

## Online Application to Graduate

An Application to Graduate form must be submitted online (via GULFLINE- Student Self-Service) in the term of expected graduation by the deadline noted in the Academic Calendar. By submitting the application, the student initiates the process of verifying degree requirements and ensures that all commencement information and registration deadlines are sent to the student via eagle email. If an application for graduation is denied, the student must re-apply by submitting a new application in the term degree requirements will be met.

### **For All Students:**

\*Beware of graduation deadline- see academic calendar

\* Clear any hold that will prevent you from applying (Student conduct, Financial Aid & Account Receivable holds)

\**Undergraduate only*- student must have 90 or more credit hours to apply

\*Student must be an active student in order to apply, if not call the Office of the Registrar

### ***Application Steps:***

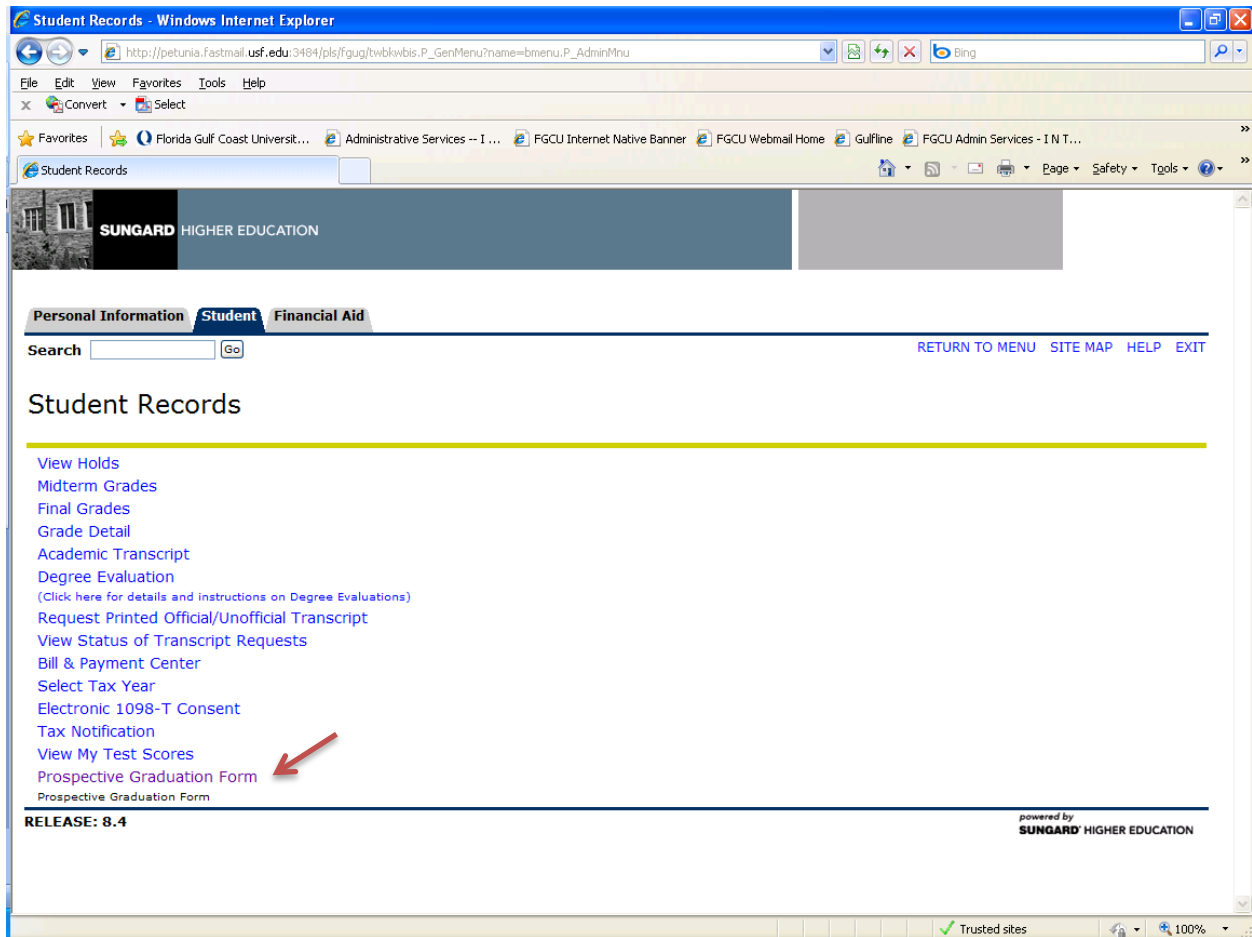
1- Access GULFLINE

2- Click on Student & Financial Aid

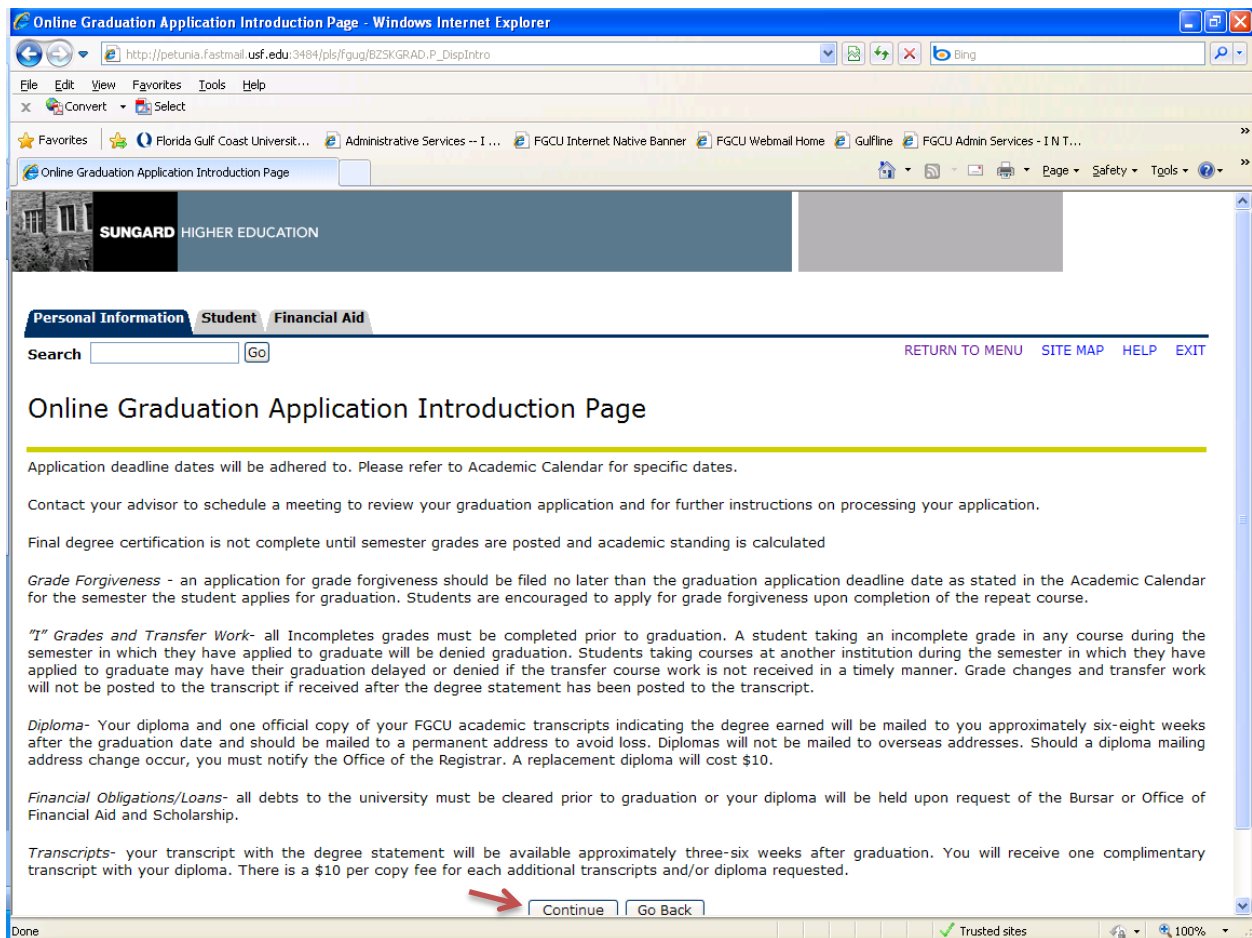
3- Click on Student Records

4- Click on Prospective Graduation Form

See screen shots for guidance:



Click on Prospective Graduation Form



After reading the introduction page, click continue

Curriculum Term Selection - Windows Internet Explorer

https://gulfline.fgcu.edu/pls/fgpo/bwskgrad.p\_disp\_grad\_term

Florida Gulf Coast University GULFLINE

Personal Information Student Financial Aid Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Curriculum Term Selection

Sep 07, 2011 02:11 pm

Select a term to determine curriculum for graduation application.

