Online Graduation Application Tutorial

Created by the Office of the Registrar, January 2018
Congratulations!

If you are ready to graduate, using the online graduation application is quick and easy!

Make sure you meet the following requirements before applying:

- Review your degree status using the myGPS worksheet or work with an advisor to ensure you are on track for graduation.
- If you have not completed at least 50% of your BAS, AA, or AS degree, you will not be able to apply for graduation online. The system will not permit you to proceed.
  - You may apply for other degrees or certificates if you are currently registered in or have already completed the courses.
- Resolve all graduation holds. This may include financial obligations, outstanding transcripts, and other admissions requirements.
Important notes:

• You must apply and pay for graduation to participate in the commencement ceremony, receive a diploma, or have your degree posted to your permanent record.

• Tickets are required for all guests at the commencement ceremony. Candidates must RSVP by the published deadline to reserve guest tickets for the ceremony.

• The official form of email communication is EFSC Email. Please be sure to email and check for responses using your EFSC student account.
  • The graduation email address is graduation@easternflorida.edu

• The EFSC graduation web page has all of the information you will need about graduation, including important dates and a tutorial about what to expect at the Commencement Ceremony: http://www.easternflorida.edu/admissions/registrar’s-office/graduation/

• Read the informational text on each page of the online application. There are hyperlinks to email, web pages, and other helpful information.

• At the bottom of the web pages are links to your records, such as your transcript, degree audits, etc.
And finally....

• Be sure to have your **payment** ready. Your application will not go through if payment is not made online at the end of the process.
  • The fee per diploma is $20.00. **There is a 2.75% credit card convenience fee, for a total cost of $20.55 if applying before the posted graduation deadline.**

• Apply by the published deadline to avoid an additional $20 late fee.

• **RSVP by the published deadline to reserve guest tickets.**

• You may apply for only one degree at a time online. If the degree you are earning is not on the application, or you are earning more than one degree, contact the graduation office at graduation@easternflorida.edu

• If you are applying for a BAS or AS degree with imbedded College Credit Certificates, you do not need to apply for the certificates. They will be awarded automatically if requirements are met.

• The final graduation evaluation rests with the Office of the Registrar.

• Applying to graduate or participation in the Commencement ceremony does not imply requirements have been met. If you do not meet requirements, you will need to reapply and repay in the term you will meet requirements.

• If you are unable to apply and pay online, you may submit a paper application and pay cash at the campus cashier’s office. Applying online is faster and easier.
Get Started...Login to myEFSC

1. In the upper right of the EFSC homepage: [http://www.easternflorida.edu](http://www.easternflorida.edu)
   Click on EFSC Logins, then myEFSC

2. Enter your B number and Pin

![Image of Titan Single Sign-On]

- B number
- Pin
- Login
- Look up my student ID
- I forgot my pin
Access the Graduation Application

1. Click on Titan Web

2. Click on the Student Services tab

OR

Scroll down the myEFSC page. Under Quick Links, click on Apply for Graduation
Click on **Student Records**, then **Apply to Graduate**. *(Note: If you clicked on **Quick Links**, you will not see this screen)*
Be sure to read the Important Notes!

- Do not apply for graduation until the term in which you will meet all requirements. You will be unable to apply until you have completed, or are registered in, at least half of the program credits.
- To ensure you are on track for graduation, you may check your progress in myGPS or sit with an advisor prior to processing your online graduation application.
- Select current registration term or last term you attended to determine curriculum for graduation application.
- Be prepared to pay your fee at the end of this process. If payment is not made, this application will not be submitted or processed. Graduation fees are non-refundable. If you do not meet graduation requirements in the term you applied, you will need to reapply and repay in the term requirements will be met.
- Fees by the published deadline are $20 per application. After the published deadline, there is an additional $20 late fee per online application (for a total of $40 per application). Graduation application deadlines are available on the EFSC website: [Graduation deadlines](#).
- Be sure to RSVP by the published deadline if you plan to attend the ceremony, to reserve guest tickets for the ceremony, to avoid the late fee and to ensure your name appears in the commencement booklet. If you do not RSVP on your application, email [graduation@easternflorida.edu](mailto:graduation@easternflorida.edu) by the published deadline to reserve tickets for the ceremony. The number of guest tickets per candidate is determined by the number of candidates planning to attend the ceremony.
- The commencement ceremony is photographed and filmed for broadcasting on social media, WEFS and [www.easternflorida.edu](http://www.easternflorida.edu). By participating in commencement activities, you authorize EFSC to photograph, record, and/or broadcast your name, image, voice, and/or likeness, and expressly grant EFSC the perpetual right to use your name, image, voice, and/or likeness without compensation for any purpose in any medium. If you request that such information be confidential, please contact the Office of the Registrar.

Use the drop down arrow below to select a curriculum term for your program. Hit Submit and view your program major on the next screen. If your program is not on the next screen, use the back arrow to return and select another available term.

YOU ARE NOT SELECTING YOUR TERM OF GRADUATION ON THIS SCREEN!! (You will select your graduation term on a later screen.)

