

Commencement Stole Approval Request

- The Student or Organization President must complete the form. They will be the 'Sender'.
- Search the DocuSign Address Book (gray icon in recipient field) to find the correct *@gatech.edu* email address for your faculty or staff advisor.
- After adding all recipients, click SEND. You will be able to complete the form fields after this. You can work within your DocuSign account or use the emailed document link to add information to the form.
- Complete all form fields including organization advisor and stole details, then select FINISH. This will automatically route the form to your advisor to sign.
- Please allow 5 to 7 business days to see the requested change on your student record after all signatures are completed.
- A signed form only means the Registrar's Office has received the form for review. Once the Provost and Registrar's Office have reviewed, you will be notified via email. This may take up to two weeks.
- If you have questions regarding this form, email dc@registrar.gatech.edu