Banner Student Online Graduation Application Instructions
Revised 10/09/2014

Who is eligible to apply?

Undergraduate students
　　Must be a senior
Graduate students
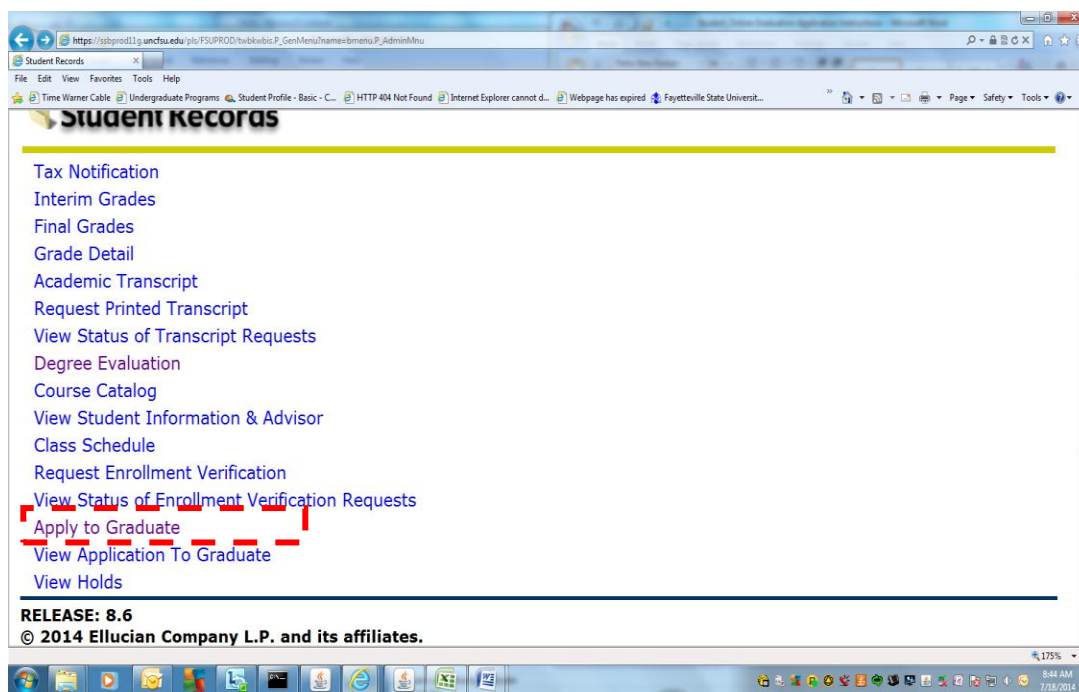　　Master's – Earned at least 21 hours
　　Doctoral – Earned at least 54 hours
All students must apply for graduation to include the application fee, regardless of participation in the ceremony.

Log into your Student Banner Account

1. Click *Student*
2. Click *Student Records*
3. Click *Apply to Graduate*

GRADUATION APPLICATION SCREEN

NOTE: Graduation Application fees are non-refundable. Please ensure that you will be able to meet all requirements by the expected graduation semester prior to applying. Students who fail to meet graduation requirements automatically void their candidacy for that particular graduation term. **If the student does not complete the necessary degree requirements within two semesters of his/her expected term of graduation, then the student must re-apply and pay an additional application fee.**

*NOTE: **Only the most current term** that the student has registered for will be displayed on this screen.*

