Steps to Complete the Graduation Application

1. Sign into Self Service Banner (SSB), click Student Tab, and then click on Graduation Application

   ![Banner Self-Service Graphic – Showing Graduation Application Option Graphic]

2. Select the Current Term (i.e., Spring 2019) and click Submit.

   ![Selecting the Current Term Graphic]

   Select a term to determine curriculum for graduation application.

   **Select a Term:** Fall 2016

   ![Submit Button]

3. Select Curriculum (See arrows below, choose the appropriate circle) and click Continue.

   (Note – If you are pursuing several degrees at once you will be given the option to select which one you would like to use for this graduation application.)

   ![Curriculum Selection Graphic]

   Select one program for this graduation application.

   **Select Curriculum**

   - Current Program
     - Master of Arts
       - Level: Graduate
       - Major: Work & Labor Policy
   - Current Program
     - Graduate Certificate
       - Level: Graduate
       - Major: Human Resource Management

   ![Continue Button]
4. Choose a Graduation Date and click **Continue**.

5. This screen will ask for the name to be printed on your diploma. You can select the name presented or change the name. Click **Continue**.
6. Confirm name to be entered and click Continue

7. Choose your diploma mailing address and click Continue

8. Review to confirm the summary information you have entered: If all of the information is correct, click the Submit.
9. You will see a screen that confirms your request. Click Submit Request.

![Figure 9- Final Information Review and Submission graphic](image-url)