Online Graduation Application (replaces Degree Petition beginning Fall 2011)

Instructions to Student

Biology students no longer complete paper degree petitions but rather submit an **Online Degree Application** by completing the steps below. Before you begin, please take note of the following instructions.

If you are pursuing the Business Option, you need to select the Business Option through Oscar (www.degreeworks.gatech.edu/images/training/concentration_mgt.pdf).

Instructions for the Online Application for Graduation (OAG)
1. Log into degreeworks.gatech.edu and confirm that your courses are listed correctly under each Biology degree requirement. (For example, CHEM 1211K should fulfill Core Area D: General Chemistry, not a Free Elective or a Fallthrough Course.)
   a. Take careful note of the courses you that still lack to complete your degree. You must enroll in these courses in your final semester to complete your degree requirements.
   b. If you see inconsistencies, email your advisor or schedule an appointment to clear up the errors. Once all errors are resolved, THEN proceed with step 2.

2. During the application window (see below), login to OSCAR and select: Student Services>Student Records>Apply to Graduate.

   An email detailing the application window will be sent from both the School of Biology and the Registrar's office to students with at least 85 credit hours.

   Please Note: Students will receive an additional opportunity to apply for graduation after the initial deadline has passed. However, applications received in the additional window will incur a **$50 late application fee**. The additional window will be detailed in the email from the School of Biology and the Registrar's Office.

3. The first screen you will see is the Curriculum Selection screen. This displays your official curriculum as recognized by the Office of the Registrar. If your curriculum is incorrect, STOP. Please contact Degree Certification (dc@lists.gatech.edu or 404-894-4150) immediately for assistance. The program you are applying for must match your program on record.

4. If your program is correct, then select the radio button for your program. (If you have more than one major, you'll have to select one at a time and repeat the entire process for your second major.)

5. Select the graduation term in the drop down that will appear.

6. On the next screen, request any changes to your first or middle names to appear on your diploma. Please note that all requests will be reviewed by the Office of the Registrar and are subject to approval. If you would like to change your last name or make more significant changes to your diploma name, please contact the Office of the Registrar.

7. Confirm the address you would like to use as your diploma mailing address.

8. Review the summary of your application before clicking on "Submit Request."

9. At the confirmation screen, you will be redirected to an Exit Survey sponsored by the Office of Assessment. Please continue with the Exit Survey to complete your application.

10. Once you have applied, you will be able to view your Application and Graduation status in DegreeWorks near the top of your degree audit, under the section entitled "Student View." Upon applying you will be given an Application Status of "Active" and a Graduation Status of "Received, Pending Evaluation." You can continue to check your status throughout the semester, and work with your advisor to resolve any deficiencies in a timely manner.

Good luck and let us know if you run into any problems!

Your advising team,

Benita Black, benita.black@biology.gatech.edu
Dr. Green, linda.green@biology.gatech.edu (advises A-F)
Dr. Spencer, chrissy.spencer@biology.gatech.edu (advises G-L)
Dr. Brockett, mirjana.brockett@biology.gatech.edu (advises M-R)
Dr. Kerr, shana.kerr@biology.gatech.edu (advises S-Z)