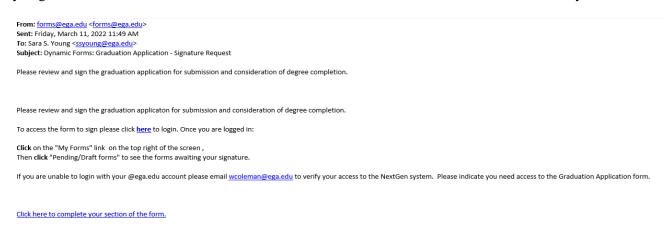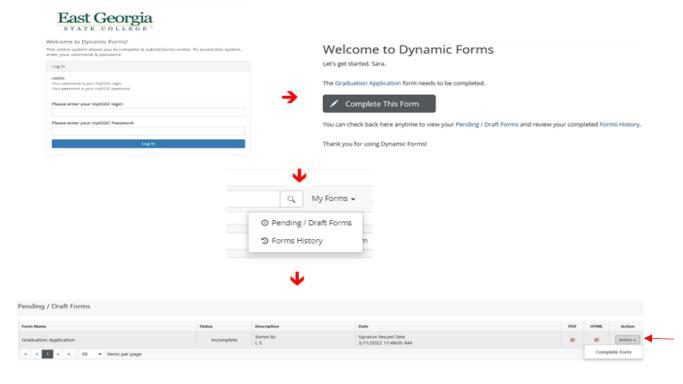# Online Graduation Application Submission (Advisor)

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 applicaton 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.
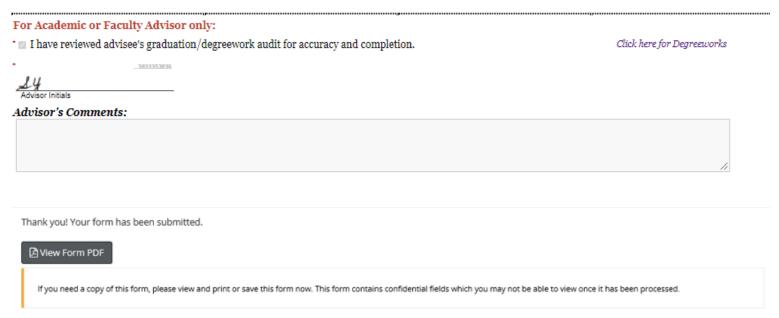

5. Advisors will need to go to the *program section* of the graduation application and complete where indicated.

> ➢ 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.

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*

*
...3833353836

SY
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.