University of Louisiana at Monroe

Applying for Graduation in Banner Self Service

1. Log into Banner Self Service; click on the *Student* tab.

2. Select *Student Records* and then click *Apply to Graduate.*

3. On the *Curriculum Term Selection* page, select the term which appears at the top of the drop-down box (this may or may not be the term in which you expect to graduate – you will select that in Step 5).

4. Click the radio button next to your curriculum.

   - If the curriculum that appears is not the curriculum in which you expect to receive your degree, **STOP! Do not continue!** Contact your academic dean's office immediately!
   - If you expect to receive multiple degrees, you must contact your academic dean's office (e.g., Arts, Education, and Sciences, Business and Social Sciences, Health Sciences, Pharmacy for guidance in filing an application for your second degree
   - If you expect to receive a minor(s) and/or a second major, you are responsible for notifying your dean's office of your intent.

5. Select the graduation date/term you expect your degree to be awarded.

6. Select whether you will participate in the commencement ceremony ("undecided" is interpreted as "yes").

   - Summer applicants will participate in the fall ceremony immediately following the summer in which the degree was conferred.
   - All other applicants will participate with their respective graduating class (i.e., fall applicants participate in fall ceremony, spring applicants in spring).

7. Review your diploma name, which can include only names that are part of your official name in Banner.

   - Check your first and last names for correctness.
   - You may edit your middle name, as long as the middle name you request is part of your official name in Banner.
   - To change your official name in Banner . . .
     - Complete a "Name Change Request" form, *following all instructions on the form and providing the required documentation as directed.*
   - To change your diploma name after you have changed your name in Banner . . .
     - Contact the Registrar's Office.

8. Indicate a diploma mailing address.

   - Choose an address provided by Banner *or* create a new one for the sole purpose of mailing your diploma (creating a new diploma mailing address does not officially change your address in Banner).
   - Contact the Registrar's Office *if* your diploma mailing address changes after submitting your application.

9. Verify all information before submitting your application.

10. **Click *Submit Request*!** If you don't, your application will neither be submitted nor retained. You must click ***Submit Request*!**
    - A confirmation message will appear once you have submitted your application.
    - You may view your application at any time by clicking *View Graduation Applications* on the *Student Records* menu in Banner Self Service.

IMPORTANT NOTE: If you file an application for graduation but do not meet requirements/do not graduate, you will be required to reapply to graduate in an appropriate future term and pay another $40 fee.