Instructions for Submitting an Application for Graduation

Below you will find detailed instructions outlining the Application for Graduation in Self Service Banner:

1) Begin by selecting the “Apply to Graduate – Curriculum Selection” link under the “Office of the Registrar” section of the “Student and Financial Aid” tab of the Student Portal.

2) On the Curriculum Selection screen, select “Term Selection”:
3) Select the most recent term you are registered for. NOTE: This is not the term you will graduate. You can select your actual graduation date at a later point. You should not have to change terms before hitting Submit:

![Curriculum Term Selection](image1)

4) Select the program for which you are applying to graduate. If you are a dual degree student, you will need to submit two separate Applications for Graduation.

![Curriculum Selection](image2)
5) Select your graduation date:

![Graduation Date Selection](image)

6) Select whether or not you will attend the graduation ceremony:

![Graduation Ceremony Selection](image)
7) Select how you would like your name to appear on your diploma. “Enter New” will allow you to modify the diploma name information:

*Diploma Name Selection*

- Enter the name to be printed on your diploma.
- * indicates required field

**Name For Diploma**

<table>
<thead>
<tr>
<th>Field</th>
<th>Enter Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
</tbody>
</table>

*Continue*

8) Select where you would like your diploma mailed:

*Diploma Mailing Address Selection*

- Please enter or edit a new mailing address for your diploma.
- * indicates required field

**Current Diploma Mailing Address**

**Select an Address for your Diploma**

- One of your Addresses:* Pick from List
- Pick from List
- Enter New
- Permanent Mailing Address (800 Lakeshore Drive)

*Continue*
9) Enter relevant mailing information:

![Diploma Mailing Address Selection](image)

10) Review your information and submit request

For dual degree students, two applications are necessary. The student will see both programs on the Curriculum Selection screen, but can only select one at a time.