

Online Graduation Application Submission (Advisor)

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.

1. Advisors will receive an email from **Forms@ega.edu** once the student has submitted the graduation application. Please be sure you give attention to this email. Advisors will need to click the link in the email to be taken to dynamic forms.

From: forms@ega.edu <forms@ega.edu>
Sent: Friday, March 11, 2022 11:49 AM
To: Sara S. Young <ssyoung@ega.edu>
Subject: Dynamic Forms: Graduation Application - Signature Request

Please review and sign the graduation application for submission and consideration of degree completion.

Please review and sign the graduation application for submission and consideration of degree completion.

To access the form to sign please click [here](#) to login. Once you are logged in:

Click on the "My Forms" link on the top right of the screen,
Then click "Pending/Draft forms" to see the forms awaiting your signature.

If you are unable to login with your @ega.edu account please email wcoleman@ega.edu to verify your access to the NextGen system. Please indicate you need access to the Graduation Application form.

[Click here to complete your section of the form.](#)

2. Advisors will need to enter their EGSC credentials to log into the site.
3. After the advisor has logged in, go to "My Forms" at the top of the page and click on "Pending /Draft Forms".
4. Advisors should see all completed graduation forms pending their review and sign-off from their advisees. Click "Action"; then click "Complete Form" to complete an application.

East Georgia STATE COLLEGE

Welcome to Dynamic Forms!
This online system allows you to complete & submit forms online. To access this system, enter your username & password.

Log In

USERS
Your username is your myEGSC login.
Your password is your myEGSC password.

Please enter your myEGSC login:

Please enter your myEGSC Password:

Log In

Welcome to Dynamic Forms
Let's get started, Sara.

The Graduation Application form needs to be completed.

Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

My Forms

Pending / Draft Forms

Forms History

Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
Graduation Application	Incomplete	Started By: L S	Signature Request Date: 3/11/2022 11:49:05 AM			Action

Complete Form

5. Advisors will need to go to the *program section* of the graduation application and complete where indicated.

- If the advisor needs to complete the review for their advisee, then click the degreeworks link on the application to do so. (*Right click to open degreeworks in a new tab, otherwise, it will take you away from the student's application*).
6. Once the review is completed, advisors are required to check the box indicating that you have completed the graduation review of the Advisee and initial the form where highlighted.

Program Information:

Select the Major you are completing: AA-Ad

Graduation Audit: Files over 25 MB will not be accepted

For Academic or Faculty Advisor only:

I have reviewed advisee's graduation/degreework audit for accuracy and completion. [Click here for Degreeworks](#)

(click to sign) 

Advisor Initials Date

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

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If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

7. Once the electronic signature is complete, click "Submit Form" button at the bottom of the application. The form will be routed to the Registrar's office for processing.

For Academic or Faculty Advisor only:

I have reviewed advisee's graduation/degreework audit for accuracy and completion.

[Click here for Degreeworks](#)

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Advisor Initials

Advisor's Comments:

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.

**Advisors may download a PDF copy of their application for their records.*

For questions, please contact the registrar's office at (478)-289-2014 or graduation@ega.edu.