

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

- 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](#)
- [Transcript Re-Evaluation Request](#)

- Select the term


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

Late Degree Award Request



The request to award a student's degree after the certification deadline must be recommended by the Academic Advisor and Dean of the College. Final approval or denial will be made by the Registrar's Office. Before submission, this form must include a recommendation and signature from the Academic Advisor and Dean of the College approving the Request for Late Degree Awarding. **Institutional Research and the Office of Student Financial Aid will be notified of approved requests.**

Student Information

Term: Summer 2016 ▼ 

UNF ID:  *

[[Employee Online Forms for Records](#)]

RELEASE: 6.2

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- 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.

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

Late Degree Award Request

The request to award a later degree must include a record of the student's previous degree and be notified of approval by the Dean of the College.

Term: Summer 2016

RELEASE: 6.2

Late Degree Request from student selection

Last, First:

7 Results Found:

Last, First
A...
A...
B...
C...
C...
D...
M...

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

[Employee Services](#)[Faculty Services](#)[Finance Information](#)[Financial Aid](#)[Personal Information](#)[Student Services](#)



Late Degree Award Request



The request to award a student's degree after the certification deadline must be recommended by the Academic Advisor and Dean of the College. Final approval or denial will be made by the Registrar's Office. Before submission, this form must include a recommendation and signature from the Academic Advisor and Dean of the College approving the Request for Late Degree Awarding. **Institutional Research and the Office of Student Financial Aid will be notified of approved requests.**

Student Information

Term: Summer 2016 ▼

UNF ID: N00  Name: Ar Program: None ▼ * [\[Employee Online Forms for Records \]](#)

RELEASE: 6.2

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- 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.

Student Information															
Term: Summer 2016 ▼	UNF ID: N00														
Name: A															
Program: COAS-Bachelor of Science ▼															
Program/Requirements															
Student's Program <table border="1"> <tr> <td>Program:</td> <td>COAS-Bachelor of Science</td> </tr> <tr> <td>Degree:</td> <td>Bachelor of Science</td> </tr> <tr> <td>College:</td> <td>Arts and Sciences</td> </tr> <tr> <td>First Major:</td> <td>Communication</td> </tr> <tr> <td>Concentration 1:</td> <td>Public Relations</td> </tr> <tr> <td>Catalog:</td> <td>Spring 2014</td> </tr> </table>	Program:	COAS-Bachelor of Science	Degree:	Bachelor of Science	College:	Arts and Sciences	First Major:	Communication	Concentration 1:	Public Relations	Catalog:	Spring 2014	University Requirements <table border="1"> <tr> <td><u>Status</u></td> </tr> <tr> <td>Undergraduate hours too low</td> </tr> </table>	<u>Status</u>	Undergraduate hours too low
Program:	COAS-Bachelor of Science														
Degree:	Bachelor of Science														
College:	Arts and Sciences														
First Major:	Communication														
Concentration 1:	Public Relations														
Catalog:	Spring 2014														
<u>Status</u>															
Undergraduate hours too low															
Requester Section															
Requester Name: S															
Requester Comment:															
<div style="background-color: yellow; height: 50px; border: 1px solid black; position: relative;"> * </div>															
Select Action/Reason if requested. Then click the "Submit" Button.															
<input type="button" value="Submit"/> Submit your request.															
<div style="text-align: right;">[Employee Online Forms for Records]</div>															

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
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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 drop-down 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.

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

Online Form Approvals

The Online Form Approval form is used to review/approve request and check the status of an online request form.
For Additional Information please click [HELP](#). For more information you can click on [Documentation](#).

Request Status: Need Action ▼
*Form Dept: Records ▼
Category: Any ▼
*Form: Late Degree Award Request ▼
Request No:
Requester ID:
Sort Order: Default ▼

UNF ID:
Name:
Program:
Major:
Concentration:
Submit
Clear

[Manage Proxies](#)
[Export to Excel](#)
[Export with workflow data](#)

Request(s) to Review: 1

Open Editor

Late Degree Award Request

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.

Req No: 38582

Student Information

Term: Summer 2016 UNF ID: N00 Name:

Program: CCB-Bachelor of Business Adm

Program/Requirements

Student's Program

Program: CCB-Bachelor of Business Adm
Degree: Bachelor of Business Admin.
College: Coggin College of Business
First Major: Business Management
Catalog: Summer 2012

University Requirements

Status
Undergraduate hours too low

Requester Section

Requester Name: S
Requester Comment:
testing request in nftt

Select Action/Reason if requested. Then click the "Submit" Button.

Action: Select Action ▼

Approvers

Name	Title	Action	Date
S	Requester	Submitted	07/30/2016

RELEASE: 6.2

[Online Form Approvals]

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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.

Program: CCB-Bachelor of Business Adm

Program/Requirements

Student's Program

Program: CCB-Bachelor of Business Adm
Degree: Bachelor of Business Admin.
College: Coggin College of Business
First Major: Business Management
Catalog: Summer 2012

University Requirements

Status
 Undergraduate hours too low

Requester Section

Requester Name: S

Requester Comment:

testing request in nftt

Select Action/Reason if requested. Then click the "Submit" Button.

Action:

Approve ▼



Submit

Submit your request.

Internal Notes

Communication Information

Approvers

Name	Title	Action	Date
S	Requester	Submitted	07/30/2016

Late Degree Award Online Form

- The form will be open for approximately two weeks following the initial awarding of degrees.
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