



Fall 2021

OPUS AND ECAS Online GRADUATION APPLICATIONS

Both Required for Emory College

Application **Deadline:** September 10th

Fall 2021 Application Procedures are outlined below, follow steps 1-7; detailed instructions about each item on the checklist are found on the next page(s).

IMPORTANT INSTRUCTIONS FOR COMPLETING THE DEGREE APPLICATION

Applying Online for Graduation (Step 1)

Confirm your Expected Graduation Term is updated to the correct term and your student record is correct in OPUS (name, address, major, minor, and degree type). If you need to update your expected graduation term, please email oue.advising@emory.edu. If you need to update your degree type, major, or minor information please re-submit a new declaration of major form. Please register for your final fall 2021 required courses.

Applying for Graduation in OPUS (Step 2)

Emory College students will complete part of their degree application in OPUS. The OPUS application will be available to students starting on August 10, 2021 – September 10, 2021. Below are instructions on how to apply for graduation in your OPUS Student Center:

1. Select the Academic Records or Academic Progress panel then click “Apply for Graduation” from the drop down menu.



2. Select the academic program.

The image is a screenshot of the 'Apply for Graduation' page in the OPUS system. At the top, it says 'Thomas Edison' and has a 'go to ...' dropdown menu. Below that is the heading 'Apply for Graduation' and a sub-heading 'Select Program and Degree'. A message reads: 'Select the academic program in which you wish to apply for graduation by clicking on its description.' Underneath is a section titled 'Select an Academic Program' with a blue background. It lists 'Academic Program' with options: 'Master of Public Health' (highlighted), 'Career', and 'Public Health'. Below that, it shows 'Degree' as 'Master of Public Health' and 'Major' as 'Prevention Science'. A red arrow points to the 'Career' option. At the bottom, there is another 'go to ...' dropdown menu.

3. Select the expected graduation term. The only option available for ECAS students will be “Fall 2021”

Thomas Edison go to ...

Apply for Graduation

Select Graduation Term

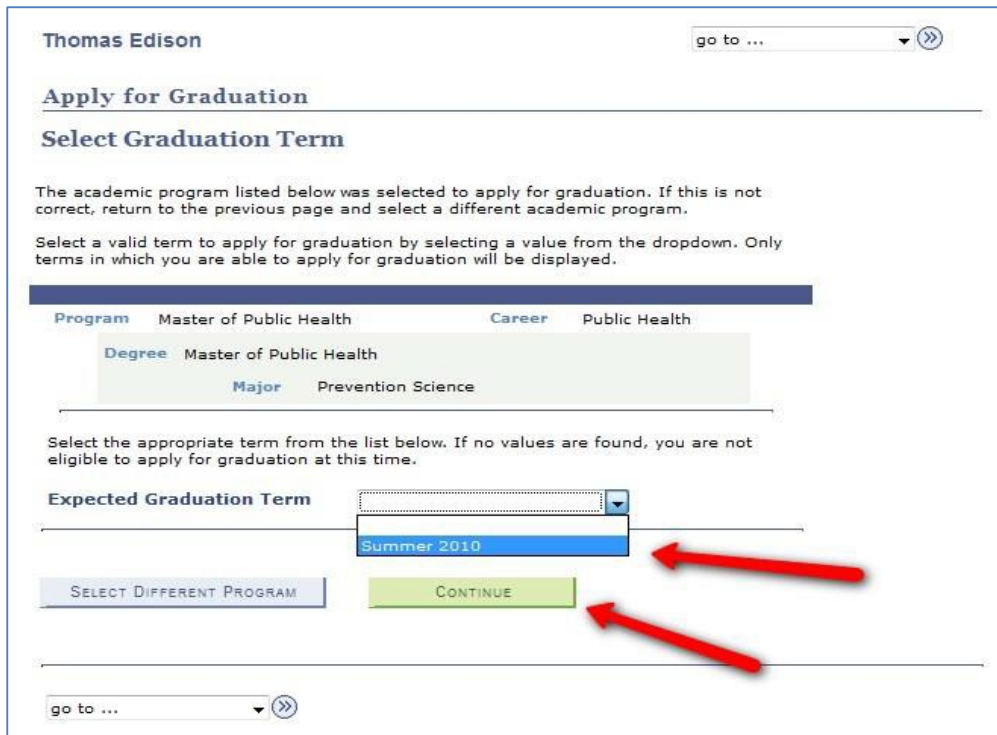
The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program	Master of Public Health	Career	Public Health
Degree	Master of Public Health		
Major	Prevention Science		

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term go to ...



