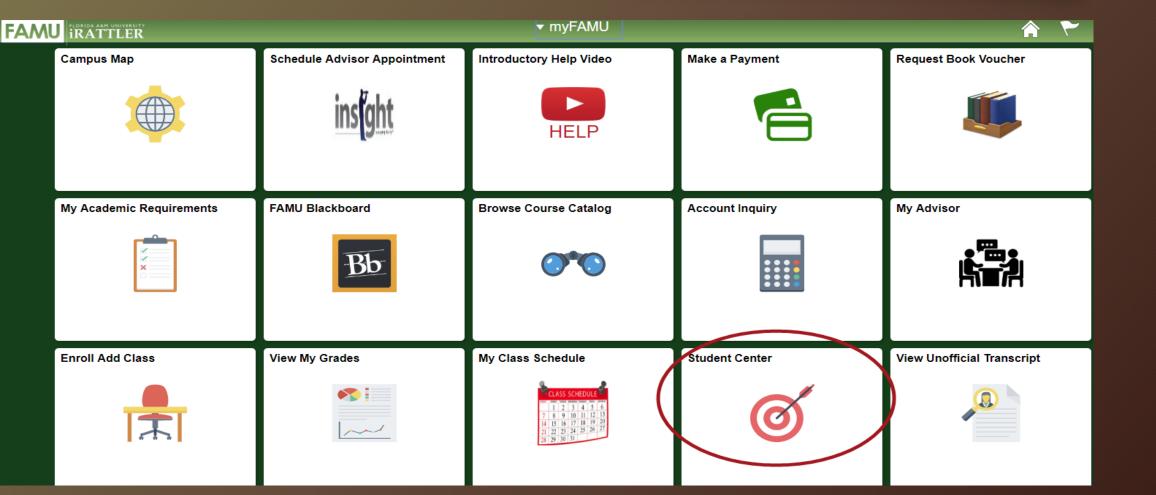
How to Apply for Graduation

Navigations on how to apply

Prepared by: Registrar's Office

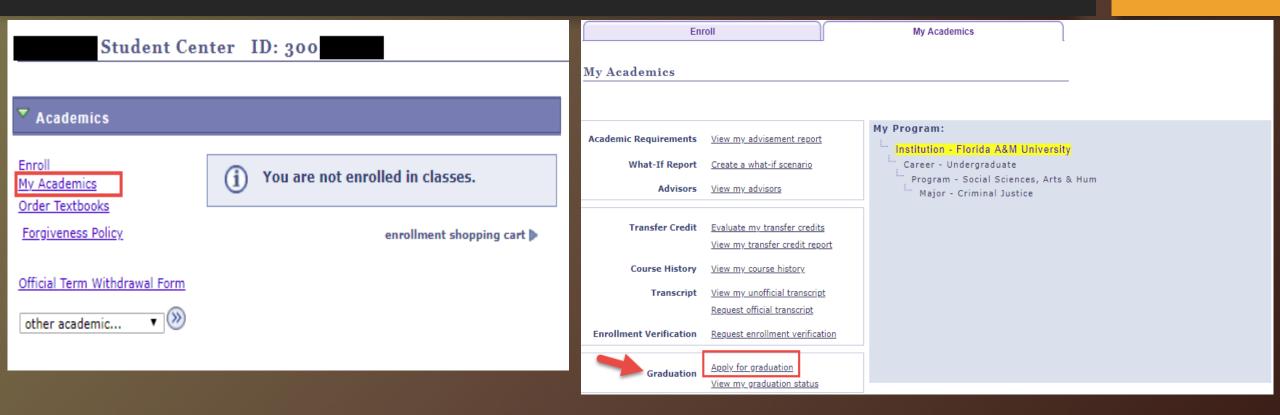
1. Login to your iRattler

2. Click iRattler Campus Solutions followed by your Student Center



- 3. Click into MY ACADEMIC link
- 4. Click Apply for Graduation

NOTE: You advisor must place an ETA to your account in order to successfully apply for graduation.

