



Online Graduation Application Tutorial

Congratulations! Using the online graduation application is quick and easy.

Before you apply:

1. Review your degree status with myGPS or speak with your advisor.
2. Holds will prevent you from applying online. Be sure to take care of these before making application.



Accessing the Online Graduation Application:

1. From the MENU on the [EFSC website](#). Choose myEFSC.
2. Log in with your **EFSC Titan email** and **Password**.
3. Go to TitanWeb. Under **Student Records**, select *Apply to Graduate*.

Student Records

- Student Profile
- Personal Information
- Parking Permit

- Registration/Add/Drop/Withdraw from Classes
- Order Textbooks

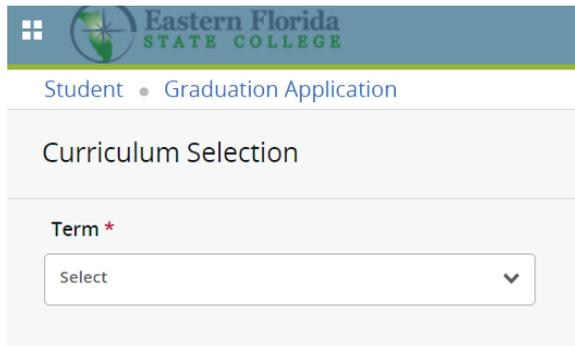
- Enrollment Verification Request

- View Grades
- View Transcripts
- Transcript Request
- Transcript Request Status
- Unofficial Transcripts - Florida Shines

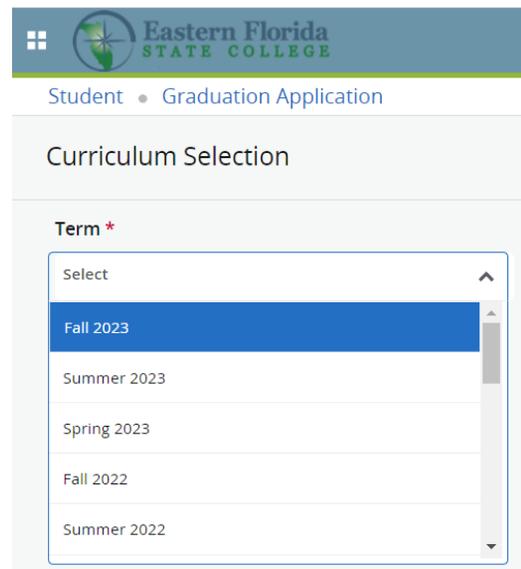
- Degree Audit
- **Apply to Graduate**
- View Graduate Application

Online Graduation Application Steps:

1. **Curriculum Selection** - Select the current term or last term attended, **not** the term of graduation.

