

Steps to Complete the Graduation Application

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

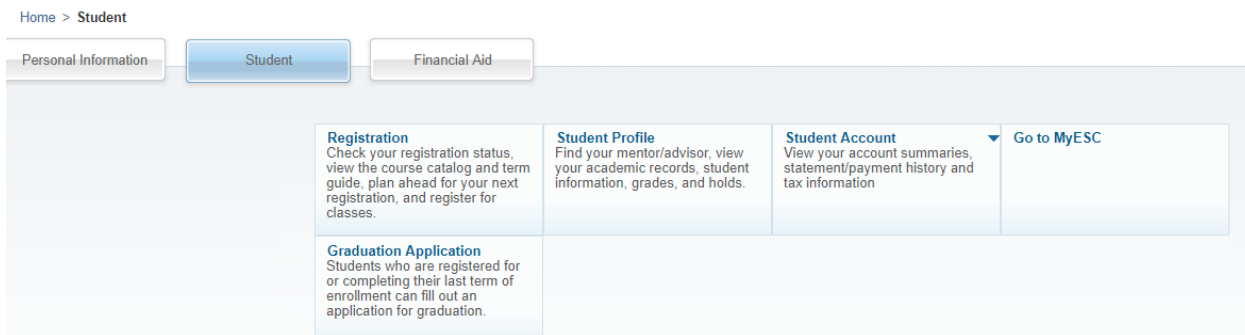


Figure 1 - Banner Self-Service Graphic - Showing Graduation Application Option Graphic

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

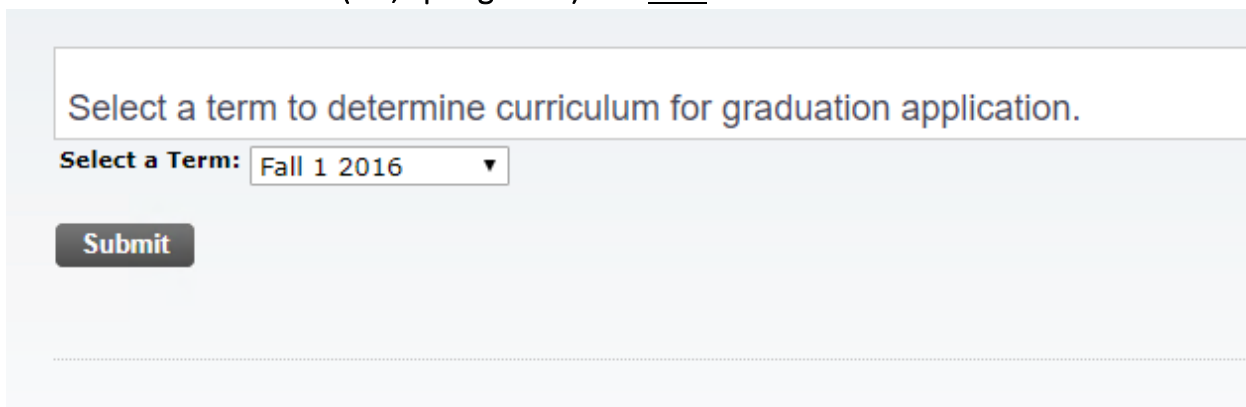


Figure 2 - Selecting the Current Term Graphic

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.)