4. Click *Submit*
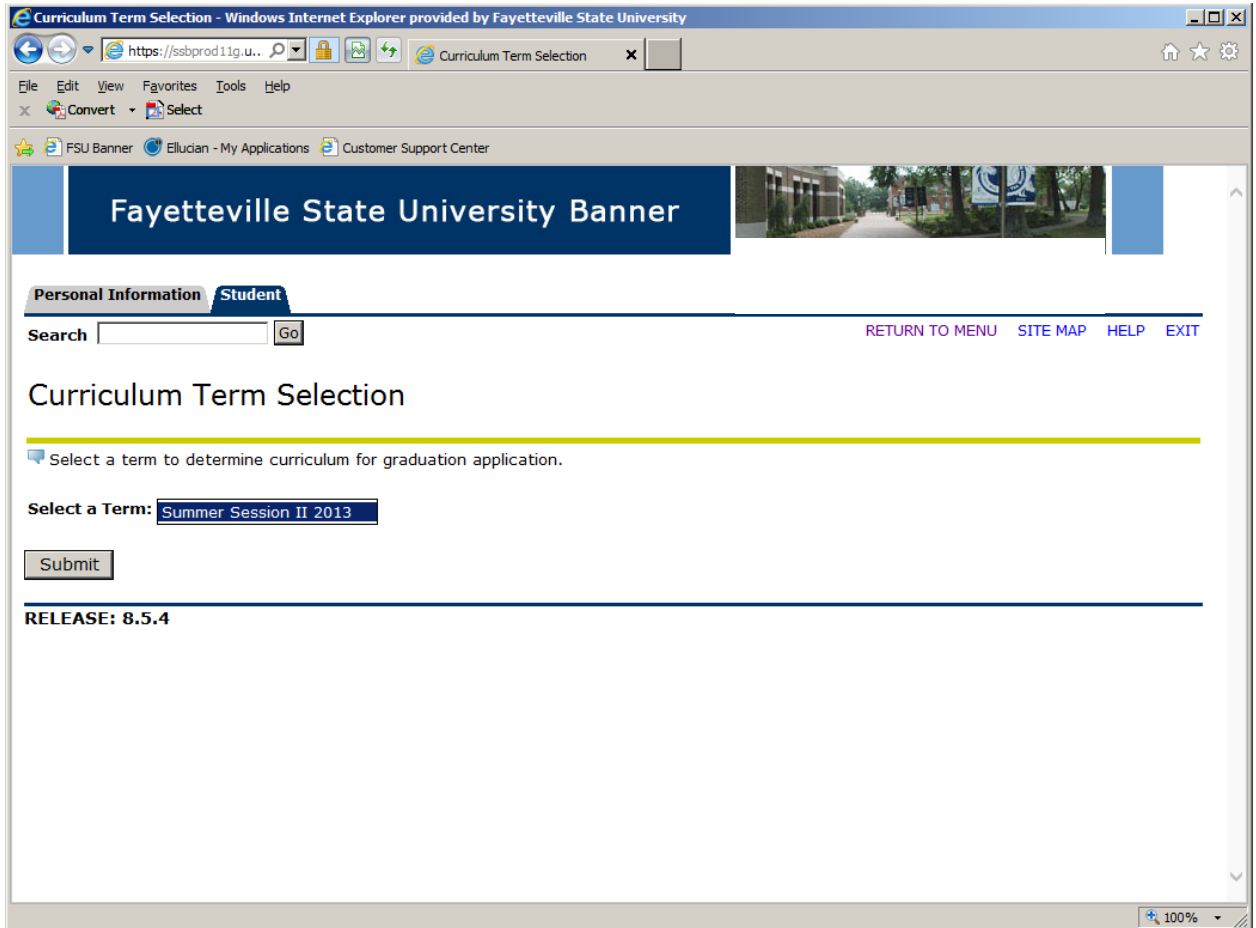
5. Click the *radio button* to select your major/degree program
6. Click *continue*

NOTE: If the student <u>DOES NOT MEET</u> the criteria to apply for graduation – the student will not be able to proceed with the online graduation application. If an error message should appear *(Example: "No curricula available for graduation application etc.")* the student must contact the Registrar's Office at (910) 672-1185 or email The Commencement Team at RegComm@uncfsu.edu to determine why he/she is unable to apply for graduation.

Helpful Information

IMPORTANT: You must ensure that the displayed major/degree program is correct on the *"Curriculum Selection"* screen prior to submitting your application. If you feel there is a discrepancy you must contact the Office of the Registrar at (910) 672-1185 or email The Commencement Team at RegComm@uncfsu.edu to determine the current approved major on file.

DUAL DEGREE APPLICANTS: If you are earning **Dual Degrees** (ie…BS and BA), you must submit **each online application separately**. You must complete the application for the first degree program and then repeat the same steps for the second degree program (*See example below*).

