

Electronic Graduation Application Instructions

The Office of Enrollment Management would like all students who expect to complete their degree requirements to fill out the Electronic Graduation Application in Banner Self- Service. Please take the time to complete the application by following the instructions below.

- 1) Log into Banner Self-Service
- 2) Under the main menu, select Student
- 3) Under the student menu, select Student Records
- 4) Under the Student Records menu, select the item titled “Apply to Graduate”
- 5) Curriculum Term Selection, select current term
- 6) Curriculum Selection, select current program
- 7) Select the designate Graduation Date for your college
- 8) Complete the Diploma Mailing Address fields
- 9) Submit and review the Graduation Application Summary

For more information, contact:

Registrar’s Office	901-448-1598
One Stop Shop	901-448-7703
Student Affairs and Community Engagement	901-448-5610