

APPLYING FOR DEGREE IN BANNER WEB

- Log in to [Banner Web](#)
- Click on Student Services
- Click on Student Records
- Click on Apply to Graduate
- Curriculum Term Selection appears
 - o Select the most recent term that shows. It will not necessarily be the current term.
- Click Submit
- Curriculum Selection appears
 - o Check that the curriculum that appears is what it should be. If not, contact the Registrar's Office before going any further.
 - o If you get an error message like "curriculum does not exist", contact the Registrar's Office.
- Select the curriculum and click continue
- Graduation Date Selection Appears
- Select the date you plan to graduate and click Continue
 - o If the date you plan to graduate does not appear, but it should according to the Academic Calendar, contact the Registrar's Office.
- Graduation Ceremony Selection appears
- Click yes or no only. Undecided will be contacted, but will default to "no" until further advised.
- Click Continue
- Diploma Name Selection Appears
 - o This is your legal/official name we have in our records and will be what prints on your diploma.
- Diploma Mailing Address Selection
 - o This is the address your diploma will automatically be mailed to. You may select one that is already in the system, or enter a new one.
 - o Diplomas will no longer be picked up in the office.
- Graduation Application Payment Appears
 - o Select the only one available (it is just one fee, but duplicates the statement)
- Click Continue
- Graduation Application Summary
 - o Confirm all of the information you have entered.
- Click Submit
- Graduation Application Signature Page appears
 - o When you get this page, you have officially submitted your application.
- Print the page for your records.
- Check your account balance in Banner Web and pay online if you would like, or you may go to University Accounting in Welty Hall to pay the fee.
- Exit Banner Web when you are finished.