1. Log into OneStop with your PirateID and Passphrase.

2. Click the Banner Self Service link from Tools Tab.

3. Click the Student Tab from the Main page.
4. **Click on the Student Records Link**

![Banner Self Service](image1)

5. **Click the Apply to Graduate link.**

![Student Records](image2)

6. **Select a Curriculum Term** from the Select a Term pull-down menu. **Select the term that you are currently registered in, NOT the term you are planning on graduating.**

![Curriculum Term Selection](image3)

7. **Click the Submit button.**

8. **CAREFULLY Review the degree information.**

   If this curriculum does not accurately reflect your degree information including major, minor or concentration, **DO NOT PROCEED**. This is what is currently in your student record. Please see your advisor or program director with question or to correct your curriculum before processing.
9. If no degree information is available and the following message is displayed under Select Curriculum your application for graduation has already been processed on your behalf.

If no curricula is available and you have previously submitted a paper application to the Office of the Registrar, please check the View Graduation Applications link below as we have processed that application on your behalf.

10. **Once you have verified the degree information** and you have determined that it is correct, select the radio button next to the current program you would like apply for.

If you have **two curriculums** – degree and certificate, two majors, or two degrees– **you will have to do an application for graduation for each.**
11. Click the Continue button.

12. Select the Graduation Date from the Graduation Date pull down menu and then click Continue.

13. Select a name for your Diploma from the One of your Names pull down menu and click continue.

14. If you choose to enter a “New” name, you will be taken to a screen to enter in the information. Click Continue when done.

*** NOTE: Be careful when entering this information. What is entered in this screen is what will appear on your diploma.***
15. **Select** an Address for your Diploma from the **One of your Addresses pull down menu.** Click **Continue.**

16. If you choose to enter a “New” address, you will be taken to a screen to **enter in the information.** Click **Continue** when done.  
*** **NOTE:** Be careful when entering this information. What is entered in this screen is what will appear on your diploma.***

17. **CAREFULLY review** your information, including: Graduation Date, Ceremony, Diploma Name, and Diploma Mailing Information.  
**IF ANY INFORMATION IS INCORRECT – DO NOT SUBMIT REQUEST.**
18. **When you are sure that the information is correct**, click the **Submit Request** button.

![Submit Request button](image1)

***NOTE: **DO NOT press the back button** once you have clicked the Submit button or you will receive the following message***

![Confirmation page](image2)

19. You will see a confirmation page confirming that you have submitted your application for graduation.

![Signature page](image3)
20. You will receive a follow up email confirming your graduation application has been submitted and a checklist for the additional steps you need to complete.

21. To review your application to graduate:
   - Log into OneStop.
   - Click Banner Self Service.
   - Click The Student Tab.
   - Click Student Records link.
   - Click View Application To Graduate link.