Late Degree Award Online Form

- > The form will be open for approximately two weeks following the initial awarding of degrees.
- > Only students who were denied at pre-certification or final certification are eligible for a late award.
- > Students who had not applied for that term's graduation must apply for a future term.
- > The Registrar's Office will begin reviewing all requests once the form closes at the end of the two week period.
- > Once a final decision is made by the Registrar's Office, students are notified via email of the outcome.

How to Access the Online Late Award Form

Accessing Late Award Form for Advisors

- Access Employee Self Service in myWings.
- Select UNF Administrative Applications
- Choose Online Forms

Employee Services Faculty Services Finance Information Financial Aid Personal Information Student Services

UNF Administrative Applications

Catalog Schedule

Course Enrollment

Financial Aid

General Person

Human Resources

Information Technology Services

Key Request

Online Forms

Online Form Approvals

Parent Accounts

SIS Control and Setup

SIS Reports

Student Information

Student Maintenance

UNF Job Catalog

RELEASE: 6.2

Select Late Degree Award Request under the Records department.

Employee Services Faculty Services Finance Information Financial Aid Personal Information Student Services **Employee Online Forms** Employee Online Forms is a menu to select and submit a new request. To make a decision or update a form / request that has already been submitted you will need to go to Online Form Approvals. Department: Records Category: All • Records Records and Registration · Enrollment Verification by Staff Late Degree Award Request Term Forgiveness Request

[Main Menu]

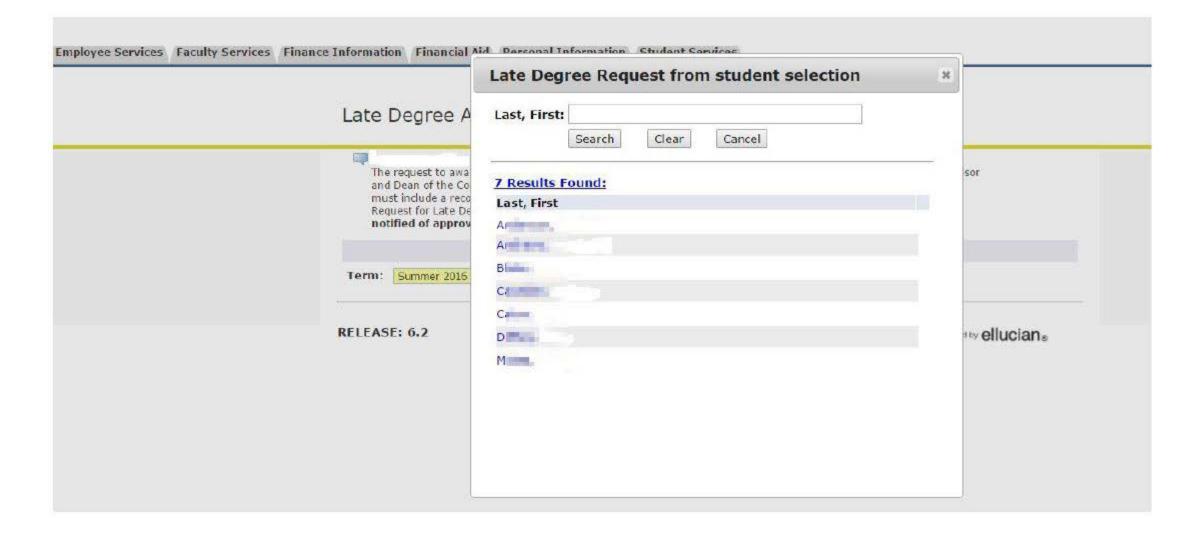
Transcript Re-Evaluation Request

Select the term



- There are two ways to pull up eligible students.
 - The first is to choose the magnifying glass icon. And then clicking "Search" in the box that opens
 - The second is to enter the student's N# and clicking "Next."

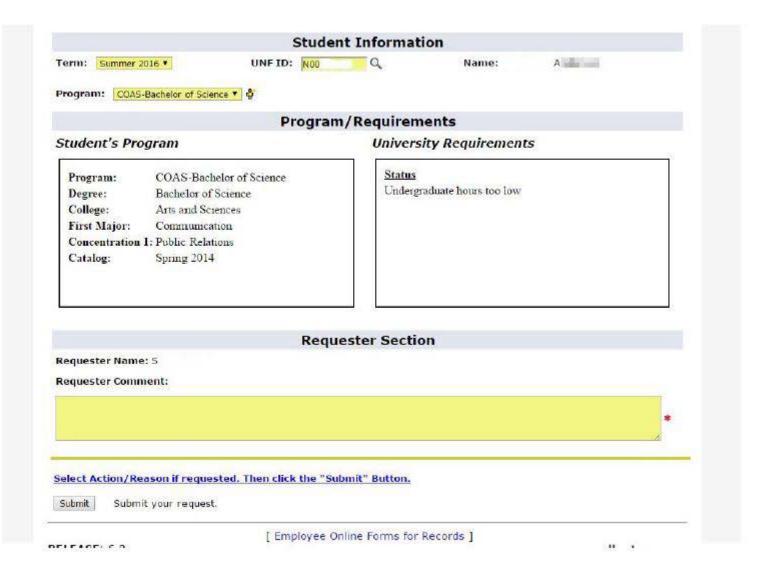
 If you clicked search, all students eligible for a later degree award will populate in alphabetical order.



