

# 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

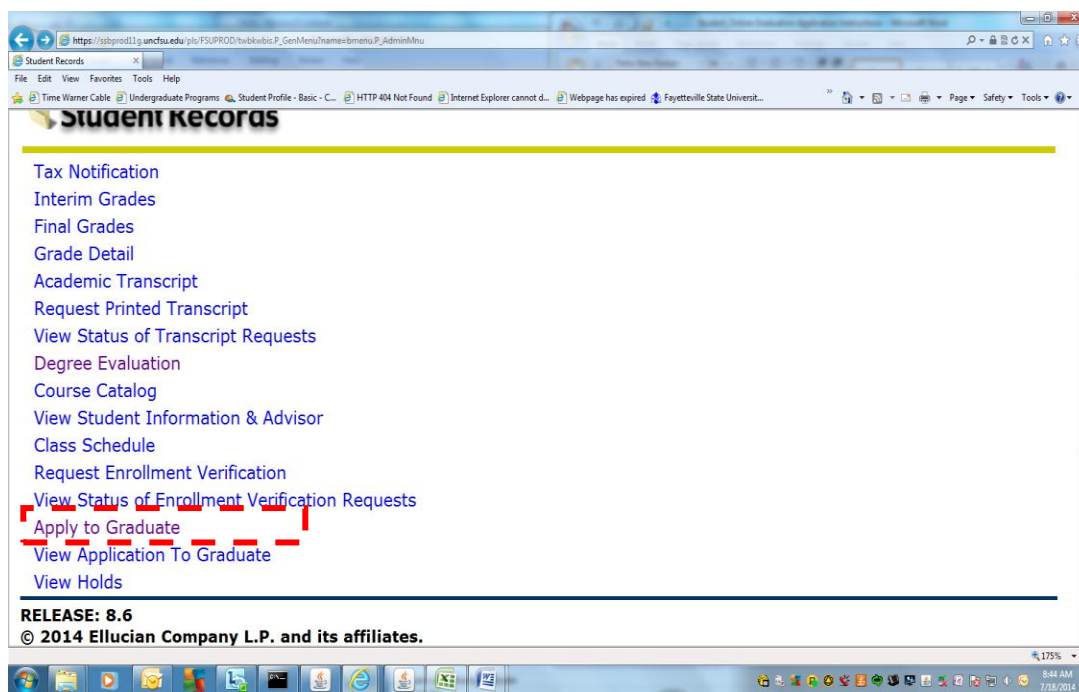
Doctoral – Earned at least 54 hours

*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*

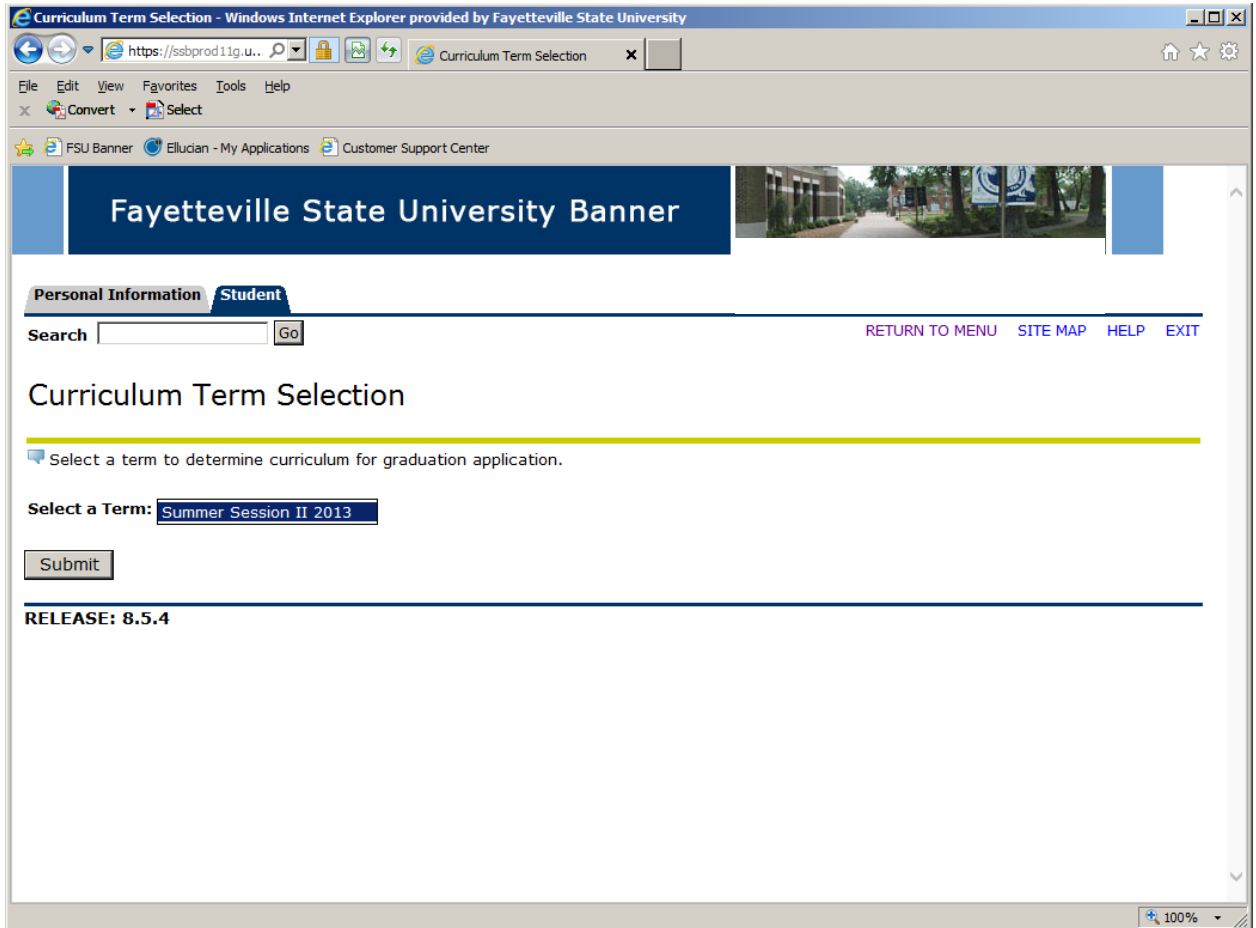
## GRADUATION APPLICATION SCREEN



**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 DOES NOT MEET 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](mailto:RegComm@uncfsu.edu) to determine why he/she is unable to apply for graduation.

Curriculum Selection - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Curriculum Selection

https://ssoprod11g.uncfsu.edu/pls/FSUPPRD/bwskgrad.p\_disp\_gradapp

Google

## Fayetteville State University Banner

Personal Information **Student**

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Curriculum Selection

---

Select one curriculum for this graduation application.

#### Select Curriculum

**Primary Degree Sought:**  
Bachelor of Arts

**Level:** Undergraduate

**Major:** Sociology

Continue

[ [Term Selection](#) | [View Holds](#) | [View Transcript](#) | [View Graduation Applications](#) | [View Student Information](#) | [Degree Evaluation](#) ]

RELEASE: 8.5.4

## 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](mailto:RegComm@uncfsu.edu) to determine the current approved major on file.