Select a Term:

Submit

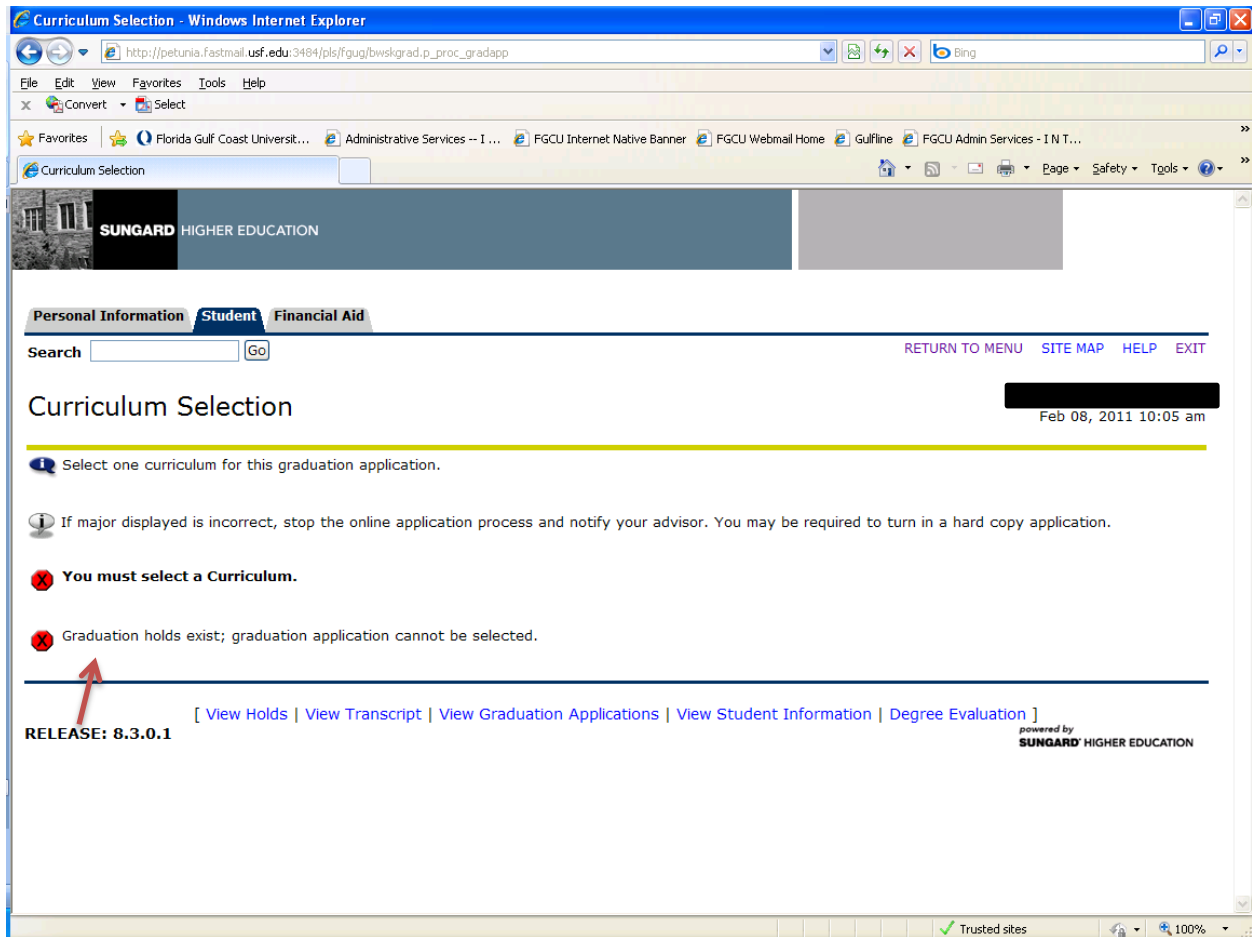
RELEASE: 8.5

powered by SUNGARD SGT HIGHER EDUCATION

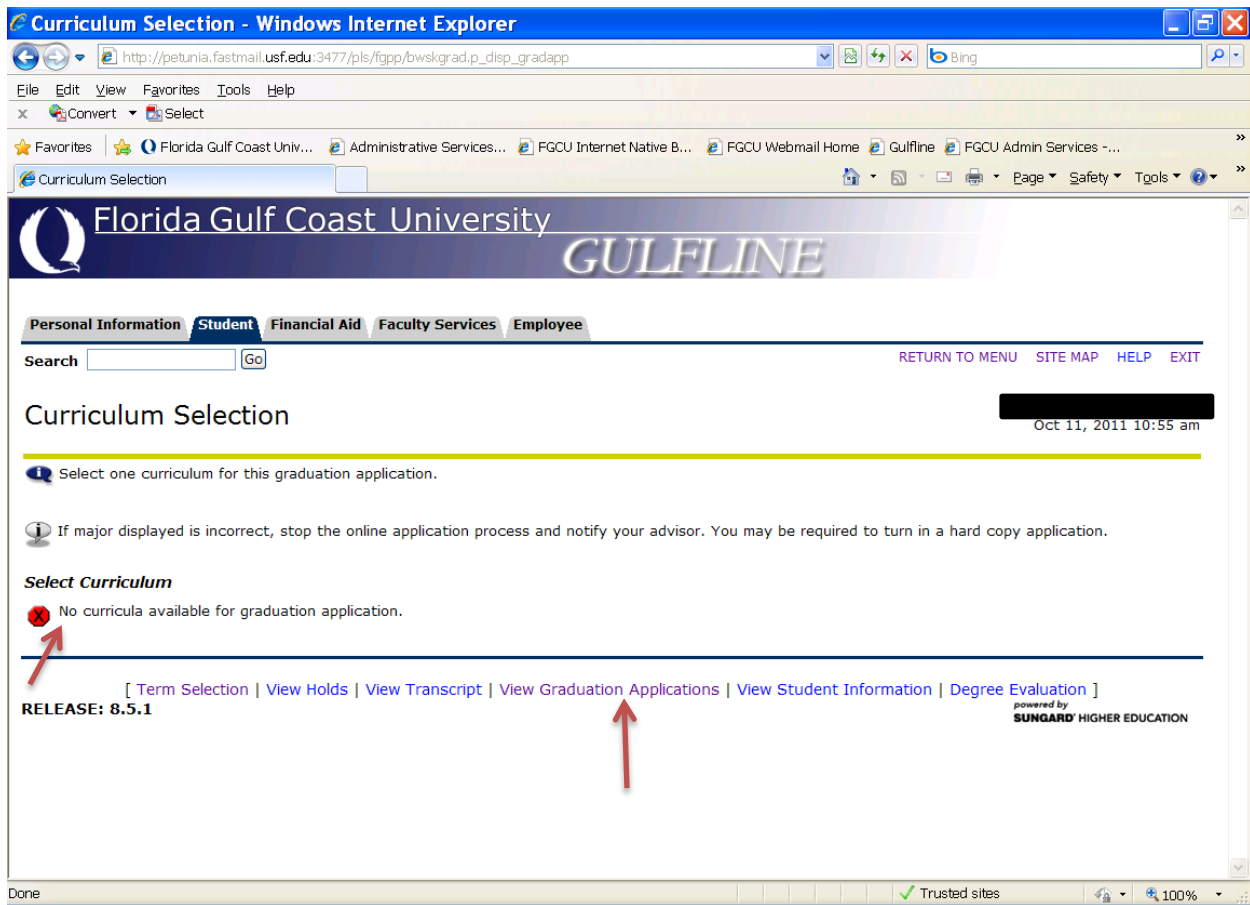
Student must select a term- if not register for course(s) in the term of graduation, the term will not be available for selection, **please select the next available term and click submit.**

