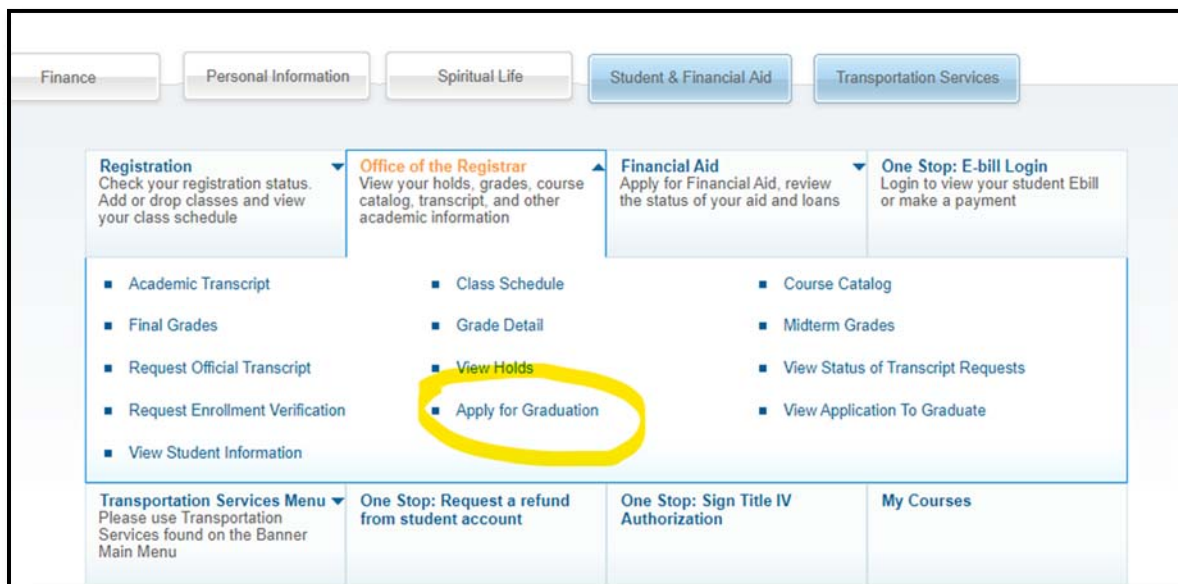


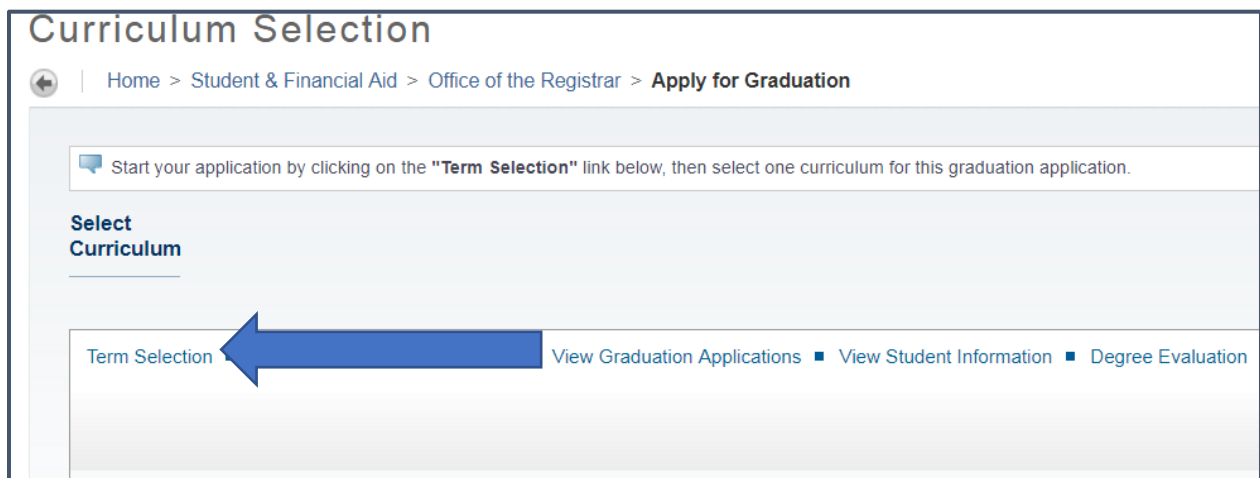
# Instructions for Submitting an Application for Graduation

