

# **Graduation Application Instructions for eDegree Students**

## **1. Advisor responsibility upon request for a Graduation Audit:**

- a. Confirm the student is in the eDegree program. This is noted in the SSP Dashboard under Service Groups. (Or, ask our eLearning Director to check the STAL screen in Datatel.) Non-eDegree students must submit their graduation materials in person.
- b. Send a verification email to the student confirming that the student has met all the program requirements to earn (degree) in (program) and that the Program GPA is at least 2.0. This email will serve as verification to the Cashier's and Records Office that the advisor performed the graduation audit.
- c. Attach a PDF of the Program Evaluation to the email (landscape, font=9).

## **2. eDegree Student responsibility:**

- a. Student requests a Graduation Audit from their advisor.
- b. Student prints the verification email and the Program Evaluation from the advisor. The email must contain the advisor's contact information.
- c. Student sends the completed graduation package and any requisite fees via regular mail to the Cashier's office.

**Guilford Technical Community College  
Attention Cashier's Office  
P.O. Box 309 Drawer R  
Jamestown, NC 27282**

- d. If the faculty email is not with the package, the paperwork will not be processed.
- e. Applications will be processed in the order they are received.