Click on the drop down box to Select a Term: To choose the current term or the last term attended, highlight your selection. Click Submit.
Select one curriculum for which you want to graduate. If you want to apply for more than one degree, send an email to Office of the Registrar and include the following information:

- Your name and ID
- Other degrees/certificates for which you wish to apply
- You will receive instructions via EFSC student email

If you receive an error message:

- Graduation holds exist: click on "View Holds" and resolve the hold
- No curricula available for graduation application:
  - Send an email to Office of the Registrar
  - You will receive instructions via EFSC student email

Click on the Degree/Certificate (There may be more than one choice but you may only select one) you will be applying for graduation.* (If the degree/certificate you applying for is not available, send an email from your EFSC account to graduation@easternflorida.edu to request the correct curriculum. You will be notified by EFSC email when it has been updated so you can apply online.)

Click on Continue.

*If you are applying for an AS or BAS degree, please note that any certificates for which you may qualify will be processed without additional applications and payments. If you are applying for your certificate(s) prior to applying for the AS or BAS degree, you will need to submit and pay for each one.

The next slide explains what to do if you receive error messages on this screen.
Select one curriculum for which you want to graduate. If you want to apply for more than one degree, send an email to Office of the Registrar and include the following information:

- Your name and ID
- Other degrees/certificates for which you wish to apply
- You will receive instructions via EFSC student email

If you receive an error message:

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  - Send an email to Office of the Registrar
  - You will receive instructions via EFSC email

If you get this message, you will need to contact graduation@easternflorida.edu from your EFSC email to resolve the issue before you can continue online. You will be notified by email that you are able to apply online when the issue has been resolved.

If you have holds, you will receive this message and will not be able to continue until the holds have been resolved with the appropriate department. To determine the holds on your account, click View holds. Once resolved, you will be able to submit an online Intent to Graduate application.
If you clicked on View Holds, you will see the current holds on your record and what is affected.

Following are the holds on your record. "Processes Affected", indicate what the specific hold will prevent. The “Reason”, should explain the issue.

**Processes Affected:**

- **Registration:** You will not be able to register for classes.
- **Enrollment Verification:** You will be unable to obtain an official enrollment verification.
- **Transcript:** You cannot order an official transcript or view your unofficial transcript. You CAN view an unofficial transcript through [www.flvc.org](http://www.flvc.org).
- **Graduation:** EFSC will not release your diploma.
- **Grade:** You will be unable to view your grades online. You may be able to view them through the MyEFSC portal.
- **A/R:** You have an accounts receivable hold.

**Administrative Holds**

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount</th>
<th>Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR- Balance greater than 50.00</td>
<td>Jan 29, 2016</td>
<td>Dec 31, 2099</td>
<td></td>
<td></td>
<td></td>
<td>Registration Transcripts Graduation Enrollment Verification</td>
</tr>
<tr>
<td>College Transcript Required</td>
<td>Jan 29, 2016</td>
<td>Dec 31, 2099</td>
<td></td>
<td></td>
<td></td>
<td>Registration Transcripts Graduation</td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>

**Financial Aid Holds**
Select the date for your expected graduation. For summer term, you may select the early graduation only if you will have no courses in progress on or after the date for early summer graduation.

* indicates required field

Curriculum

Current Program
Associate in Science

Level: College Credit
Program: AS Business Administration
Major: Business Administration

Select Graduation Date

Graduation Date: None

Click on the Graduation Date drop down box, highlight the selection. Click on Continue.
Click the link for ceremony assignments.

You have the opportunity to RSVP by the published deadline to reserve guest tickets for the Graduation Ceremony. The ceremony assignment is provided on the Click here link. If your decision changes by the published deadline, email graduation@easternflorida.edu to update.
On this page your name appears as it is currently on your official EFSC record. Click on Continue.

Diploma Name Selection

- Your name will appear on your diploma as indicated below.
- You may change your middle name or suffix for the diploma only: under the Select a Name for your Diploma heading, click your Current Name.
- The next webpage will allow you to change your middle name or suffix.
- This change will be on your diploma only. For changes to your official records, or additional changes, you must submit a request to the Admissions and Records Office.
- For more information, click "Name Change Information" below.

* indicates required field

Name

Name: Suzie Ann Student

Select a Name for your Diploma

Name:* Current Name (Suzie A. Student) ▼

Continue
It is recommended that you use your full legal name on your diploma. However, you may change your Middle Name or Suffix for your DIPLOMA ONLY! This does not update your name on your EFSC records. If you want your name changed on your records, click “Name Change Information” below for instructions. When you are done, click on Continue.

Diploma Name Selection

If you want to change or remove your Middle Name or Suffix, do so below. If your name is correct, click "Continue".

Name For Diploma

First Name: Suzie
Middle Name: A |
Last Name: Student
Suffix: 

Continue

View Transcript  View Graduation Applications  Name Change Information
Select **Student Address** from the dropdown menu. Click on **Continue**.

