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.
Other notes:

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

• 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-office/graduation/

• **IMPORTANT**: 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.

• 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.

• 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 home page: http://www.easternflorida.edu
   • Click on EFSC Logins, then myEFSC

2. Enter your EFSC Student ID and Password.
   • Your password is initially set up to your birth date followed by –Efsc, for example: MMDDYY-Efsc, or if your birthday is January 1, 1998: 010198-Efsc
Access the Graduation Application

1. Click on Titan Web

OR

2. 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)*
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. Note: This is not your term of graduation.
Click on **Primary Degree**. This will be the degree or certificate you will be applying for graduation.* (If this is incorrect, contact 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.*
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 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 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.fvc.org](http://www.fvc.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>
<tr>
<td>Transient 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>
</tbody>
</table>

**Financial Aid Holds**
In Graduation Date: * Click the drop down list of available graduation dates. Highlight your selection. Click on Continue.
Guest Tickets: To be eligible for guest tickets, you must indicate “Yes (below) to attending the ceremony”. The ceremony assignment is provided on the page. If your decision changes, 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)
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
You may update, correct or verify your student mailing address* on file at EFSC. 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 officials documents; this includes your diploma or other mail from the College.
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 officials documents, including your diploma.
Select your Payment Amount. The Grad Fee is $20.00. After the application deadline there is an additional $20.00 late fee. Fees are non-refundable, so be sure you are ready to graduate. Online payments will also incur a convenience fee.
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 Submit Request.

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 **SmartPay** 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 **Continue Checkout**.
You must acknowledge and accept the terms & conditions.

Please note that a 2.75% convenience fee will be applied to the amount payable.

At this time, you may either cancel your transaction, in which case, your application will not be processed.

Or

You may click on **Continue Checkout**

Once you are done in this screen, you will need to sign out in the upper right-hand corner.
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

Dear Suzie

Thank you for completing your Intent to Graduate Application for the Associate in Science Business Administration. 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 students who have applied for graduation may attend the ceremony. Participation does not imply graduation requirements are met.
- Approximately three weeks prior to graduation you will receive an informational ceremony letter.
- Candidates who reside in North Brevard, as well as all Aerospace Technology and Health Science majors, attend the 12 pm (noon) ceremony.
- Candidates who reside in South Brevard attend the 3:30 pm ceremony.

PLEASE NOTE: There is no summer ceremony. Summer graduates are invited to participate in the fall commencement. RSVP on your application.

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 Burnette
Registrar
What Happens Next?

• Check your **student email regularly** for updates on the **graduation ceremony** and **guest tickets**!

• 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.

• You will receive a letter with Commencement Ceremony information approximately 3 weeks prior to the ceremony. Even if you said “no” or “undecided” regarding attendance, you will receive a letter and you may still attend.

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

*Celebrate your special day!*