Dual Degree:

<u>DOUBLE MAJOR APPLICANTS:</u> If you are earning **Double Majors** (ie..BS and BS), you will only submit <u>one</u> application however both majors will appear on the curriculum summary screen (*See example below*).

<u>Double Major:</u>
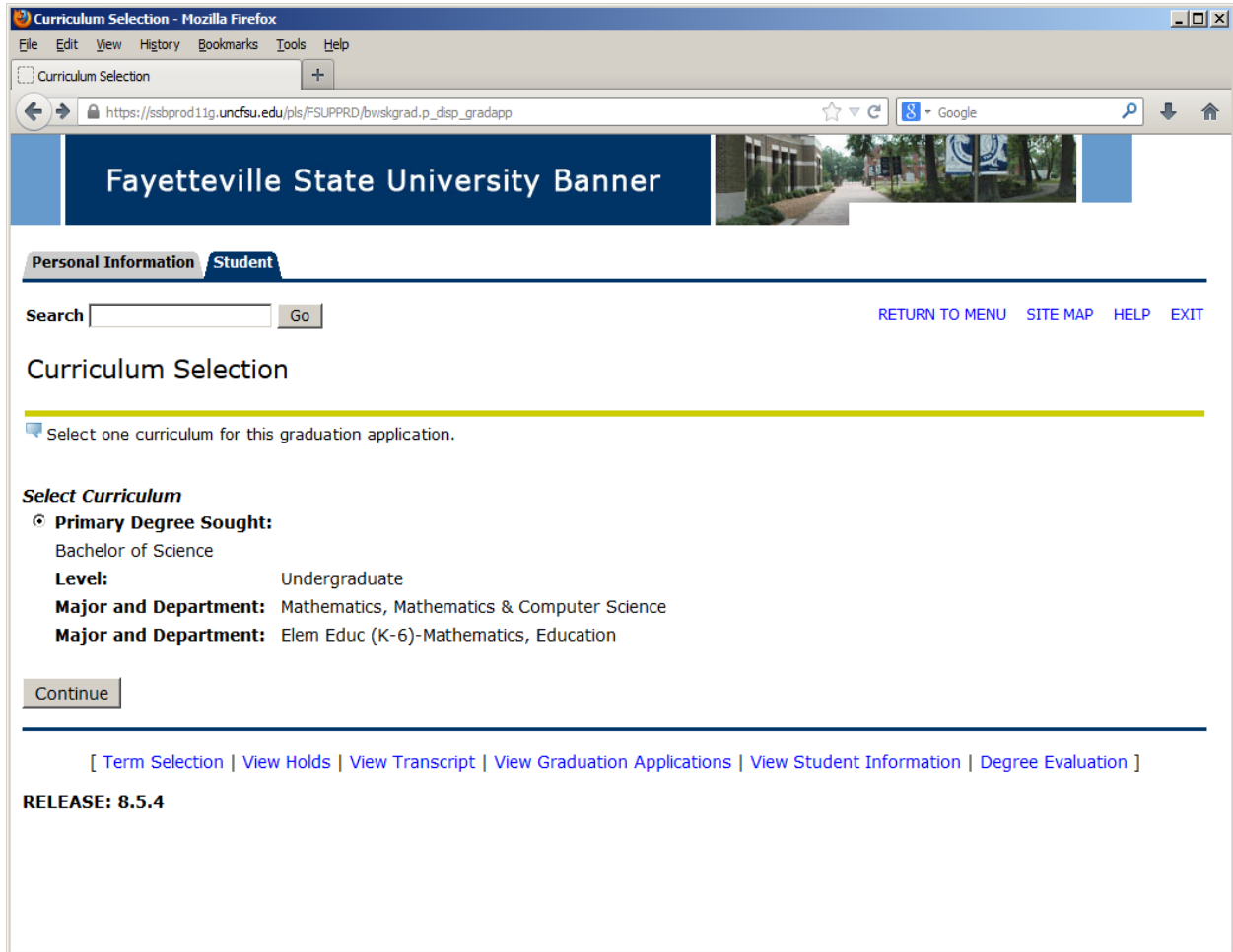
Please continue through each page of the application process in order to complete the graduation application. Once the application has been completed you will receive a confirmation page.