Online Application for Graduation
Student Instructional Guide

In order to graduate from Georgia Tech, you must first submit an application for graduation. The new Online Application for Graduation (OAG) is replacing the previously-used Degree Petition. Below is a walkthrough instructional guide of how to utilize the OAG, and ensure your application is successfully submitted.

1. Login to OSCAR.
2. Select Student Services & Financial Aid
3. Select Student Records
4. Select Apply to Graduate
5. The first screen will prompt you to select a term. Please note this is NOT asking your graduation term, but instead asking what semester you want your curriculum pulled from. In most cases, select the latest term available.
6. The second screen will be the Curriculum Selection screen:
   (Please note that <u>REapplications</u> will only see "Current Program," since you will be reapplying for the same program you applied the first time.)*

Curriculum Selection

💬 Select one curriculum for this graduation application.

Select Curriculum

🔘 **Current Program**
  BS in Industrial Engineering

Level:	Undergraduate Semester
College:	College of Engineering
Major and Department:	Industrial Engineering, Sch/Industrial & Systems Engr
Major Concentration:	Economic Design Analysis
Minor:	Computer Science

[Continue]

This screen displays your curriculum as officially recognized by the Office of the Registrar. If your curriculum appears incorrect, **STOP IMMEDIATELY**. Please contact Degree Certification (dc@lists.gatech.edu or 404-894-4150) for assistance. **The program you are applying for <u>MUST</u> match your program on record, and if your minor and/or concentration are NOT appearing, STOP IMMEDIATELY.** *(NOTE: Cooperative Plan, International Plan, and Research Option will not appear here. If this is the only item missing from your curriculum, please continue on with the online application.)*

***NOTE: Some students who have submitted changes mid-semester, may see a "Future Program of Study" option (image below) which reflects the program information for which they would like to apply to graduate. If a Future Program appears and is the more accurate program on record, please select it.

If your program is correct, then you must select the radio button for the program which you'd like to apply to graduate. If you have more than one program displayed (for students that have two majors), then you can select either one, but not both. You will have to go through the process again for your second major.
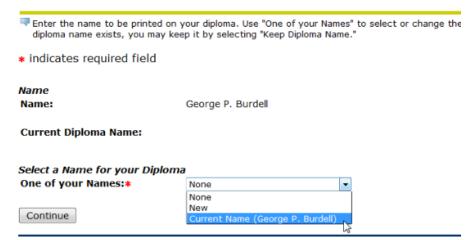
7. At the next screen select the graduation term from the dropdown
   as seen below:

Graduation Date Selection

💬 Select a date for your expected graduation.

* indicates required field

Curriculum
Current Program
BS in Industrial Engineering
Level: Undergraduate Semester
College: College of Engineering
Major and Department: Industrial Engineering, Sch/Industrial & Systems Engr
Major Concentration: Economic Design Analysis
Minor: Computer Science

Select Graduation Date
Graduation Date:* | None   ▾ |
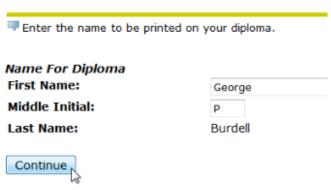 | None |
                          | Term:Spring 2012 |

[Continue]

8. Next, please select if you will be using your current name to appear on your diploma, or if you would like to request changes to your first or middle names to appear on your diploma. NOTE: 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. Restrictions apply.
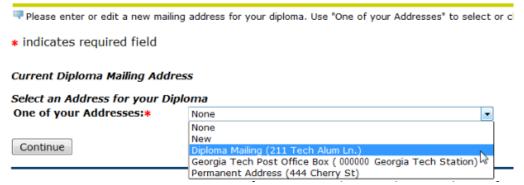
Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the
diploma name exists, you may keep it by selecting "Keep Diploma Name."

* indicates required field

Name
Name: George P. Burdell

Current Diploma Name:

Select a Name for your Diploma
One of your Names: * | None   ▼ |

| None |
| New |
| Current Name (George P. Burdell) |

Continue

9. The next screen will ask you to confirm the name, and allow for your requested changes to be entered.

Diploma Name Selection

Enter the name to be printed on your diploma.

Name For Diploma
First Name: | George |

Middle Initial: | P |

Last Name: Burdell

Continue

10. After confirming your diploma name, please select which address you would like your diploma sent to by using the dropdown.

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or c

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma
One of your Addresses: * | None   ▼ |

| None |
| New |
| Diploma Mailing (211 Tech Alum Ln.) |
| Georgia Tech Post Office Box (000000 Georgia Tech Station) |
| Permanent Address (444 Cherry St) |

Continue

11. At the next screen, you will be asked to confirm your diploma mailing address.

Diploma Mailing Address Selection

💬 Please enter or edit a new mailing address for your diploma.

* indicates required field

Mailing Address For Diploma

Street Line 1:*	211 Tech Alum Ln.
Street Line 2:	Apt F
Street Line 3:	
City:*	Atlanta
State or Province:	Georgia ▾
ZIP or Postal Code:	30329
Nation:	None ▾

Continue

12. Continuing on, you will then see a Graduation Application Summary. Please review carefully, before clicking on "Submit Request."

Graduation Application Summary

💬 This is the information that will be submitted for your application to graduate.

Graduation Date
Term: Spring 2012

Diploma Name
First Name: George
Middle Name: P
Last Name: Burdell

Diploma Mailing Address
Street Line 1:   211 Tech Alum Ln.
Street Line 2:   Apt F
City: Atlanta
State or Province: Georgia
ZIP or Postal Code: 30329

Curriculum
Current Program
BS in Industrial Engineering
Level: Undergraduate Semester
College: College of Engineering
Major and Department: Industrial Engineering, Sch/Industrial & Systems Engr
Major Concentration: Economic Design Analysis
Minor: Computer Science

Submit Request

13. Finally, to continue with the submission of your application at the next screen, please click on the link at the bottom of the page. This link will redirect you to Georgia Tech's Exit Survey. **(*NOTE: Graduate students can ignore this portion, as they will complete the Exit Survey closer to Commencement.)** Upon completion of the Exit Survey, you will be directed back to the Office of the Registrar's home page. At this point, your application is successfully submitted, and beginning the next day, you should be able to see both your application and graduation status in DegreeWorks (http://www.degreeworks.gatech.edu/)