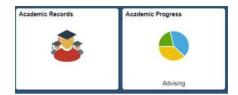
Emory College Degree Application Process

Step 1: Complete the OPUS Application

A. In OPUS, select the **Academic Records** or **Academic Progress** tile (as shown), then click "Apply for Graduation" from the drop-down menu.



In order to access the form, your expected graduation date must be for the current term. Check your expected graduation date in OPUS and complete this form if you need to update your graduation term. Changes may take up to 48 hours to process. If you are within 2 days of the application deadline, please contact ec.graduation@emory.edu for support.

- B. Select the academic program (for Emory College students this will be Bachelor of Arts or Bachelor of Science)
- C. Select the **expected graduation term from the drop-down menu.** The only option available for Emory College students will be the current term.
- D. Click "Submit Application."
- E. You will be directed to the **confirmation page** as shown. **Save** a screenshot of the OPUS confirmation page and/or the email confirmation you receive for later use, which you will upload during Step 2 as the "**OPUS Confirmation**."



Please note: If you are applying to graduate <u>after</u> the application deadline (February 17, 2023) you will be unable to complete the OPUS Application online. Please complete the <u>paper degree application</u> and upload during Step 2 of this process.

Step 2: Emory College Degree Application

Use this link to access the Emory College Degree Application and complete the following tasks:

- Enter contact information and details about your academic program(s) and courses
- Student Activities Questionnaire + Senior Exit Survey
- Obtain a signature from your major/minor department(s) to confirm that you have completed all major/minor requirements
- Upload these documents for review by OUE staff
- Review, sign, and submit the application

Once submitted, you will be able to track your graduation application via <u>College Connect</u>. Questions about this process, or graduation in general, may be directed to <u>ec.graduation@emory.edu</u>.