Woodruff School of Mechanical Engineering
Graduate Program Graduation Application Procedure

Step 1. When do I apply to graduate? NOTE: All dates are subject to change! Watch for e-mails from your advisor.
   a. The application to graduate is now called the on-line application to graduate.
   b. If you do not graduate as planned, then you must do a reactivation for the new semester. This is called a re-
      application to graduate.
   c. DISTANCE LEARNING STUDENTS ONLY:
      i. Because grades are posted late for distance learning classes you will apply to graduate for the term
         immediately after completing all of your classes.
      ii. Because you will not be taking classes during your graduating semester you must fill out an Enrollment
          Waiver: http://www.gradadmiss.gatech.edu/thesis/forms.php
   d. Degree application due dates:

<table>
<thead>
<tr>
<th>Graduation Semester</th>
<th>Apply to Graduate</th>
<th>Apply to Graduate with Late Fee</th>
<th>Re-Apply to Graduate (Reactivation)</th>
</tr>
</thead>
</table>

**Dates are tentative and subject to change.

Step 2. Verify that your Program of Study is Correct
   a. All graduate students must turn in a Program of Study. The classes listed on the latest version of your Program
      of Study are what the registrar will use to verify that you are okay to graduate.
   b. If you have made any changes to your Program of Study, you must submit a new one.

Step 3. Apply to Graduate using the On-line Application for Graduation System in OSCAR
   a. Log into www.buzzport.gatech.edu and select Registration – OSCAR.
   b. Select Student Services & Financial Aid, then Student Records and then Apply to Graduate.
   c. If you are asked to Select the Current Term, then select the current semester. Press Continue.
   d. You will now be on the Curriculum Selection screen. If your curriculum is not correct, STOP NOW. Your major
      must be correctly declared before you can apply to graduate.
      i. Major Declaration Form: http://www.registrar.gatech.edu/students/formlanding/changemajor.php
   e. Select the radio button for the program that you are graduating from. Students who have two majors can only
      select one major at a time; you will need to complete this entire process for both majors. Press Continue.
   f. On the next screen, select the graduation term in the drop down box. Press Continue.
   g. On the Diploma Name Selection screen, select if you will be using your current name or a different name to
      appear on your diploma. NOTE: The registrar’s office will review all name change requests. Press Continue.
   h. The next screen will ask you to confirm your name. Press Continue.
   i. On the Diploma Mailing Address Selection screen, select the address where you want to send your diploma.
      NOTE: Diplomas are mailed approximately 8 weeks after graduation so plan accordingly. Press Continue.
   j. On the Graduation Application Summary screen, review all of your information carefully. When you are okay
      with the information on the screen click Submit Request.
   k. On the next screen, click on the link at the bottom of the page to fill out Georgia Tech’s Exit Survey.

Step 4. Verify Your On-line Application for Graduation
   a. You can verify that you applied to graduate (from step 2 above) on OSCAR. From OSCAR, select Student
      Services & Financial Aid > Student Records > View Application to Graduate.

Step 5. Verify Your Degree Candidate Status
   a. Several times throughout your final semester you must verify your degree candidate status. This comment is
      found in the Graduation Status box on the top portion of your DegreeWorks audit. www.degreeworks.gatech.edu
   b. Three audits will be done for graduating students: after phase 1 registration, after phase 2 registration and after
      final grades are posted.
   c. After the second audit, students will have one month to fix any problems.
   d. Any student who still has deficiencies after one month will automatically be inactivated (not graduating) and
      you will need to apply to graduate for the following semester. The only deficiencies which will not lead to an
      automatic inactivation are LOW GPA, PENDING TRANSFER CREDIT and REGISTRAR ADMINISTRATIVE DEFICIENCY.

Step 6. Commencement Information
   a. Degree Candidate FAQs: More information is at http://www.registrar.gatech.edu/students/degcandfaq.php
   b. Commencement Information: See http://www.commencement.gatech.edu