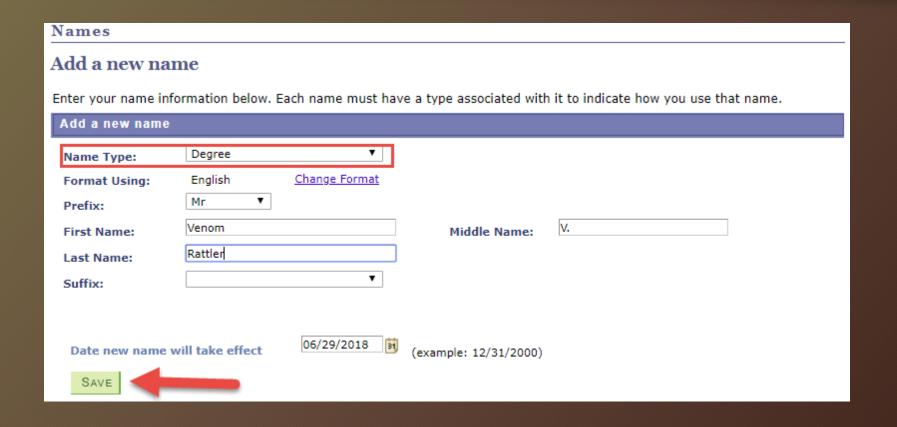


Add Name, Address, Email, & Phone Info

Please enter the information associated with your Diploma NOTE: PLEASE READ before proceeding. The following information MUST be added to continue the graduation application process. Please click on the links below to: * Click Add a new name for the spelling on your diploma (check the Degree Name Type box) Click Add a new address, type address (check the Diploma Address Type box) * Add a your latest email address * Add your latest phone number. If the above information is not added, you will not be able to proceed with the graduation application. Add/Edit Name Info Add/Edit Address Info Add/Edit Email Info Add/Edit Phone Info Name on your Diploma First Name Middle Name Last Name Name Suffix Address associated with your Diploma Address 1 Address 2 City St/Province Postal Code Preferred Phone and Email associated with your Diploma Phone Email

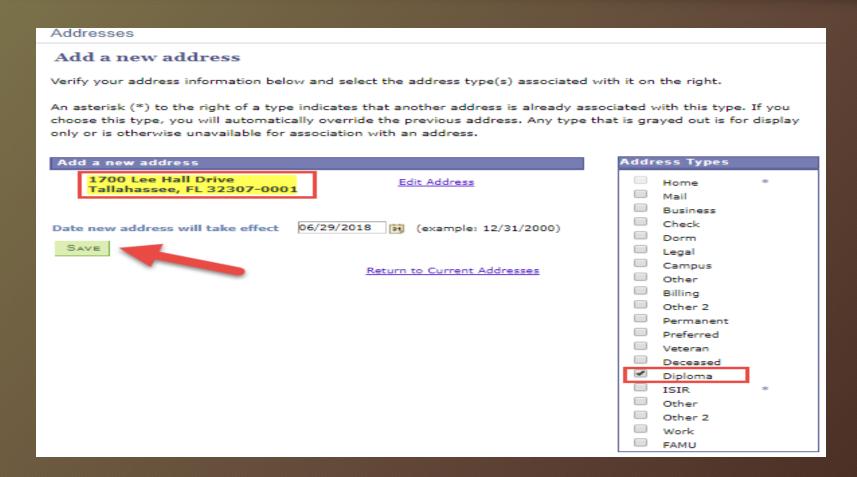
How to add name

1. Click ADD A NEW NAME > Click Dropdown box and select Degree > Type your name > Click Save > Click Cancel



How to add address

1. Click add address link > Click Add a New Address > Type Address > Click OK > Check DIPLOMA box > Click Save > Click Cancel



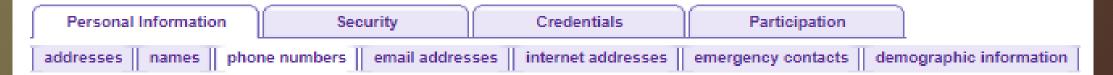
How to add Preferred Email (FAMU email recommended)

1. Click Add Email Info link > Click Add a Email Address > Click drop down box> Select Other > Type Email > Check Preferred Box > Click Save > Click Cancel

Email Addresses Email Addresses Enter your email addresses below. If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox. *Email Type *Email Address Preferred delete Campus delete Other ▼ VRattler1887@gmail.com ADD AN EMAIL ADDRESS SAVE * Required Field Cancel Previous tab → Next tab

How to Add Phone Number

- 1. Click Add Phone Info link > Update Mobile Number > Check Preferred box > Click Save > Click Cancel
- 2. Click Continue



Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number

by selecting the preferred checkbox.

