**Graduation Application Instructions**

In order to graduate, all students must complete and submit a Degree / Diploma graduation application through Banner Self Service. Follow the steps below:

1. Log in to Banner Self Service
2. Select Registration
   
   ![Registration](image)
   
   Register, View your academic records, Apply to graduate

3. Select Student Records
   
   ![Student Records](image)
   
   Grade Report, View Financial Holds, Apply to Graduate

4. Select Apply to Graduate
   
   ![View Financial Holds](image)
   
   Apply to Graduate
   
   Students who are in their final year of study of their program
   
   View Application To Graduate

5. **Curriculum Term Selection:** click submit. (The default term will show.)
6. **Curriculum Selection page:** select your current curriculum and click continue.
7. **Select Graduation Date:** click continue.
8. **Diploma Name Selection:** confirm your name is correct. Click continue.
9. **Diploma Mailing Address Selection:** Select address and click continue. Review and update if necessary, and click continue.
10. **Graduation Application Summary:** Verify that information is correct and submit request.
11. You will receive a confirmation if your application is successful.
12. To view your graduation application see step 3.