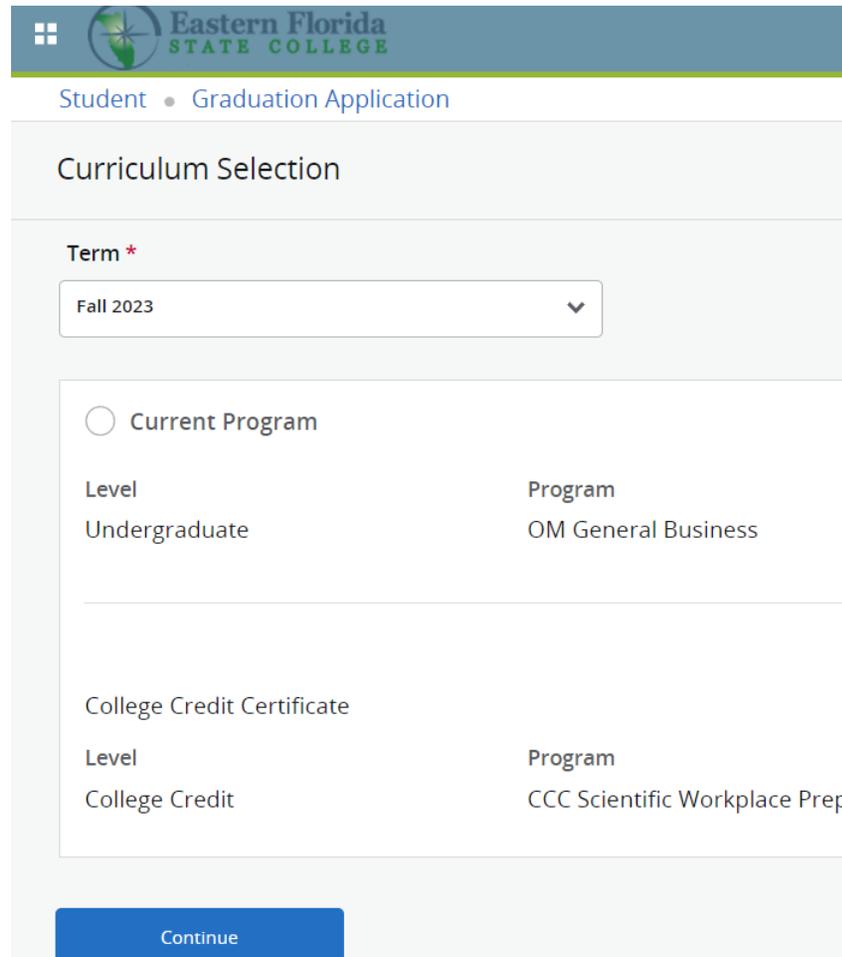


The screenshot shows the Eastern Florida State College logo at the top left. Below the logo is a navigation breadcrumb: "Student • Graduation Application". The main heading is "Curriculum Selection". Underneath, there is a label "Term *" followed by a dropdown menu. The dropdown menu is currently set to "Select" and has a downward arrow on the right side.



This screenshot is similar to the one above, but the dropdown menu for "Term *" is expanded. The options listed in the dropdown are: "Select", "Fall 2023", "Summer 2023", "Spring 2023", "Fall 2022", and "Summer 2022". The "Fall 2023" option is highlighted in blue. There are upward and downward arrows on the right side of the dropdown menu.

2. Curriculum Selection - Select your program*.



The screenshot shows the 'Curriculum Selection' page for a student applying for graduation. At the top, the Eastern Florida State College logo is visible. Below the logo, the navigation path 'Student • Graduation Application' is shown. The main heading is 'Curriculum Selection'. A 'Term *' dropdown menu is set to 'Fall 2023'. There are two radio button options: 'Current Program' and 'College Credit Certificate'. The 'Current Program' option is selected. Below this, there are two columns: 'Level' and 'Program'. Under 'Current Program', the level is 'Undergraduate' and the program is 'OM General Business'. Under 'College Credit Certificate', the level is 'College Credit' and the program is 'CCC Scientific Workplace Prep'. A blue 'Continue' button is located at the bottom of the form.

Eastern Florida
STATE COLLEGE

Student • Graduation Application

Curriculum Selection

Term *

Fall 2023

Current Program

Level	Program
Undergraduate	OM General Business

College Credit Certificate

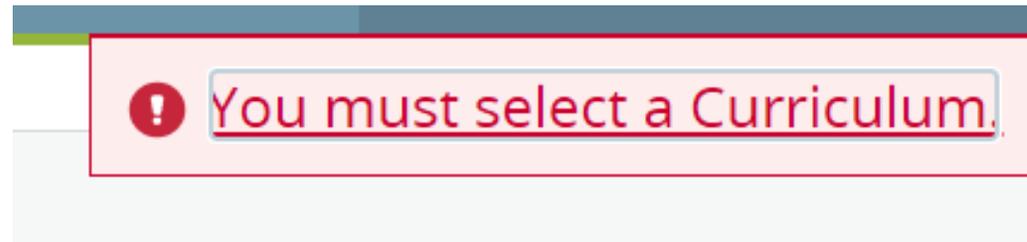
Level	Program
College Credit	CCC Scientific Workplace Prep

Continue

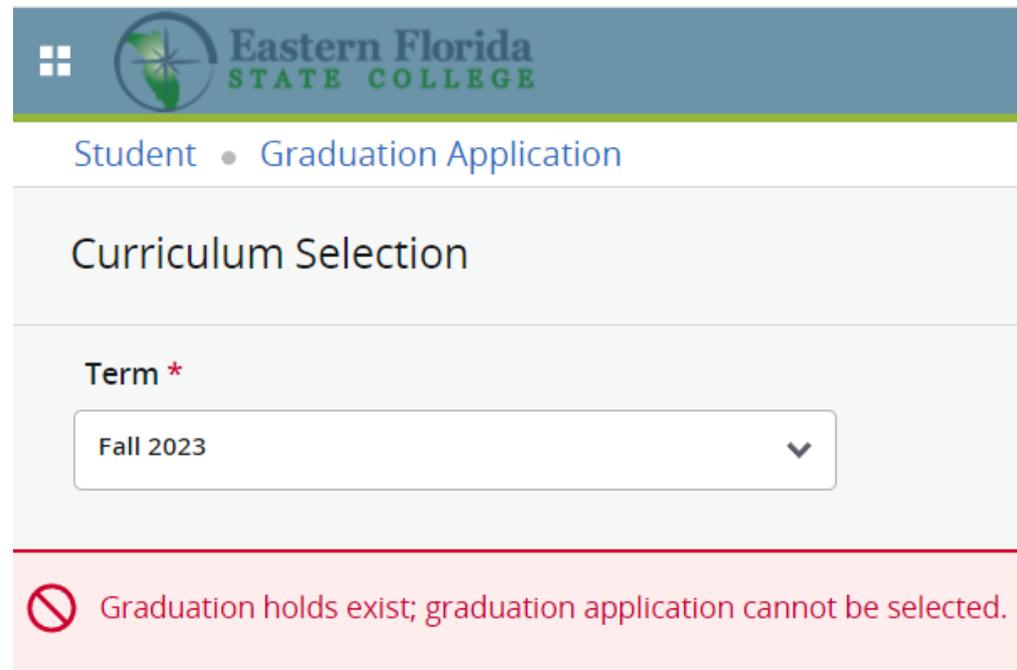
***NOTE:** If you receive either message listed on next page, do the following:

- *You must select a Curriculum*

Email: graduation@easternflorida.edu



- *Graduation holds exist, graduation application cannot be selected*
You cannot apply until your holds have been removed.



3. Graduation Date Selection - Select *Graduation Date*.

The screenshot shows the Eastern Florida State College logo at the top left. Below it is a breadcrumb trail: "Student • Graduation Application". The main heading is "Graduation Date Selection".

Current Program	
Level	Program
Undergraduate	OM General Business

Below the table is the "Graduation Ceremony Attendance" section, which contains a "Graduation Date *" field. This field is a dropdown menu with "Select" as the current selection. A blue highlight shows the selected option: "Date: 12/14/2023 Term: Fall 2023".

At the bottom of the form are two buttons: "Back" and "Continue".

4. **Diploma Name Selection** - Your diploma name is your legal name*. You only have the option to change your **Middle Name and/or Suffix (Jr., Sr., III, etc.)**.

***NOTE:** To change your full legal name on file, submit a [Personal Information Update Form](#).

The screenshot shows the Eastern Florida State College Graduation Application interface. At the top, the college logo and name are visible, along with the user's name, Ms. Heather Lynn Was. The navigation path is Student > Graduation Application. The main heading is "Diploma Name Selection". Below this, there is a section for "Current Program". A light blue information box contains the following text: "Enter the name to be printed on your diploma. Use 'One of your Names' to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting 'Keep Diploma Name.'" Below the information box, there is a "Name:" label and a dropdown menu titled "Select a Name for your Diploma *". The dropdown menu currently shows "Select" with a downward arrow. At the bottom of the form, there are two buttons: "Back" and "Continue".

5. Diploma Mailing Address Selection - Verify and/or update your *Student Address** on file.

***NOTE:** The US Postal Service (USPS) will only deliver your diploma to the address registered with their service. If you move, you will need to update your official address with the USPS.

Student • Graduation Application

Diploma Mailing Address Selection

College Credit Certificate

Mailing Address For Diploma

i Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses *

- Select
- Campus Mailing Address
- Emergency Contact 370
- Financial Aid Address 370
- HR Address 370
- Student Address 370

6. Graduation Application Summary - Review your information for accuracy before submitting your application.

If you need to update your name or address, you may go back to do so.

The screenshot shows the 'Graduation Application Summary' page for a student. At the top, there is the Eastern Florida State College logo and a navigation breadcrumb: 'Student • Graduation Application'. The page is divided into three main sections for review:

- Diploma Name:** A table with columns for First Name, Middle Name, and Last Name. The values are 'NEW', blank, and 'STUDENT' respectively.
- Diploma Mailing Address:** A table with columns for Street, City, State or Province, and Zip or Postal Code. The values are blank, 'Cocoa', 'Florida', and '00000' respectively.
- Curriculum:** A table with columns for Level and Program. The values are 'College Credit Certificate' and 'CCC Scientific Workplace Prep' respectively.

At the bottom of the form, there are two buttons: a white 'Back' button and a blue 'Submit Request' button.

7. What Happens After You Apply? - Carefully read the information on your confirmation page.

- Registration for the ceremony is a separate process from the *Online Graduation Application*.
- Application fee(s) are assessed within 24 hours. Pay your fees to avoid holds that will prevent the release of your documents.
- Check your EFSC email and website regularly for important information.

Student • Graduation Application

Acknowledgement

Dear Heather,

Congratulations! Your *Intent to Graduate Application* has been submitted.

What happens after you apply?

