the Registrar's Office for processing. If you have any questions, please email graduation@ega.edu.

Program & Department Chair Guide

AA-Elementary Education	Courtney Joiner
AA-Liberal Arts- *Computer Sciences & Nursing Pathways*	Candace Lynn
AA-Liberal Arts - *General & Georgia Film Academy Pathways*	Desmal Purcell
AA- Social Sciences	Courtney Joiner
AS- Business Administration & BBA-Business Administration/General	Courtney Joiner
AS- Financial Technology	Courtney Joiner
AS- Natural Sciences	Candace Lynn
BS- Criminal Justice	Courtney Joiner
BS- Organizational Leadership	Courtney Joiner

Form Participants

Department Chair

Please select
Please select
Math and Sciences: Lynn, Candace
Humanities: Purcell, Desmal
Social Sciences & Professional Studies: Joiner, Courtney

6. Students are required to complete the "***Term***", "***Before you Submit***", "***Student, and Commencement Information***" sections and the top portion of the *"**Program Information**"*, section of the graduation application. Once the student sections are complete the student will click "Submit Form". **Uploading your degreeworks audit is optional.*

Online Graduation Application Submission (Student)

Graduation Application

Completion/graduating Term:
[Fall 2022]

BEFORE YOU SUBMIT THIS FORM:

- A completed graduation application must be submitted by the semester deadline in order to participate in the commencement ceremony.
- Please review your program's minimum GPA requirement for graduation in the EGSC Catalog.
- All fines and holds must be resolved *before* a student will be allowed to obtain a transcript or diploma.
- Students will be notified via their Catmail if there are any deficiencies that prevent graduation.
- Degrees are conferred 6-8 weeks after final grades are posted.
- *EXIT LOAN COUNSELING is required of ALL graduates that have received student loans, contact Financial Aid for more information.*

Initials
Please initial that you have read and understood the above statements:

Student Information:

First Name: [Lynette]   Last Name: [Saulsberry]   Student ID: [ ]

Mailing Address: [ ]

Please list the address in which you would like to have your diploma mailed. Diplomas will only be mailed once.

City: [ ]   State: [-- Please Select --]   Zip: [ ]

Home Phone: [ ]   Cell Phone: [ ]   Email: [lsaulsberry@ega.edu]

Commencement Information:

Name as you want it to appear on your Diploma: [ ]

Are you planning on participating in the commencement ceremony?
- ○ Yes
- ○ No
- ○ Unsure

Please click here for additional Graduation Information.   *Please click here to order your cap and gown!*

Program Information:

Select the Major you are completing: [-- Please Select --]

Graduation Audit: [Choose File] No file chosen
Files over 25 MB will not be accepted

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.

Students may download a PDF copy of their application for their records.