

How to apply for graduation?

- 1) First login to **Banner Web**
- 2) Then click on the **Student and Financial Aid** link



Search

Academic Transcript

View your academic records and order transcripts.

Student Services & Financial Aid

Apply for Admission, Register, View your academic records and Financial Aid

Personal Information

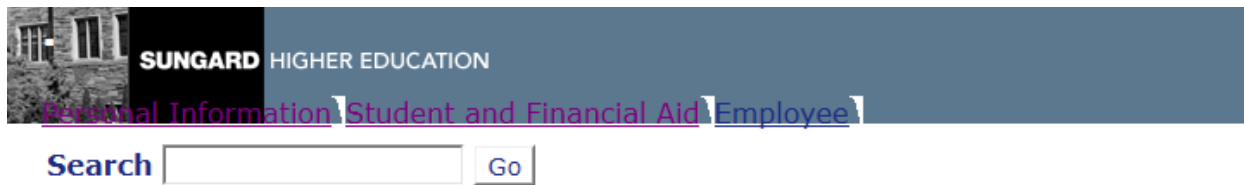
Update addresses, contact information or marital status;

Employee

Time Sheets, time off, Benefits, Leave or job data, paystubs, W2 and T4 forms, W4 data

[Return to Homepage](#)

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**




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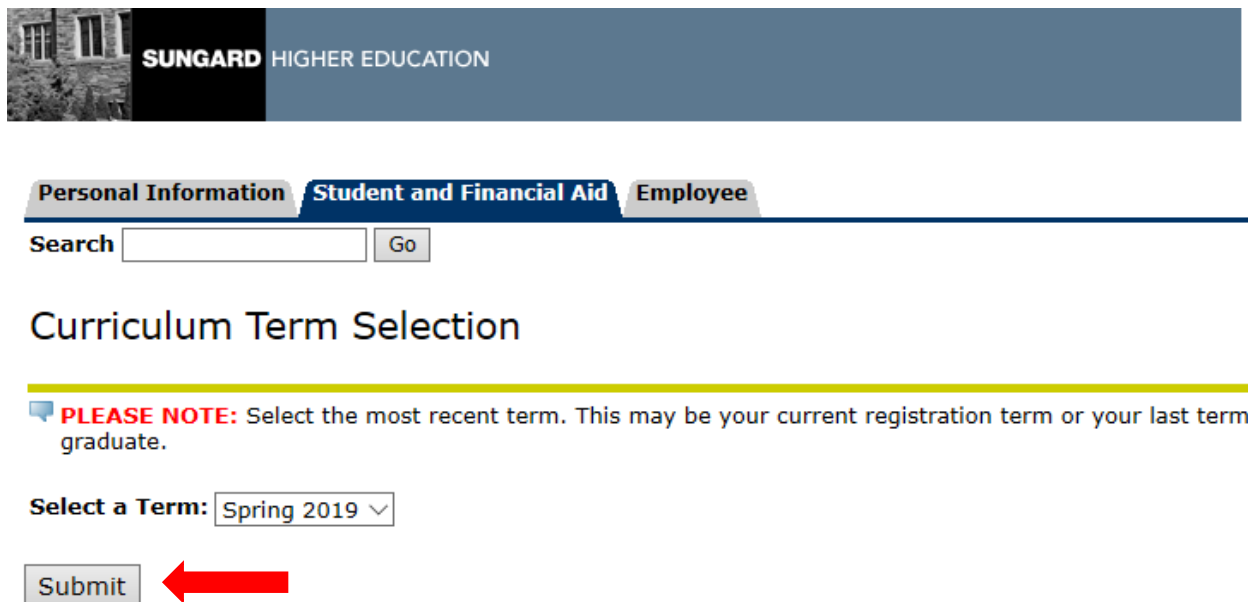
[Personal Information](#) | [Student and Financial Aid](#) | [Employee](#)

Search

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 button.




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Curriculum Term Selection

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

Select a Term:



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** 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** form to update your concentration.



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Curriculum Selection

Confirm your **major** for this graduation application. If the major listed below is incorrect, please contact records@morehouse.edu.

Select Curriculum

Primary Field of Study

Bachelor of Arts

Level:

Program:

College:

Major:



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.



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Graduation Date Selection

Select your expected graduation date.

* indicates required field

Curriculum

Primary Field of Study

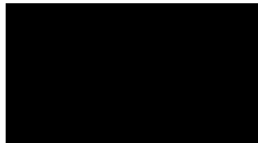
Bachelor of Arts

Level:

Program:

College:

Major:



Select Graduation Date

Graduation Date:*

None
Date:Dec 13, 2019 Term:Fall 2019
Date:May 08, 2020 Term:Spring 2020
Date:Jul 10, 2020 Term:Summer 2020




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.



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Graduation Ceremony Selection

 Please indicate if you plan to attend the **May commencement exercises**.

Select Ceremony Attendance

Attend Ceremony: **Yes** **No** **Undecided** 

- 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.



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Diploma Name Selection

Select a Name option below for your diploma.

* indicates required field

Name

Name:

Current Diploma Name:

Select a Name for your Diploma

One of your Names:*

None
New



10) The **Diploma Name Selection** is where you confirm that your name is correct for your diploma.


Then hit the  button.



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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:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>
Suffix:	<input type="text"/>




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.



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Diploma Mailing Address Selection

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

* 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:


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.



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Graduation Application Payment

 The graduation application fee of \$482 will be applied to your student account immediately upon submission of this

* indicates required field

Select Payment Method

Payment Method:*

None
Graduation Application Fee \$503.00 Graduation Application Fee




13) Please review your **Graduation Application Summary** and hit the **Submit Request** button.



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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 contact your advisor. **Please review information carefully before clicking the "Submit Request" button.**

Graduation Date

Date:

Term:

Ceremony

Attend Ceremony: Yes No

Diploma Name

First Name:

Middle Name:

Last Name:

Suffix:

Diploma Mailing Address

Street Line 1:

City:

State or Province:

ZIP or Postal Code: