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