The curriculum is driven by the last term the student has been in. Once the student selects a term, the process of the application will continue.

Possible stoppers:



Student has a hold; he or she cannot continue-please identify the type of hold and contact the appropriate office. Once hold has been clear, please submit the application.



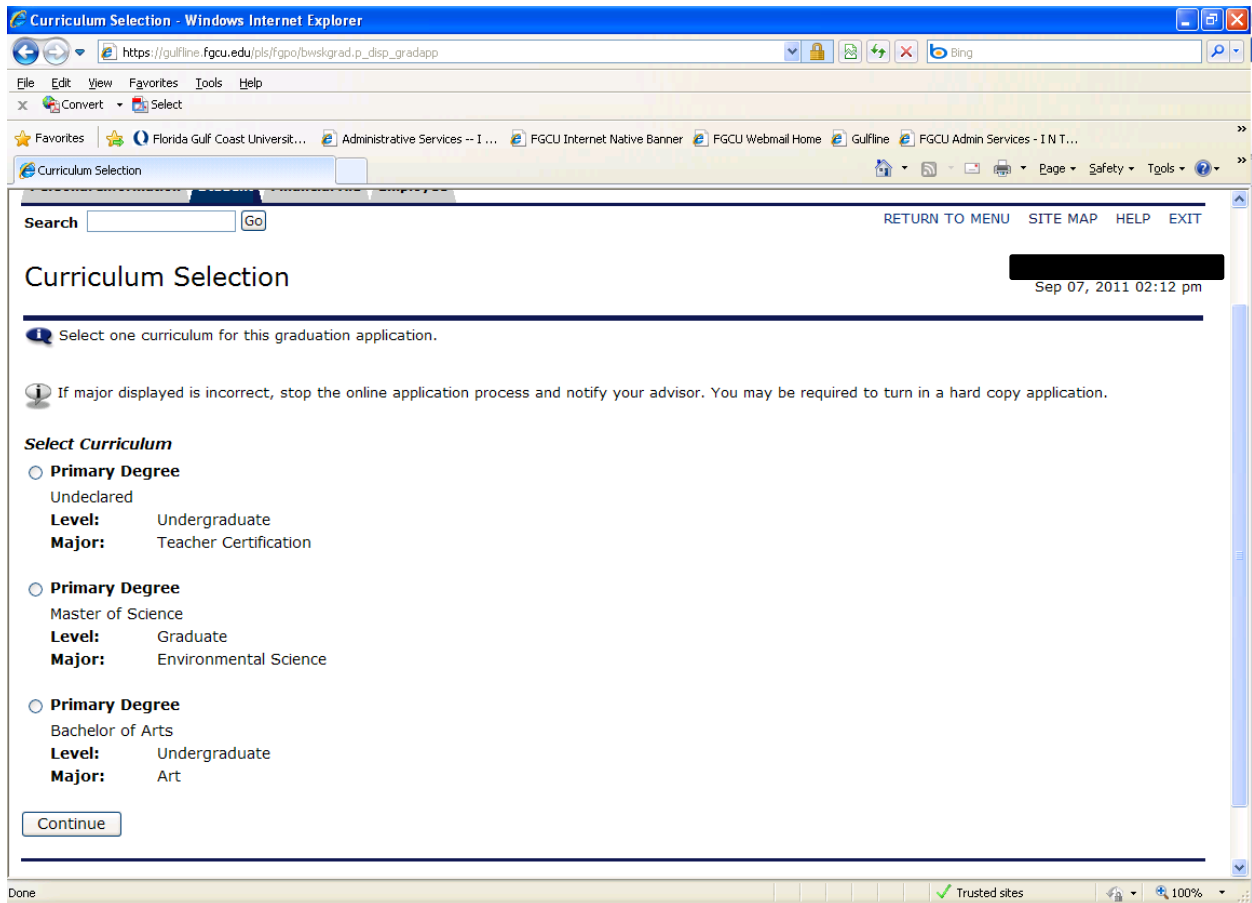
No curricula available- here are the following reasons:

