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:

Graduation Semester	Apply to Graduate	Apply to Graduate with Late Fee	Re-Apply to Graduate (Reactivation)
Summer 2014	Jan 16 – Feb 14, 2014	Feb 15 – Feb 28, 2014	May 1 – May 20, 2014
Fall 2014	May 22 – Jun 16, 2014	Jun 17 - Jul 1, 2014	Aug 1 – Sept 15, 2014
Spring 2015	Sep 16 – Oct 14, 2014 **	Oct 15 – Oct 31, 2014 **	Dec 19 – Jan 16, 2015 **

   **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 DEFIECIENCY.

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**