- **Your graduation fee will be assessed within 24 hours. To pay your fee, login to myEFSC and click on "Pay My Bill".**
- You will receive an email to your EFSC student email account notifying you of receipt of your application by the Office of the Registrar.
- You **MUST** register to walk in the Commencement Ceremony. Candidates & guest seats are limited. Go to myEFSC to register.
- An initial degree audit by the Office of the Registrar will be run and you will receive an email to your EFSC account notifying you of any outstanding requirements or if you are on track to graduate.
- Be sure to check the graduation webpage and your email for important ceremony updates. Diplomas and certificates are NOT handed out at commencement ceremonies but mailed 6 to 8 business weeks after the commencement to all candidates who meet requirements and do not have outstanding financial obligations to the college.
- **More details for the ceremony will be provided soon on the EFSC website.**
- If you do not meet graduation requirements at the end of the term, you will receive a letter via your EFSC email from the Office of the Registrar notifying you of the outstanding requirements.
- Explore the Graduation website for 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 accomplishments to date!

Michelle Loufek, Registrar

B00.

- You will receive a confirmation email that your *Online Graduation Application* has been received.

From: graduation@easternflorida.edu <graduation@easternflorida.edu>

Sent: Thursday, September 28, 2023 11:45 PM

To @titans.easternflorida.edu>

Subject: Graduation: Your Application Has Been Received

Subject: Graduation: Fall 2023

Congratulations! We have received your Intent to Graduate application and it is currently under review.

What should you do next?

1. Reply to this email if you should be recognized for the following:
 - I am in the Honors Program.
 - I am a Phi Theta Kappa (PTK) Honor Society Member.
 - I am a Citizen Scholar.
 - I am active military or a veteran who received an honorable or general discharge.
2. Make sure you keep your mailing address and personal email current: Login to myEFSC > Under *Quick Links*, click on Update Address.
3. Check your EFSC student email frequently for graduation information.
4. Check the EFSC website regularly for graduation updates.

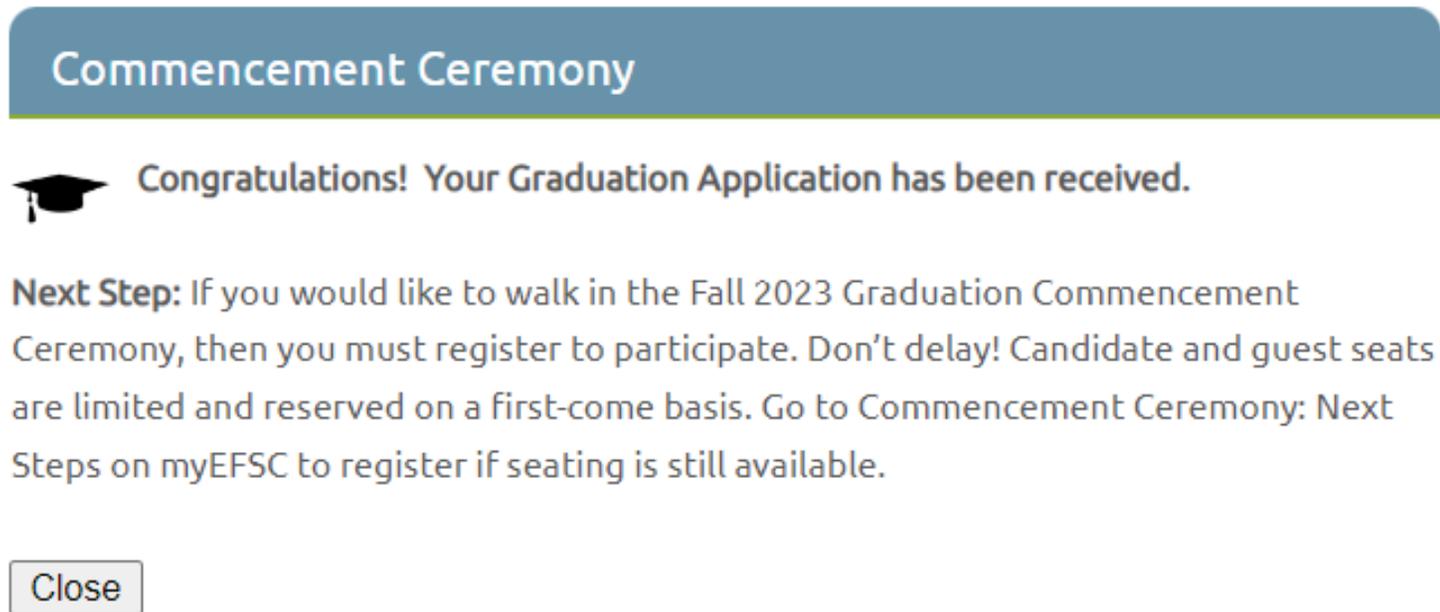
If you applied after the published deadline:

- Your name may not be listed in the commencement booklet.
- There is no guarantee you may attend the ceremony and/or receive guest tickets.
- You may not receive a status email notifying you of any outstanding documents or missing requirements that must be satisfied to graduate.