1. An application has been already submit-to verify this please click on “View Graduation Application”
2. Student’s account is inactive- call the Registrar’s office @239-590-7980

Or

3. Students curriculum (major) has not been update- call the advisor or the Registrar’s office

Once a student selects a term- they are ready to given the application process:



Select the correct curriculum- if second major, minor or concentration is missing- contact your advisor for curriculum verification.

Graduation Date Selection - Windows Internet Explorer

https://gulfline.fgcu.edu/pls/fgco/bwskgrad.p\_proc\_gradapp

Florida Gulf Coast University  
**GULFLINE**

Personal Information **Student** Financial Aid Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Graduation Date Selection Sep 07, 2011 02:14 pm

Select a date for your expected graduation.

\* indicates required field

**Curriculum**  
**Primary Degree**  
Bachelor of Arts  
**Level:** Undergraduate  
**Major:** Art

**Select Graduation Date**  
**Graduation Date:** \*  
   
None  
Date: Dec 16, 2011  
Date: Apr 28, 2012

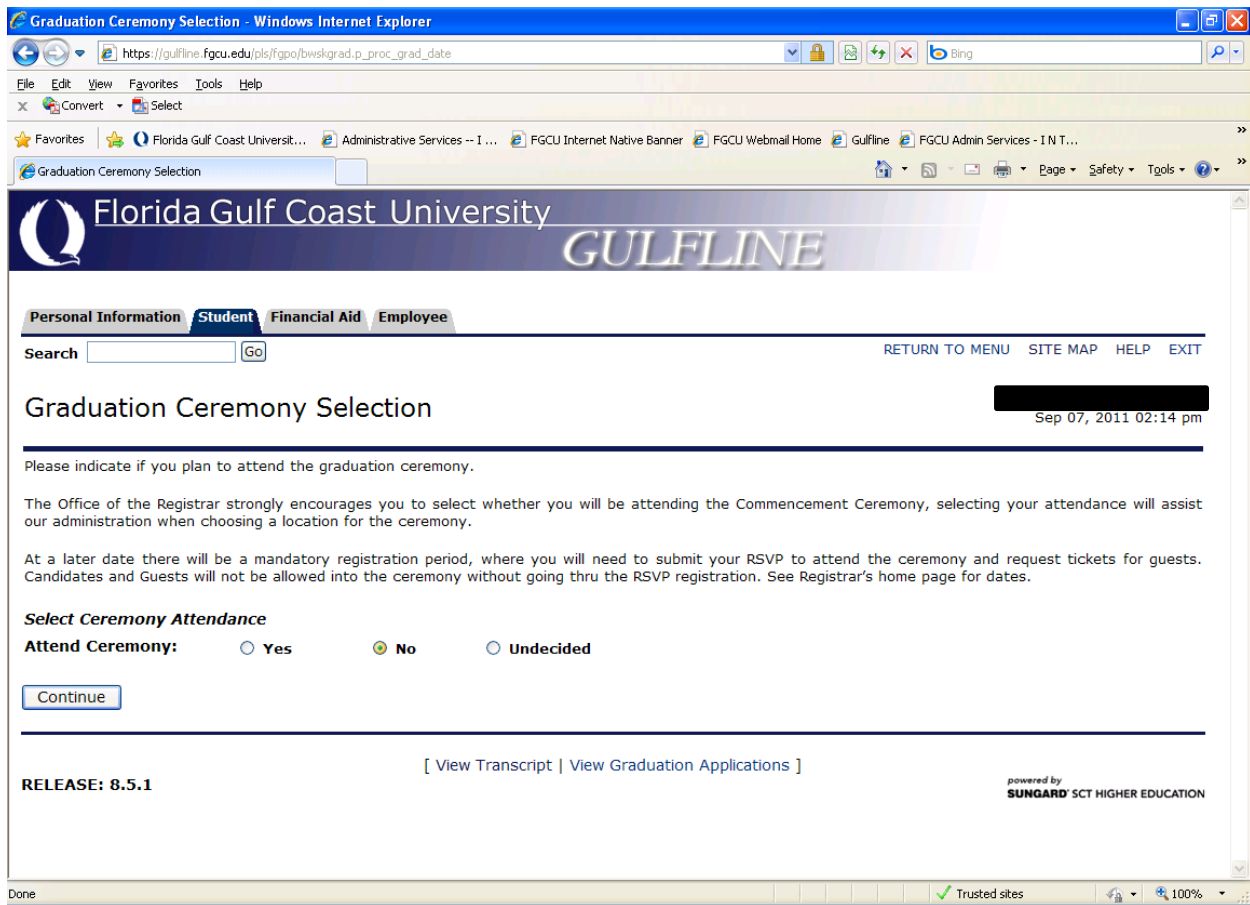
[ View Transcript | View Graduation Applications ]