Below you will find detailed instructions outlining the Application for Graduation in Self Service Banner:

- 1) Begin by selecting the “Apply to Graduate – Curriculum Selection” link under the “Office of the Registrar” section of the “Student and Financial Aid” tab of the Student Portal.



- 2) On the Curriculum Selection screen, select “Term Selection”:



- 3) Select the most recent term you are registered for. NOTE: This is not the term you will graduate. You can select your actual graduation date at a later point. You should not have to change terms before hitting Submit:

## Curriculum Term Selection

Home > Student & Financial Aid > Office of the Registrar > Apply to Graduate

Select your most recent term of enrollment (this is NOT the term you will graduate. You can select your actual graduation date at a later point)

Select a Term:

- 4) Select the program for which you are applying to graduate. If you are a dual degree student, you will need to submit two separate Applications for Graduation.

## Curriculum Selection

Home > Student & Financial Aid > Office of the Registrar > Apply for Graduation

Start your application by clicking on the "Term Selection" link below, then select one curriculum for this graduation application.

### Select Curriculum

**Primary Degree**  
Bachelor of Science  
**Level:** Undergraduate  
**Program:** BS in Biology  
**College:** Howard College: Arts/Sciences  
**Major:** Biology

[Term Selection](#) ■ [View Holds](#) ■ [View Transcript](#) ■ [View Graduation Applications](#) ■ [View Student Information](#) ■ [Degree Evaluation](#)

5) Select your graduation date:

## Graduation Date Selection

Home > Graduation Date Selection

Select a date for your expected graduation.


\* indicates required field

### Curriculum

**Primary Degree**  
Bachelor of Science

**Level:** Undergraduate  
**Program:** BS in Biology  
**College:** Howard College: Arts/Sciences  
**Major:** Biology

### Select Graduation Date

Graduation Date:\*  

6) Select whether or not you will attend the graduation ceremony:

## Graduation Ceremony Selection

Home > Graduation Ceremony Selection

Attendance at commencement is required unless there are mitigating circumstances that would prevent your participation. If you cannot attend the commencement ceremony, email the University Registrar, Jay Flynn, at [jflynn@samford.edu](mailto:jflynn@samford.edu).

### Select Ceremony Attendance

Attend Ceremony:  Yes  No  Undecided

- 7) Select how you would like your name to appear on your diploma. "Enter New" will allow you to modify the diploma name information:

### Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma.

\* indicates required field

**Name For Diploma**

First Name:\*

Middle Name:

Last Name:\*

**Continue**

- 8) Select where you would like your diploma mailed:

### Diploma Mailing Address Selection

Home > Diploma Mailing Address Selection

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

\* indicates required field

**Current Diploma Mailing Address**

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**Select an Address for your Diploma**

One of your Addresses:\*

- Pick from List
- Pick from List
- Enter New
- Permanent Mailing Address (800 Lakeshore Drive)

**Continue**

9) Enter relevant mailing information:

## Diploma Mailing Address Selection

Home > Diploma Mailing Address Selection

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

\* indicates required field

### Mailing Address For Diploma

Street Line 1:*	<input type="text" value="800 Lakeshore Drive"/>
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>
City:*	<input type="text" value="Birmingham"/>
State or Province:	<input type="text" value="Alabama"/>
ZIP or Postal Code:	<input type="text" value="35229-0001"/>
Nation:	<input type="text" value="Pick from List"/>

10) Review your information and submit request

For dual degree students, two applications are necessary. The student will see both programs on the Curriculum Selection screen, but can only select one at a time.