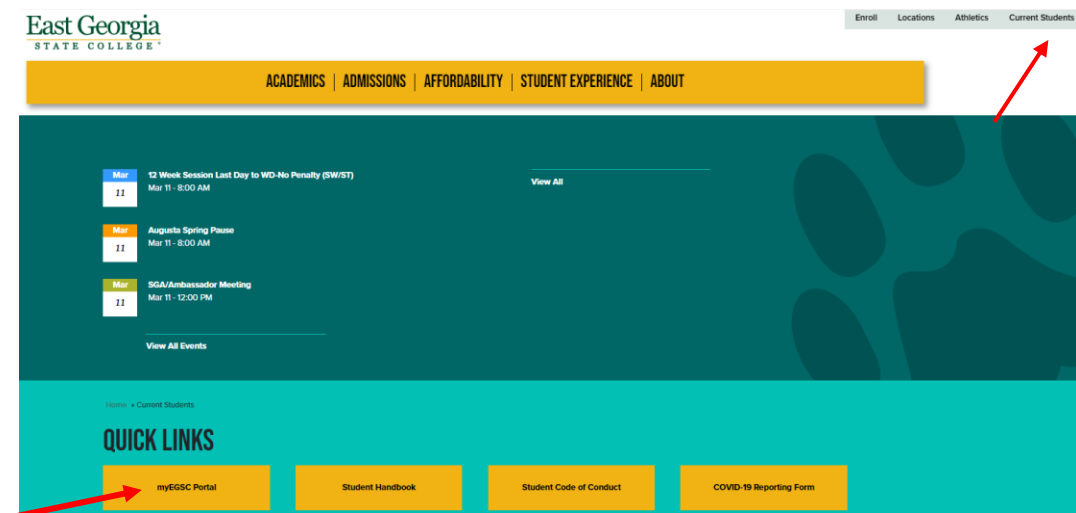# Online Graduation Application Submission (Student)

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.
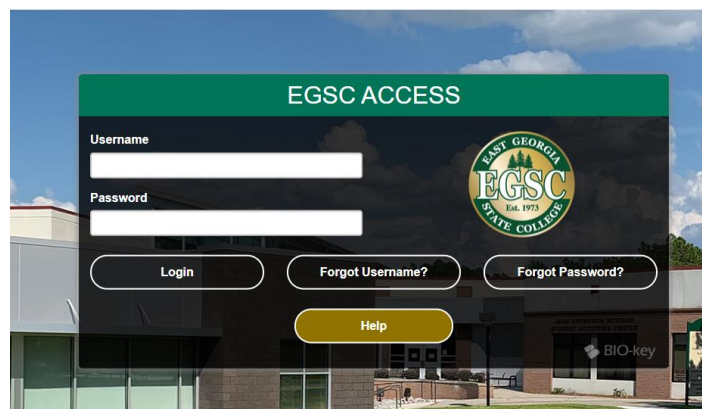
The online graduation application provides students with links to assist with commencement matters while submitting the graduation application. From the application, the degreeworks audit can be viewed and students are provided the link to order their regalia.

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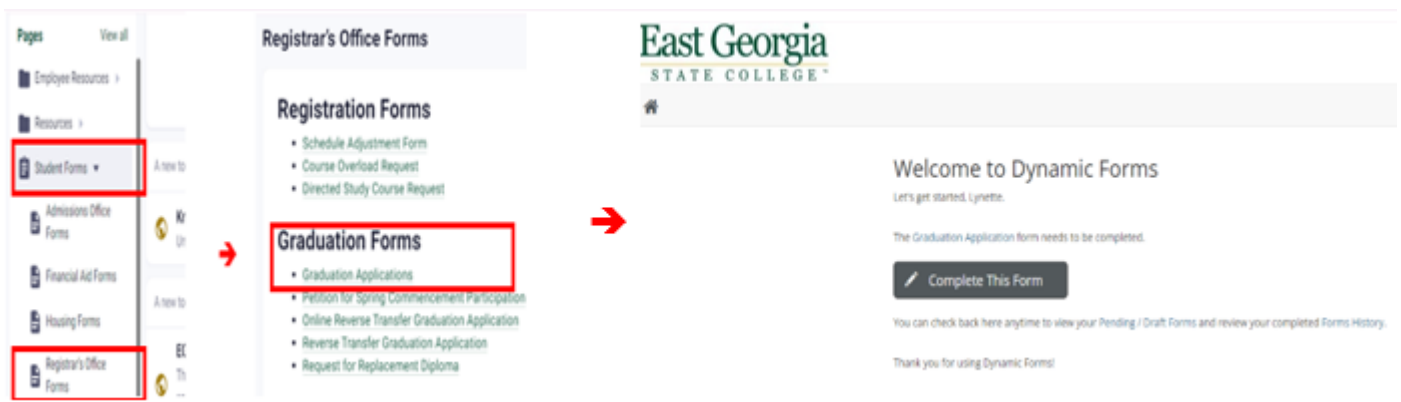
1. From the home page of the website (www.ega.edu), students will click on "Current Student" and click the *myEGSC* Portal link under quick links.

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 enter their advisor's information and click "Continue". *This is a very important step, the form will be routed to the email address entered on this page. Students must ensure they have the correct EGSC email address for their advisor.*

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.*

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