RELEASE: 8.5.1

powered by

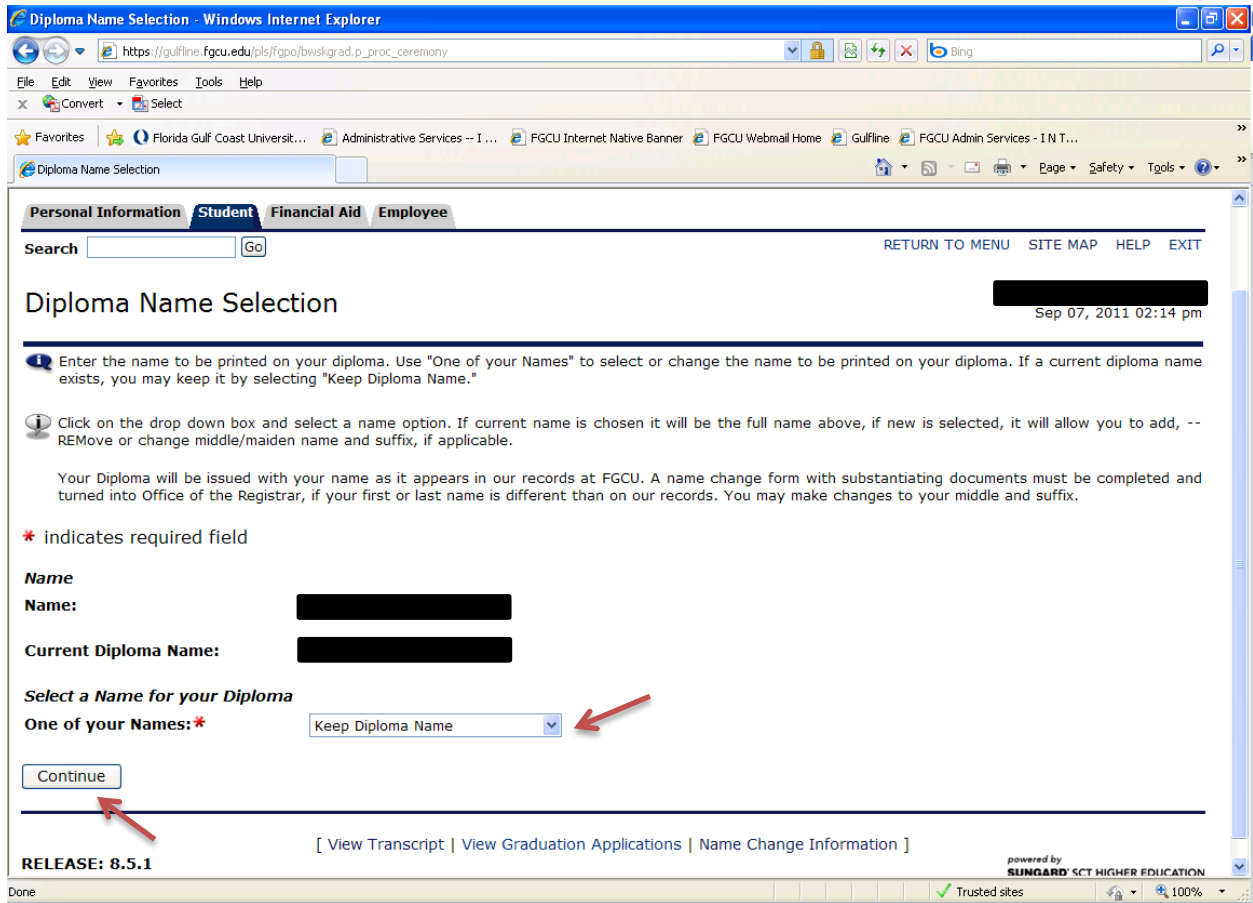
Done Trusted sites 100%

After the curriculum is chosen, the next step is to select the graduation date. There may be more than one date selection and is because the availability for the next term coming up has open for student to submit the application to graduate.

