1. From the ECU Main Web page (www.ecu.edu), click the Pirate Port link.

2. **Log into Pirate Port** with your Pirate ID and Passphrase.

3. **Click on the Main SSB Menu link** from the “Banner Self Service Links” widget.

4. **Click the Continue Button** after reading the “Something Important to Know” popup window.
5. Click on the Student Records link on the Student Tab.

6. Click on the Apply to Graduate link

7. Select a Curriculum Term from the Select a Term pull-down menu. This is the CURRENT TERM you are registered in, NOT the term you are planning on graduating in.

8. Click on the Submit button.

9. 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 questions or to correct your curriculum before processing.
10. 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.

11. **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 and click the continue button.

   If you have **two programs** – degree and certificate, double majors, or dual degrees – **you will have to do an application for graduation for each program.**
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 where your diploma will be mailed.***

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 on the **Submit Request** button.

![Submit Request button](Image)

**Diploma Mailing Address**
- Street Line 1: 123 Elm Street
- City: Greenville
- State or Province: North Carolina
- ZIP or Postal Code: 28590

**Curriculum**
- Current Program: Graduate
- Major of Science: MS-Technology Systems
- Level: Graduate
- Program: MIS-Technology Systems
- College: Col of Technology and Comp Sci
- Campus: Main Campus
- Major and Department: Technology Systems, Technology Systems
- Major Concentration: Performance Improvement

![Submit Request button](Image)

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

![ECU Banner Self Service](Image)

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

![Graduation Application Signature Page](Image)

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.
To review your application to graduate:

- Log into Pirate Port.
- Click the “Banner Self Service Links” widget.
- Click Continue button on pop up window
- Click Student Records link on the Student Tab.
- Click View Application To Graduate link.

**IMPORTANT:** If you change your curriculum after you have applied to graduate (add a minor, drop a minor, change a minor, concentration, etc.), YOU MUST NOTIFY the Office of the Registrar at regis@ecu.edu to have your graduation application updated.