UNIVERSITY of MONTEVALLO

# INSTRUCTIONS FOR THE ONLINE GRAD APP

1) Log-in to Banner Self-Service and access the Student Records menu in self services, you'll find the Application link here:

Student Records

View Holds
Midterm Grades
Final Grades
Academic Transcript
Request Printed Transcript
View Status of Transcript Requests
Degree Evaluation
Course Catalog
View Student Information
Class Schedule
Apply to Graduate
View Graduation Application
View Test Scores
Student Enrollment Verification
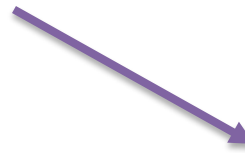
2) Select the most current semester shown. YOU WILL SELECT YOUR GRADUATION TERM LATER IN THE APPLICATION.

Curriculum Term Selection

Double majors: If you are a double major, then yo then you will receive two diplomas simultaneously a

Select a Term: Spring Semester 2015 ⌄

Submit

3) Select one curriculum for this graduation application. **If you are a double major, then you must submit a separate application for each major.**

Curriculum Selection

Select one curriculum for this graduation application.

You cannot submit an online graduation application if you have do not have at leas already submitted a graduation application for your current major(s).

4) If your major, minor, or concentration is incorrect, you will need submit a change of major form **prior to applying**.

Select Curriculum
⦿ **Current Program**
Bachelor of Science
Level: Undergraduate
Program: BS in Interdisciplinary Studie
College: Arts and Sciences
Major and Department: Interdisciplinary Studies, Interdisciplinary Studies

Continue

5) Select your Graduation Date.
Undergraduate summer candidates should apply for Summer Graduation even if they plan to participate in Spring Commencement.

Select Graduation Date
Graduation Date: *   Date:May 07, 2016 Term:Spring Semester 2016 ⌄

Continue

6) Indicate if you plan to participate or 'walk' in the ceremony.   Note the message at the top of the screen concerning participation for undergraduate summer candidates.

> If you are an undergraduate student and will be completing degree requirements in the summer and wish to participate in the Spring Commencement Ceremony, then you must meet the following requirements:
>
> - have 18 or fewer hours to complete with verified Summer Term enrollment at UM in all remaining requirements (including a completed transient letter, if applicable); and·
> - have obtained at least a 2.0 cumulative GPA.
>
> Honors designations are determined by final UM GPA. Therefore, honors designations will not be indicated in the program for those who participate in a commencement ceremony prior to completion of all degree requirements.

Select Ceremony Attendance
Attend Ceremony: ● Yes   ○ No   ○ Undecided

[Continue]

7) Select your name from the drop down box. You will be able to edit how your name appears on the next screen.

Select a Name for your Diploma
One of your Names:＊

Please Select One
New
Current Name (Amanda T. Fox)

[Continue]

8) This is how your name will appear on your diploma and in the commencement program. You may edit your name, appropriately, if needed. Any changes in your last name must be approved by the Registrar's Office. Please note the message at the top of the page.

> Please review your preferred name that you wish to appear on your diploma. You may submit a request to edit your first name, middle name, and suffix by entering this information in the boxes listed below. If you will be receiving two diplomas, your name will be reflected on both using your preference as indicated on your degree application for your primary major. Your requested diploma name as submitted will also appear in the Commencement program.
>
> Entering a preferred name for your diploma that is different from your name of record will not update your official name of record. To submit a request to officially change your name of record, please contact the Registrar's Office.

Name For Diploma
First Name: Amanda
Middle Name: T
Last Name: Fox
Suffix:

[Continue]

9) Select an address. This address will be used if your diploma must be mailed.

Current Diploma Mailing Address

Select an Address for your Diploma
One of your Addresses:＊

Please Select One
New
Permanent (305 Ashville Cir)
UMPO/Station Number (Station 6035)

[Continue]

10) Enter your **Home Town** and edit the address, if needed. Please note the message at the top of the page.

> We require a diploma mailing address in the event you do not attend the Commencement ceremony. Please select the appropriate option below.
>
> Please enter or review your diploma mailing address.
>
> **NOTE: Please also enter your Home Town. If you do not enter a Home Town, then the city as listed on this selected address will be considered as your Home Town and will be listed as such in the Commencement program.**
>
> ＊ indicates required field

Mailing Address For Diploma
Street Line 1:＊   123 Main Street
Street Line 2:
Home Town: Vincent
City:＊   Montevallo
State or Province: Alabama
ZIP or Postal Code: 35115
Nation: Please Select One

[Continue]

11) Verify the information on the Graduation Application Review Page.

12) Click the SUBMIT REQUEST button at the bottom of the screen.

13) Once you reach the Confirmation Page, you know your application was submitted successfully. **Please note** that Summer graduation candidates should complete the May Commencement Form to declare their intent to participate in May Commencement.

Graduation Application Confirmation Page   M111 C

Congratulations! Your application for graduation has been submitted. The awarding of your degree is contingent upon completion of all academic requirements.

You should review your degree evaluation and consult with your academic advisor regarding remaining final requirements for graduation.

Please check your ForUM email often for important information from the Registrar's Office, Student Affairs, the Senior Class President, and others on campus.

To view your current application(s), please click the "View Applications(s) for graduation" link below or from the "Student Records" tab within the Self-Services field.

If you have any additional questions, please do not hesitate to contact us:

Registrar's Office at registrar@montevallo.edu or call 205 665-6040.

QUICK GUIDE

1. Log-in to **Banner Self-Services**.
2. Click the **Student** tab.
3. Click the **Student Records** Folder
4. Click "**Apply to Graduate**."
5. Select the **most current term**.
6. Click the **radio button** next to the major for this graduation application.
7. Select **term** for graduation.
8. Declare your **commencement participation**.
9. Select your **current name** and edit, appropriately, if needed.
10. Select an **address** to be used in case diploma is mailed and edit, if needed.
11. Enter your **Home Town**.
12. **Review** application information.
13. Click **SUBMIT REQUEST** button to complete application.
14. **Read** the Confirmation Page.
15. If you are graduating with more than one major, **repeat for each major**.

HELPFUL LINKS AND INFORMATION

Graduation Information - Registrar's Office (Includes calendars)
Commencement Information
List of Approved General Education Courses
Academic programs and degree plans
Student Program Change Form

Contact us if you have any questions regarding the graduation application:
REGISTRAR@MONTEVALLO.EDU

Phone 205 665-6040
The Registrar's Office, Palmer Hall, 2nd floor
www.montevallo.edu/registrar