*Please note:* The US Postal Service will only deliver to an address you are known to reside. If you are moving, please update your address with the College to receive your mail. The US Postal Service will not forward any official documents; this includes your diploma or other mail from the College.

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Please edit the current address or enter a new mailing address for your diploma. Please note: this will also become your mailing address of record for all future correspondence from the College.

* indicates required field

**Select an Address for your Diploma**

One of your Addresses:*

- None
- None
- New
- **Student Address (501 Main Street)**

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View Transcript  ▪  View Graduation Applications  ▪  View Addresses And Phones
You may update, correct or verify your student mailing address* on file at EFSC. If there are no changes, or once you complete your changes, click on Continue. We will update your mailing address on file to the address you enter on this screen.

*Please note: The US Postal Service will only deliver to an address you are known to reside. If you are moving, please file the appropriate documents with the post office to receive your mail as the US Postal Service will not forward any official documents, including your diploma.

**Diploma Mailing Address Selection**

Please enter or edit a new mailing address for your diploma. Please note: this will also become your mailing address of record for all future correspondence.

* indicates required field

**Mailing Address For Diploma**

- **Street Line 1:** 1234 State Street
- **Street Line 2:**
- **Street Line 3:**
- **City:** College Town
- **State or Province:** Florida
- **ZIP or Postal Code:** 32XXX
- **Nation:** None

Continue
Select your Payment Amount. The Grad Fee is $20.00. After the application deadline there is an additional $20.00 late fee per application. Fees are non-refundable, so be sure you are ready to graduate. Online payments will also incur a convenience fee. Remember, if payment is not received, your application will not be processed.
Review your Graduation Application Summary to verify all is correct. If something is incorrect, you may click the back arrow to make corrections on any of the previous pages. If everything is correct, click on **Pay by Check or Credit Card. If you do not complete the payment portion, your application will not be processed.**

Please note, once submitted, you will not be able to correct the information within the online Intent to Graduate application. Email the graduation office at graduation@easternflorida.edu from your EFSC email to request changes or ask questions.
You will be taken to the Eastern Florida State College – Graduation Application Fee screen to complete the payment portion of the online graduation application. If payment is not made, you will not be able to proceed and your application cannot be processed.

After completing the required information, Click on Submit.
At this time, you may either edit, cancel your transaction, in which case, your application will not be processed.

Or

Click on **Pay to submit.**
Dear [Name],

Thank you for completing your Intent to Graduate Application for the Associate in Arts General. A final degree audit by the Office of the Registrar will determine your eligibility for graduation.

What happens after you apply?

- You will receive an email to your EFSC student email account notifying you of receipt of your application by the Office of the Registrar. Please note that this email will contain questions regarding special recognitions at the commencement ceremony. If applicable to you please follow the instructions within the email.
- An initial degree audit by the Office of the Registrar will be run and you will receive a letter via US mail notifying you of any outstanding requirements or if you are on track to graduate.
- If you do not meet graduation requirements at the end of the term, you will receive a letter via US Mail from the Office of the Registrar notifying you of the outstanding requirements.

What about the commencement ceremony?

- All candidates who wish to attend the ceremony, reserve tickets, and have their name appear in the commencement booklet must apply, pay and RSVP no later than the published deadline. Participation does not imply graduation requirements are met.
- If you notified the Office of the registrar by the published deadline you plan to attend the ceremony, you will receive approximately 3 to 4 weeks prior to graduation a ticket voucher/attendance ceremony letter. Ceremony assignments for the Noon and 3:30 PM ceremonies are based on specific Health Science Majors or for those who are not health science, by zip code. The assignments are on our graduation website: Ceremony Assignments
- PLEASE NOTE: There is no summer ceremony. Summer graduates who wish to participate in the fall commencement must RSVP on your summer graduation application by the summer graduation deadline.
- Explore the Graduation website for a tutorial and answers to many questions you may have by clicking the following link: Graduation Website

If you still have questions, please click the following link to send an email: Office of the Registrar

Congratulations on your achievements to date!

Stephanie Burnett
Registrar

After your payment is processed, you will receive an online acknowledgement page. Please be sure to read the information page carefully. If you still have questions, you may always email from your EFSC email to graduation@easternflorida.edu
What Happens Next?

- You will receive an email from the Office of the Registrar the day after you submit your application. It will contain important questions about recognitions you expect to receive; please respond to the email if anything is applicable to you to ensure your graduation day is the best it can be!

- If you are applying for more than one degree, contact the graduation office to add your other degrees. You will be notified when they are ready and you can go back online to apply for additional degrees.

- Once your application is processed and your degree status is determined, you will receive a status letter via U.S. mail.

- Still need to RSVP **by the published deadline**? Email graduation@easternflorida.edu

- If you submitted your RSVP by the published deadline, you will receive a Commencement Ceremony ticket voucher with ceremony information approximately 3 weeks prior to the ceremony.*Summer graduates who submitted their RSVP by the end of summer term, will receive their ticket voucher during the fall term.

- Questions? Contact the graduation office: graduation@easternflorida.edu or call 321- 433-7284.

*Celebrate your special day!