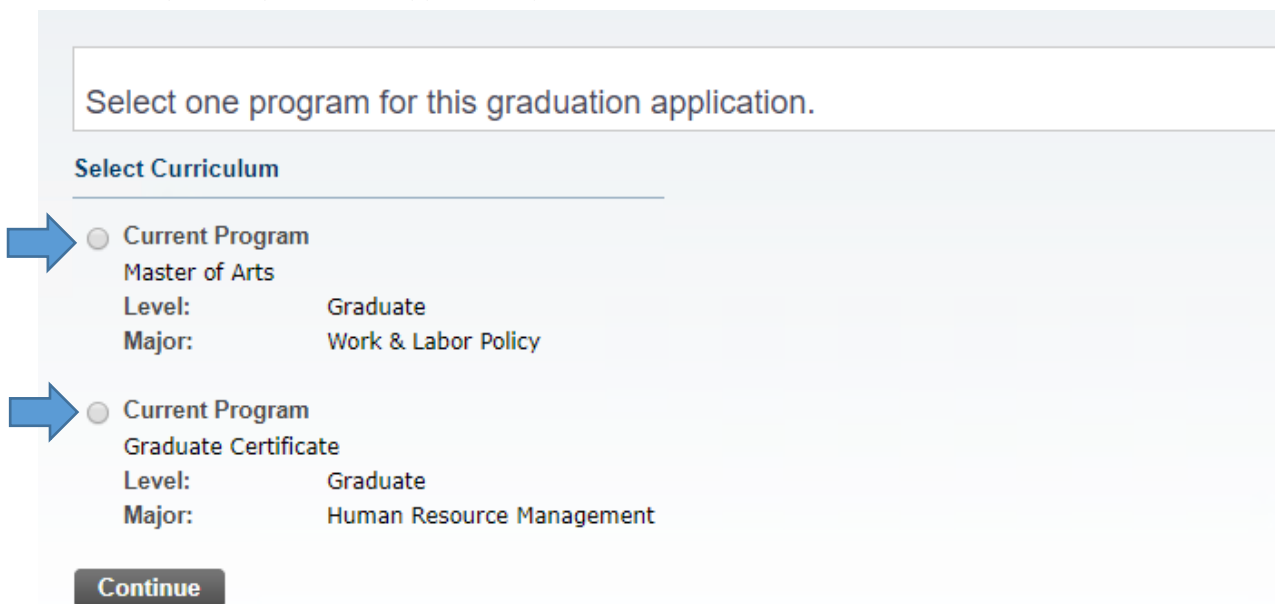


Figure 3- Curriculum Selection - Choose Primary Degree Graphic

4. Choose a Graduation Date and click Continue.

Graduation Date Selection

Home > Graduation Date Selection

Choose a date when you anticipate finishing your academic degree requirements.

Required indicates required field

Curriculum

Current Program

Master of Arts

Level: Graduate

Major: Work & Labor Policy

Select Anticipated Completion Date

Anticipated Completion Date: Required

Continue

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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.

Figure 5-
Entering
Name to be
Printed on
Diploma
Graphic

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Required indicates required field

Name

Name:

Current Diploma Name:

Select a Name for your Diploma

One of your Names: Required

Continue

6. Confirm name to be entered and click Continue

Home > Diploma Name Selection

Information: Enter the name to be printed on your diploma.

Required indicates required field

Name For Diploma

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted] Required

Continue

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Figure 6- Confirming Name to Be Entered Graphic

7. Choose your diploma mailing address and click Continue

Home > Diploma Mailing Address Selection

Information: Please enter or edit a new mailing address for your diploma.

Required indicates required field

Mailing Address For Diploma

Street Line 1: [Redacted] Required

Street Line 2: [Redacted]

Street Line 3: [Redacted]

City: [Redacted] Required

State or Province: None

ZIP or Postal Code: [Redacted]

Nation: None

Continue

8. Review to confirm the summary information you have entered: If all of the information is correct, click the Submit.

Figure 8- Reviewing Summary of Information Graphic

Browse

Personal Information | Student | Financial Aid | Faculty Services | WebTailor Administration

Graduation Application Summary

Home > Graduation Application Summary

Information: This is the information that will be submitted for your application to graduate.

Graduation Date

Date: Apr 01, 2019

Ceremony

Attend Ceremony: Undecided

Diploma Name

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted]

9. You will see a screen that confirms your request. Click Submit Request.

Figure 9- Final Information Review and Submission graphic

Browse

State or Province: New York
ZIP or Postal Code: 12828

Curriculum

Primary Degree
Bachelor of Science

Level: Undergraduate
Program: BS
Major: The Arts

Submit Request

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