4. Click “Submit Application.”

Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.

If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

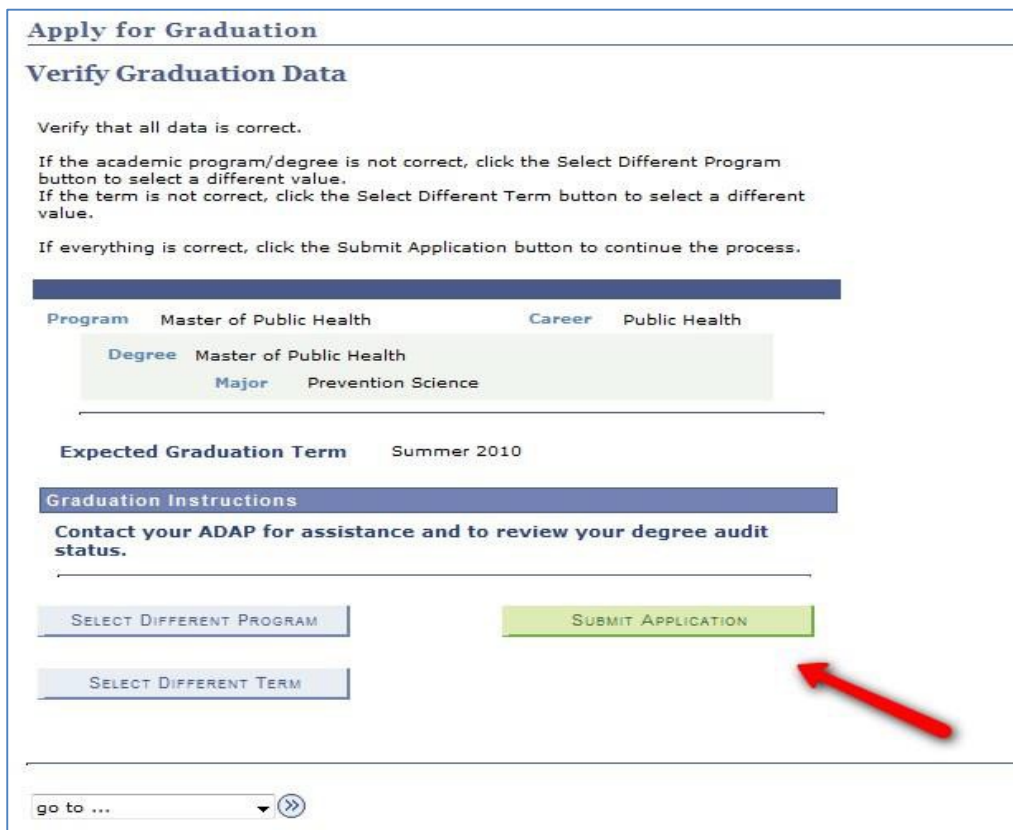
Program	Master of Public Health	Career	Public Health
Degree	Master of Public Health		
Major	Prevention Science		

Expected Graduation Term Summer 2010

Graduation Instructions

Contact your ADAP for assistance and to review your degree audit status.

go to ...



5. You should be directed to the confirmation page below. Please Screenshot/Scan/Save this page so you may upload with your OUE ECAS Online Application. If you close out this window before saving you may scan/screenshot the confirmation message you will receive in your email or in your OPUS Communications folder. If you do not upload this confirmation page when you submit your online application, your application will NOT be accepted.

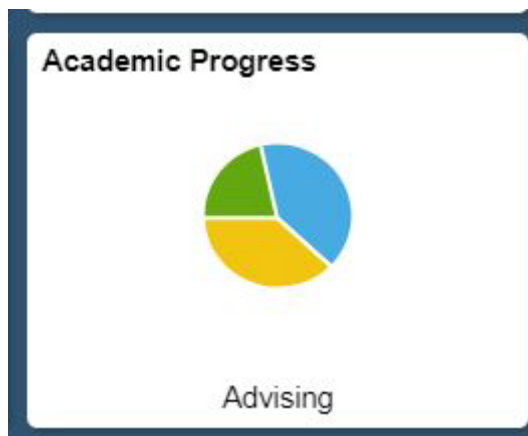


Printing/Saving Your Academic Advisement Report (Step 3)

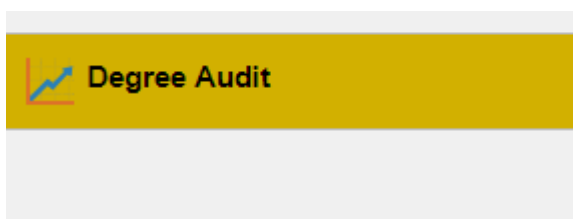
You need to access and print off your Academic Advising Report on OPUS