* Phone Type	* Telephone	Ext	Country	Preferred	
Mobile ▼	850/599-1887		USA	✓	delete
Home ▼					delete

ADD A PHONE NUMBER

SAVE

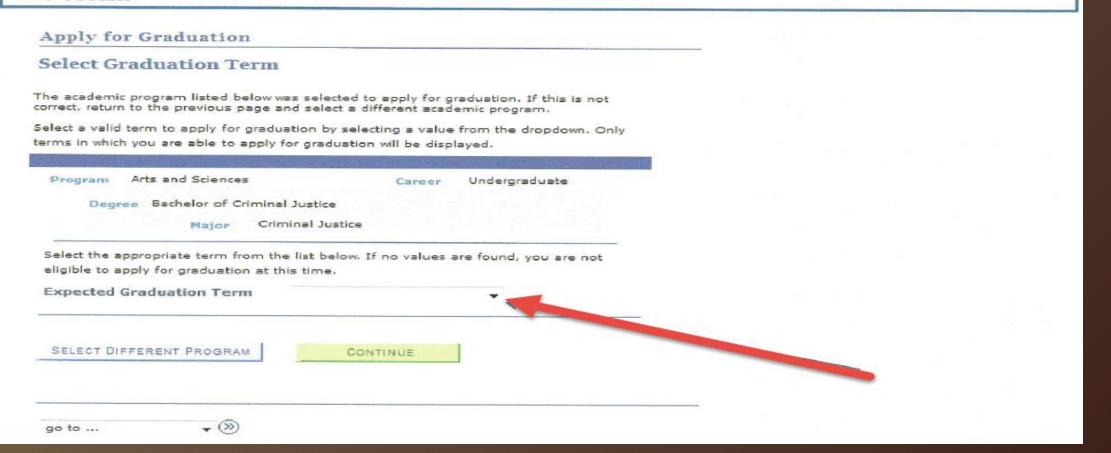
Select Program and Degree

Click on the Academic Program link. Example Arts and Sciences.

Select the academic program in which you wish to apply for graduation by clicking on i description.
Select an Academic Program
Academic Program Ats and Sciences Career Undergraduate Degree Bachelor of Criminal Justice
Major Criminal Justice

Select Graduation Term

Select the Expected Graduation Term: Click on the drop down arrow to select the term.



Select Graduation Term

NOTE: You must have the term ETA on your account.

Select graduation term and read the Graduation Instructions

Apply for Graduation Select Graduation Term The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program. Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed. Program Arts and Sciences Undergraduate Degree Bachelor of Criminal Justice Criminal Justice Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time Expected Graduation Term Summer Term 2011 Graduation Instructions Please see your academic advisor and/or department chair for a degree audit prior to the semester to graduate. Please see the Official FAMU Academic Calendar located on the Registrar's website for graduation deadline dates. Contact your academic advisor or department chair to verify that the Registrar's Office received your graduation application. SELECT DIFFERENT PROGRAM

Before you click on the Continue button, please read the graduation instructions. Submitting this application begins the process of checking out of the University. You will need to re-apply for graduation if you do not graduate.

go to ...

Verify Graduation Data

Apply for Graduation Verify Graduation Data Verify that all data is correct. If the academic program/degree is not correct, click the Select Different Program button to select a different value. If the term is not correct, click the Select Different Term button to select a different If everything is correct, click the Submit Application button to continue the process. Program Arts and Sciences Undergraduate Degree Bachelor of Criminal Justice Criminal Justice Expected Graduation Term Summer Term 2011 Graduation Instructions Please see your academic advisor and/or department chair for a degree audit prior to the semester to graduate. Please see the Official FAMU Academic Calendar located on the Registrar's website for graduation deadline dates. Contact your academic advisor or department chair to verify that the Registrar's Office received your graduation application. SELECT DIFFERENT PROGRAM SUBMIT APPLICATION SELECT DIFFERENT TERM

Confirmation Message

- 1. You will receive a confirmation message that you have successfully applied for graduation.

 2. You will receive a graduation information email from the Registrar's Office after the University deadline.

. Congratulations! You have successfully submitted your Application for Graduation

Apply for Graduation

Submit Confirmation



You have successfully applied for graduation.