 After selecting a student, use the drop-down box to select the program and then click "Next."



- Enter any necessary comments and then click "Submit."
- The request is then sent to the college Dean for a decision.
- After the Dean has entered a decision, the request is sent to Records for a final decision.



Accessing Late Award Form for Deans

- Access Employee Self Service in myWings.
- Select UNF Administrative Applications
- Choose Online Form Approvals

Employee Services Faculty Services Finance Information Financial Aid Personal Information

UNF Administrative Applications

Catalog Schedule

Course Enrollment

Faculty Information

General Person

Human Resources

Information Technology Services

Key Request

Online Forms

Online Form Approvals

Parent Accounts

Scholarship Management System

SMS Reports

SIS Control and Setup

SIS Reports

Student Information

RELEASE: 6.2

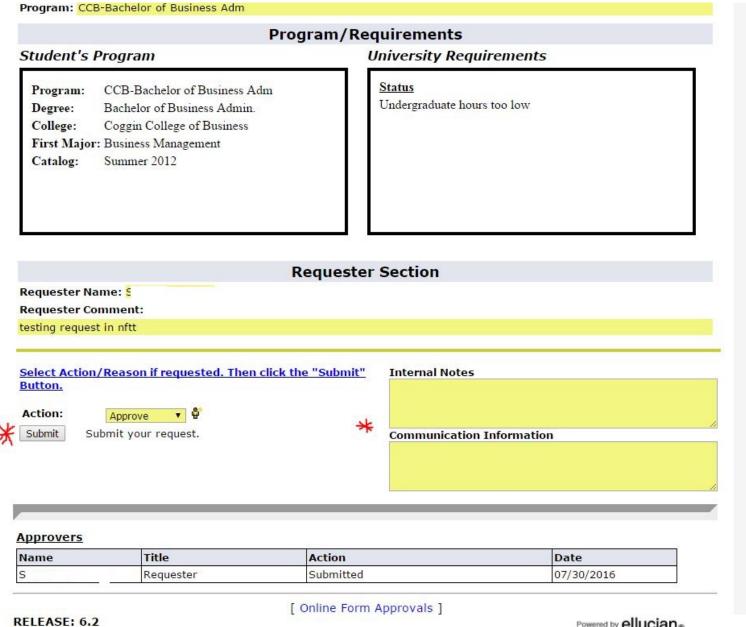
- Using the dropdown menu, select Records for the Form Dept.
- Choose Late
 Degree Award
 Request for the
 Form.
- To review a request, click Review under the Action column.

Employe	ee Services	Faculty Services	Finance Inform	nation Fina	ncial Aid Person	al Information Stude	nt Services				
Onlin	e Form	Approvals									
		Approval form is u formation please cli				tatus of an online requo	est form.				
Request Status: Form Dept: Category: Form: Request No:		Need Action ▼ Records ▼ Any ▼ Late Degree Award Request ▼			UNF ID:			Manage Proxies			
					Name:		10				
					Program:			Export to Excel			
					Major: Concentration:				Export with		
								workflow data			
Reques	ter ID:	Q Q				Submit	Clear				
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Reques	t(s) to R	eview: 1									
Late D	egree Av	ard Request						C	pen Editor 🔲		
Req	UNF ID) Name	Program	Major	Concentratio	Action Needed	Advise	Action	Proxy		
38584	N00		CCB-BBA	MAN TRL		Late Degree Award - CCB Review Late Degree		Review			

• The Dean will select an action using the drop-down menu.

		Student	Information	
erm: Sumi	mer 2016	UNF ID: NOO	Name:	
rogram: Co	CB-Bachelor of Business Adr	m		
		Program/	Requirements	
Student's	Program		University Requirements	
Program:	CCB-Bachelor of Busines	os Adm	Status	
Degree:	Bachelor of Business Admin.		Undergraduate hours too low	
College:	Coggin College of Busine	1100000		
	or: Business Management	33		
Catalog:	Summer 2012			
Catalog:	Summer 2012			
		Reques	ter Section	
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- The Dean can make any necessary notes and then click "Submit."
- The request is now sent to Records for a final decision.



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