Accessing your Academic Advisement Report:

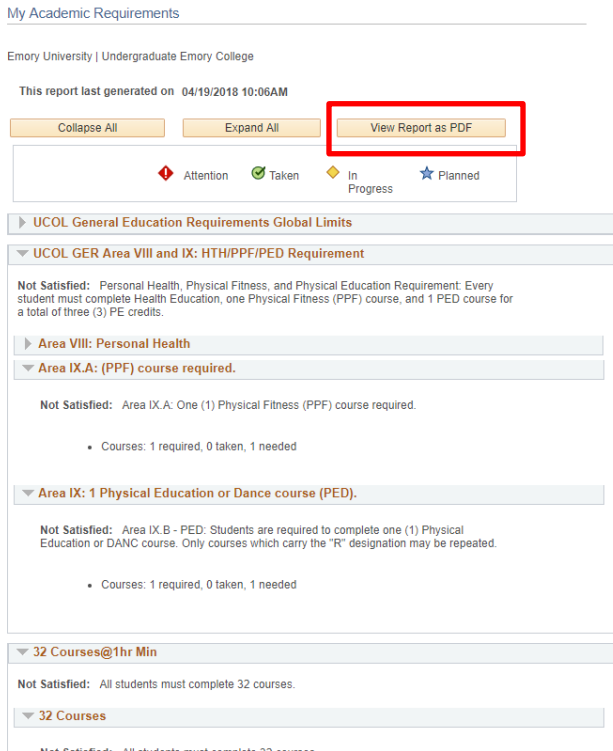
1. Log into OPUS. From Homepage, click on Academic Progress



2. Then Click on Degree Audit Tab



3. You will see “My Academic Requirements” Page, click on view report as PDF or Summary Report



Once your degree audit is processed, click on the Printer Icon at the top right corner of the page. Then, print your degree audit/summary report and save the PDF to your computer by pressing the download button so you may upload with your Fall 2021 ECAS online application.

Completing the Top Portion Course Completion Review Form (Step 4)

Fill in the biographical data on this form. Please review the General Education Requirements and list courses you will be taking in your final term to satisfy General Education Requirements in the top portion of the Course Completion Review. **Please review your Academic Advisement report thoroughly and make sure you have completed all of your academic requirements.** Be sure to include the Academic Advising / Summary Report or your unofficial transcript with your ECAS Degree Application Materials.

Completing the Bottom Portion of the Course Completion Review Form (Step 4)

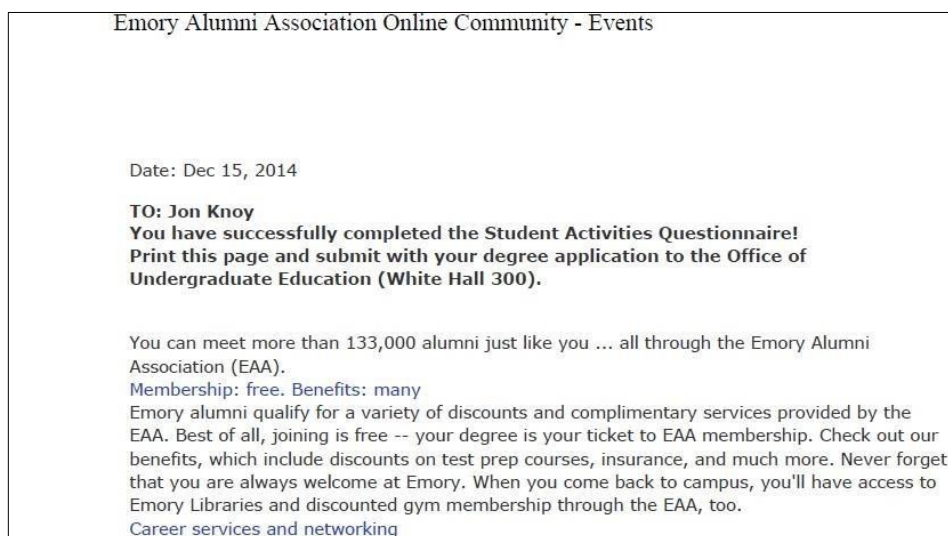
Contact your major/minor departments to certify that you will complete your majors/minor by the time of your graduation. Depending upon department protocols, you may need to meet with a department program coordinator, the director of undergraduate studies, or your faculty advisor in order to fill out this portion of the application. Indicate the courses you are taking in your final term that are required for your major/minor.