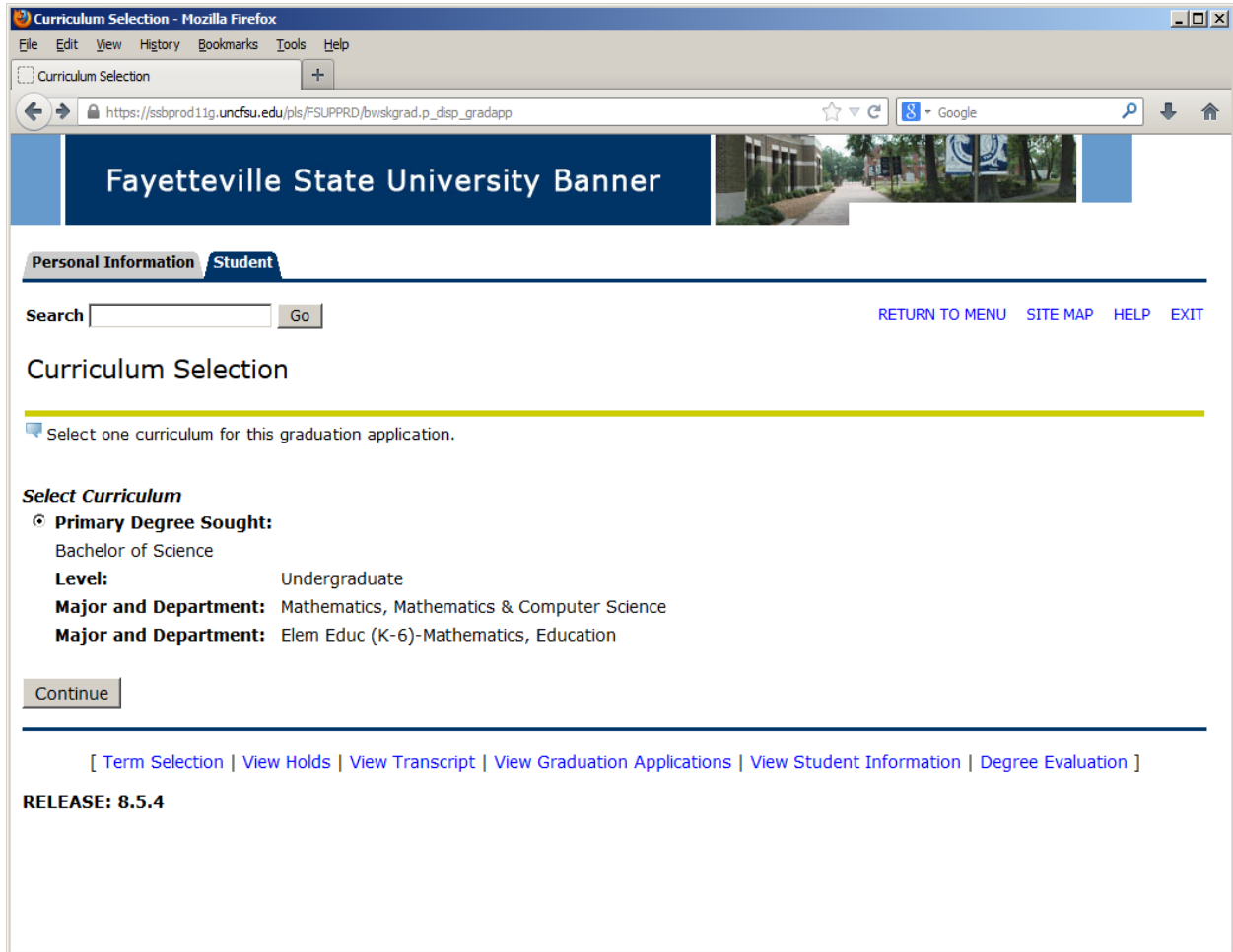
**DUAL DEGREE APPLICANTS:** If you are earning **Dual Degrees** (ie...BS and BA), you must submit **each online application separately.** You must complete the application for the first degree program and then repeat the same steps for the second degree program (*See example below*).

### Dual Degree:

The screenshot shows a web browser window titled "Curriculum Selection - Mozilla Firefox". The address bar displays the URL: [https://ssbprod11g.uncfsu.edu/pls/FSUPPRD/bwskgrad.p\\_disp\\_gradapp](https://ssbprod11g.uncfsu.edu/pls/FSUPPRD/bwskgrad.p_disp_gradapp). The page features a blue header with the text "Fayetteville State University Banner" and a photograph of a campus walkway. Below the header, there are two tabs: "Personal Information" and "Student", with "Student" being the active tab. A search bar with a "Go" button is present, along with navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Curriculum Selection" and contains the instruction: "Select one curriculum for this graduation application." Under the heading "Select Curriculum", there are two radio button options. The first option is selected and shows: "Primary Degree Sought: Bachelor of Science", "Level: Undergraduate", and "Major and Department: Mathematics, Mathematics & Computer Science". The second option shows: "Primary Degree Sought: Bachelor of Arts", "Level: Undergraduate", and "Major: Sociology". A "Continue" button is located below these options. At the bottom of the page, there is a navigation menu with links: "[ Term Selection | View Holds | View Transcript | View Graduation Applications | View Student Information | Degree Evaluation ]". The footer text reads "RELEASE: 8.5.4".

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

**Double Major:**



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.