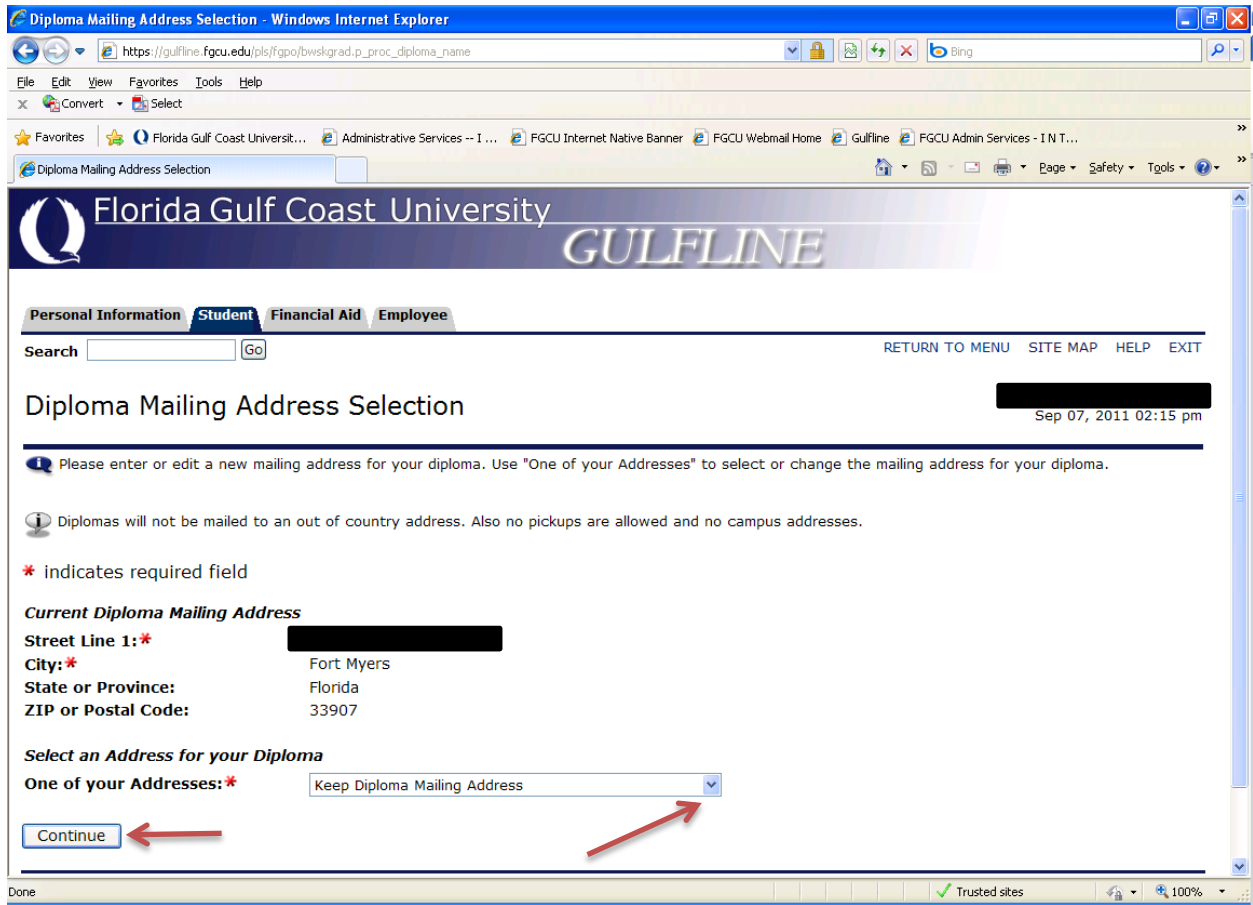


Select Yes or No- the intention of this page is to provide statistics to the University Administration when choosing a location and number of ceremonies.