At the bottom of the form, indicate your academic plan information. If you have completed/will complete a double major, and one concentration leads to a B.A. and the other concentration leads to a B.S., you MUST CHOOSE ONE degree for diploma purposes. You MUST obtain the signatures of the appropriate faculty or staff member in the major/minor departments, and these department designees MUST initial next to each course you are required to complete in your final term. **If you do not have these signatures or initials when you submit, your application will NOT be accepted.** Your department may designate specific timelines for graduation advising and signing off on your final Fall 2021 course completion review forms. The form(s) must be uploaded to the Fall 2021 ECAS Graduation Application. There is a blank copy of this form at the end of this document. If you have two majors or a minor, you may submit one form with both signatures or two separate forms.

The final deadline to submit all materials is September 10, 2021.

Student Activities Questionnaire (Step 5)

The Office of Development and Alumni Relations collects data on the student activities of graduating seniors through the Student Activities Questionnaire. [You may click here for the Questionnaire](#). Once you finish the survey, you must save and upload the confirmation page to the ECAS Online application. A screenshot is below to show you what this confirmation page looks like. If you close your browser window before saving the confirmation page, you may upload the confirmation email message instead.



Senior Exit Survey (Step 6)

Senior Exit Survey- [use this link](#) , you will need your 7 digit ID number to access the survey- it will take 20 mins- you will upload the confirmation page at the end of the survey to your Online ECAS application, if you do not have access please email

oir@emory.edu

Submitting the ECAS Online Senior Application

(Step 7)

You should now have all components of the OUE ECAS Senior Application completed: the confirmation page(s) or documents verifying that you have applied to graduate in OPUS, the Course Completion Review, the Student Activities Questionnaire, the Senior Exit Survey, and the Academic Advising Summary Report. You may upload your documents to ECAS Online Application by clicking the link in this box: Fall 2021 ECAS Application. You will need to log in using your Emory student credentials to upload your documents to the application. Please submit your application by Sept. 10, 2021.

For specific graduation application submission concerns:

Aileen E. Taylor, Associate Director (Graduation)

Office for Undergraduate Education

Emory College of Arts and Sciences

Aileen.taylor@emory.edu or

ec.graduation@emory.edu

Fall 2021 COURSE COMPLETION REVIEW FORM

Your department(s) may designate specific timelines for graduation advising and signing off on your final Fall 2021 course completion review form.

This form must be uploaded to the Fall 2021 Online ECAS Graduation Application.

FIRST NAME:	LAST NAME:	STUDENT ID:	EMORY EMAIL:
--------------------	-------------------	--------------------	---------------------

PART I: TO BE COMPLETED BY THE STUDENT

General Education Requirements (GERs) <i>(click each area for more information)</i>	List ALL Fall 2021 courses currently taking to satisfy GERs
Continuing Writing (WRT)	
Math & Quantitative Reasoning (MQR)	
Science, Nature, Technology (SNT) or SNT with Lab (SNTL)	
History, Society, Cultures (HSC)	
Humanities, Arts, Performance (HAP)	
Humanities, Arts, Language (HAL)	
Physical Education and Dance (PED)/Principles of Physical Fitness (PPF)	

PART II: TO BE COMPLETED BY THE STUDENT **AND** MAJOR/MINOR ADVISOR(S) (OR Director of Undergraduate Studies /Program Coordinator) List **ALL** courses currently taking to complete your major/minor. The department representative must indicate grades required.

List ALL Classes (ex: CHEM 150)	Major Requirement? Yes/No	Minor Requirement? Yes/No	Minimum Graded Needed? (A, A- B+, B, B-, C+, C, C-,D,+ D)	Can course be taken S/U? Yes/No	Can this course be swapped with another course/elective? Yes/No	Student Initials	Advisor Initials

****NOTE:** the student has the sole responsibility to ensure that all other requirements for graduation are met**

If you change a course after this form is processed you are responsible for ensuring that it satisfies your major/minor requirements

PART III: TO BE COMPLETED BY MAJOR/MINOR ADVISOR(S) (OR Director of Undergraduate Studies / Program Coordinator)

Your signature indicates the completion of the courses above will satisfy all major/minor requirements and that the correct major/minor is displayed in OPUS. The Office for Undergraduate Education will confirm all other degree stipulations as set forth by Emory College.

MAJOR	DEGREE TYPE <i>(Bachelor of:)</i>	ADMINISTRATOR NAME	ADMINISTRATOR SIGNATURE
Primary:	Arts or Sciences		
Secondary:	Arts or Sciences		
Minor:			