Questions? Email from your EFSC student email to graduation@easternflorida.edu.

8. **Commencement Ceremony Portal** - After your *Online Graduation Application* has been submitted, register for the ceremony before any deadlines. **Seating is limited, and tickets are required.** The steps you need to take to reserve your ceremony and tickets will be noted on the portal.

- You will receive reminders to register for your ceremony & tickets. Be on the look-out.
- Initial Ceremony Pop-up Message



The image shows a screenshot of a pop-up message titled "Commencement Ceremony". The message features a graduation cap icon and the text: "Congratulations! Your Graduation Application has been received." Below this, it states: "Next Step: If you would like to walk in the Fall 2023 Graduation Commencement Ceremony, then you must register to participate. Don't delay! Candidate and guest seats are limited and reserved on a first-come basis. Go to Commencement Ceremony: Next Steps on myEFSC to register if seating is still available." At the bottom left of the message is a "Close" button.

- Commencement Ceremony: Next Steps
The Commencement Ceremony* portal is where you notify EFSC you will or will not attend the ceremony.

***NOTE:** Information and deadlines will change each term.

The screenshot shows a mobile application interface with a sidebar on the left containing icons for 'Titan Scholarship' and 'Message Center'. The main content area features three primary sections:

- Commencement Ceremony: Next Steps**: A section with a blue header. It contains information for the 'Fall 2023 Commencement Ceremony' on Thursday, December 14, 2023, at 11 am and 2 pm. It includes instructions to register by selecting 'yes' or 'no' to attend, noting that guest seats are limited. Below this is a radio button selection: 'Yes, I will attend. See guest ticket instructions below.' (selected) and 'No, I will not attend.' Below the text is a table with three columns: 'Items', 'Recd Date', and 'Comments'.

Items	Recd Date	Comments
Grad. App.	09/19/23	Completed
Ceremony	10/11/23	Yes, I will attend
- Titan Alerts**: A section with a blue header. It features the 'TitanAlerts' logo and contact information for EFSC's notifications: Mobile: (321) 514-8532, Home: (321) 635-9283, and Email: washingtonh@ea. A 'Non-emergency text mess' link is also present, along with an 'Update' button.
- Academic Success**: A section with a blue header. It includes an icon of a computer monitor and text stating 'EFSC tutors are a virtual drop-in appointment.'

At the bottom of the screen, a 'Spotlight' section is partially visible.

IMPORTANT!

- If you choose *No, I will not attend*, no further action required.

Commencement Ceremony: Next Steps

Fall 2023 Commencement Ceremony

Date: Thursday, December 14, 2023

Time: 11 am and 2 pm

If you would like to walk in the Graduation Commencement Ceremony, then you must register to participate by selecting yes or no below. Don't delay! Candidate and guest seats are limited and reserved on a first-come basis.

Do you plan to attend one of the Commencement Ceremonies at the King Center on Thursday, Dec. 14, 2023?

- Yes, I will attend. See guest ticket instructions below.
- No, I will not attend.

Items	Recd Date	Comments
Grad. App.	09/19/23	Completed
Ceremony	10/11/23	No, I will not attend

- If you choose *Yes, I will attend. See guest ticket instructions below**, you will need to return during the specified dates for the Reservation system to finalize your reservation.

***NOTE:** Ceremony times and tickets are on a **first-come basis**.

Commencement Ceremony: Next Steps

Fall 2023 Commencement Ceremony
Date: Thursday, December 14, 2023
Time: 11 am and 2 pm

If you would like to walk in the Graduation Commencement Ceremony, then you must register to participate by selecting yes or no below. Don't delay! Candidate and guest seats are limited and reserved on a first-come basis.

Do you plan to attend one of the Commencement Ceremonies at the King Center on Thursday, Dec. 14, 2023?

Yes, I will attend. See guest ticket instructions below.

No, I will not attend.

Items	Recd Date	Comments
Grad. App.	09/19/23	Completed
Ceremony		
Guest Tickets	Reservation system will be open from 11/20/2023 – 12/4/2023 . To finalize your commencement reservation, you will be required to select your Ceremony time which is on a first-come basis.	

