How to apply for graduation?

1) First login to Banner Web
2) Then click on the Student and Financial Aid link
3) Next select **Student Records**

**Student Services & Financial Aid**

- **Answer a Survey**
- **Registration**
  - Check your registration status; Add or drop classes; Select variable credits, grading modes, or
- **TigerTraxx**
  - Online Degree Audit Program
- **Student Records**
  - View your holds; Display your grades and transcripts; Review charges and payments.
- **Financial Aid**
  - Apply for Financial Aid; Review the status of your financial aid applications; Check status of doc
- **Student Account**
  - View E-Bill, statement and Payment History.
4) Then select **Apply to Graduate**

**Student Records**

View Holds  
Midterm Grades  
Final Grades  
Grade Detail  
Unofficial Transcript  
Request Official Transcript  
To order an official transcript(s), login to the National Student Clearinghouse secure site.  
TigerTraxx  
Display Schedule  
Apply to Graduate  
View Graduation Application

5) The **Curriculum Term Selection** is your last term of enrollment. Please select the **Submit** button.

**Curriculum Term Selection**

**PLEASE NOTE:** Select the most recent term. This may be your current registration term or your last term to graduate.

**Select a Term:** **Spring 2019**

**Submit**
6) The **Curriculum Selection** is where you should see the program/major that you are enrolled in. If the program is correct, select it and hit the **Continue** button. If the program is not correct, please complete a [Declaration or Change of Academic Major/Minor](mailto:records@morehouse.edu) form and email it to records@morehouse.edu. You should receive a confirmation email confirming completion of the program change. You can then log back in to complete your application.

**STOP! Please do not submit your application, you must close this window!** If you are in any of the following programs/majors **Business Administration**, **Economics**, **International Studies** and **Urban Studies** you must add a concentration when declaring your program/major. Or if you are enrolled in any of the programs/majors listed above and you do not see a concentration listed on your unofficial transcript, please complete a [Declaration or Change of Academic Major/Minor](mailto:records@morehouse.edu) form to update your concentration.
7) You will now be asked to select your **Graduation Date Selection** (this is the term you will be completing your academic program/major requirements). Then hit the **Continue** button. If you do not complete your program/major requirements during the semester you select, you will need to reapply for graduation.
8) The Graduation Ceremony Selection is where you indicate by selecting Yes/No/Undecided if you plan to attend the Graduation Ceremony. Then hit the Continue button. If you select No/Undecided and change your mind, please let the Office of Records and Registration know immediately.
9) You will then be asked to complete a Diploma Name Selection (this is how your name will appear on your diploma). Please select one name and hit the Continue button.

Diploma Name Selection

* indicates required field

Name
Name: 

Current Diploma Name:

Select a Name for your Diploma
One of your Names:* 

Continue
10) The **Diploma Name Selection** is where you confirm that your name is correct for your diploma. Then hit the **Continue** button.

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**Personal Information**  **Student and Financial Aid**

**Search**  **Go**

### Diploma Name Selection

- Confirm Full Legal Name to be printed on your diploma. These fields may be updated if needed.
- 
  * indicates required field

**Name For Diploma**

- **First Name:**
- **Middle Name:**
- **Last Name:** *
- **Suffix:**

[Continue]
11) The **Diploma Mailing Address Selection** is very important! This is where your diploma will be mailed, once you have been identified as a graduate. Please use an address where your diploma can arrive safely. Please enter or edit your address. Then hit the **Continue** button.

**Diploma Mailing Address Selection**

*Please enter or edit a new mailing address for your diploma. This address should be valid for an 8 week*

* indicates required field

**Mailing Address For Diploma**

- **Street Line 1:**
- **Street Line 2:**
- **Street Line 3:**
- **City:**
- **State or Province:**
- **ZIP or Postal Code:**
- **Nation:**

**Continue**
12) **Graduation Application Payment** of $503.00, this is a one-time fee that will be charged to your account. Then hit the **Continue** button.
13) Please review your Graduation Application Summary and hit the Submit Request button.

Graduation Application Summary

This is the information that will be submitted for your application to graduate. If any of the information below is incorrect, please correct it before submitting.

Please review information carefully before clicking the "Submit Request" button.

**Graduation Date**
Date: [redacted]
Term: [redacted]

**Ceremony**
Attend Ceremony: Yes

**Diploma Name**
First Name: [redacted]
Middle Name: [redacted]
Last Name: [redacted]
Suffix: [redacted]

**Diploma Mailing Address**
Street Line 1: [redacted]
City: [redacted]
State or Province: [redacted]
ZIP or Postal Code: [redacted]