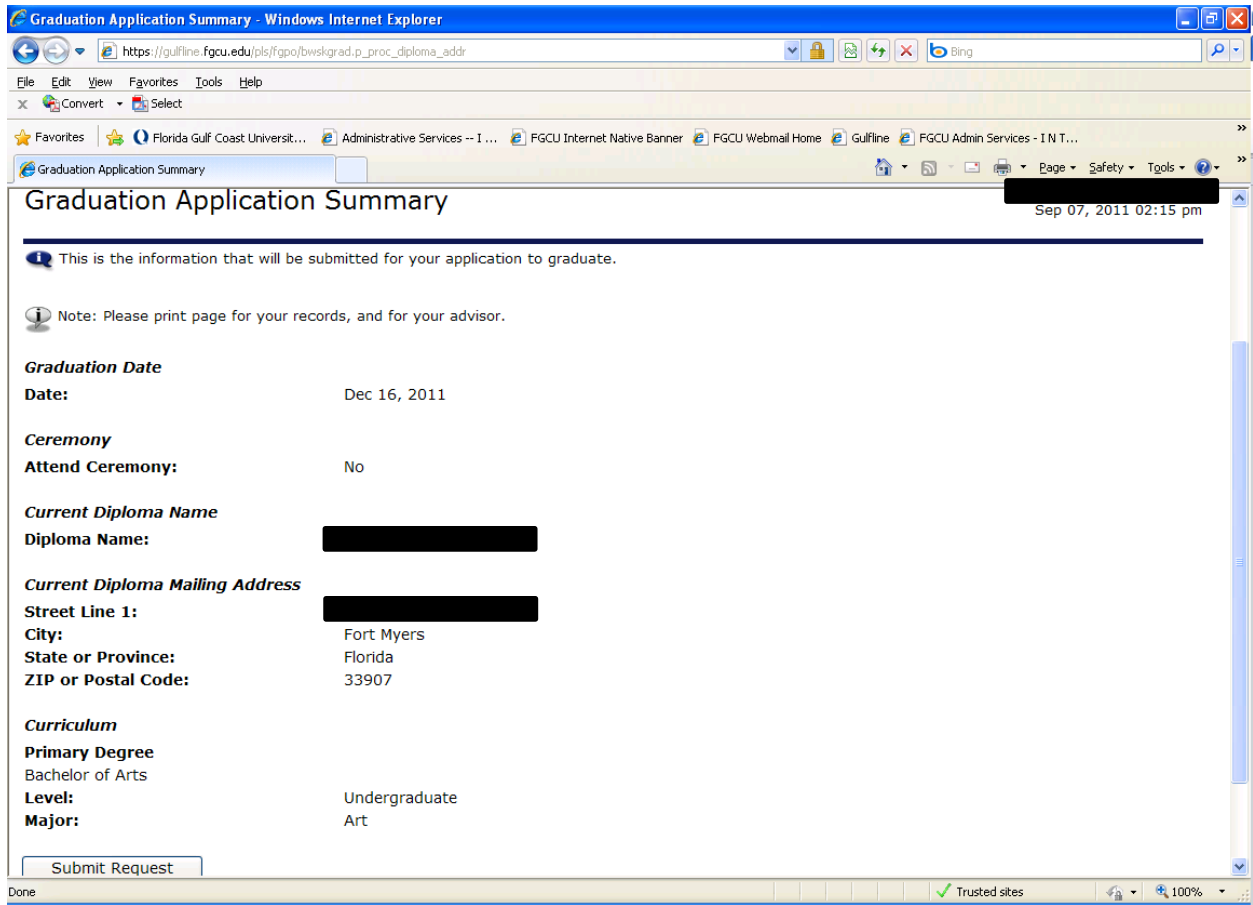
At a later date, there is a mandatory registration, where the student will need to RSVP and select guest tickets. Failure to follow the mandatory registration could result in no participation in the ceremony or no guest tickets.



Select name and click continue- if your name has or will change before you graduate and need to update it, please submit a change of name form to the Office of the Registrar.



Select an address for your diploma and click continue.



Before submitting application, review the information selected if correct; print a copy and click submit.

Graduation Application Signature Page - Windows Internet Explorer

https://gulflin.fgcu.edu/pls/fgpo/bwskgrad.p\_proc\_confirm

File Edit View Favorites Tools Help

Convert Select

Florida Gulf Coast University Administrative Services -- 1 ... FGCU Internet Native Banner FGCU Webmail Home Gulflin FGCU Admin Services - I N T ...

Graduation Application Signature Page

Florida Gulf Coast University  
GULFLINE

Personal Information Student Financial Aid Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

## Graduation Application Signature Page

Sep 07, 2011 02:15 pm

Dear [REDACTED],

Your application to graduate has been submitted to  
The Office of the Registrar.

For important graduation information and commencement,  
please visit our website at [www.fgcu.edu/Registrar](http://www.fgcu.edu/Registrar)

The Office of the Registrar  
[orr@fgcu.edu](mailto:orr@fgcu.edu)  
814733748/3

[ View Graduation Applications ]

RELEASE: 8.5.1

powered by  
SUNGARD SCT HIGHER EDUCATION

Done Trusted sites 100%

Application to graduate has been successfully submitted.