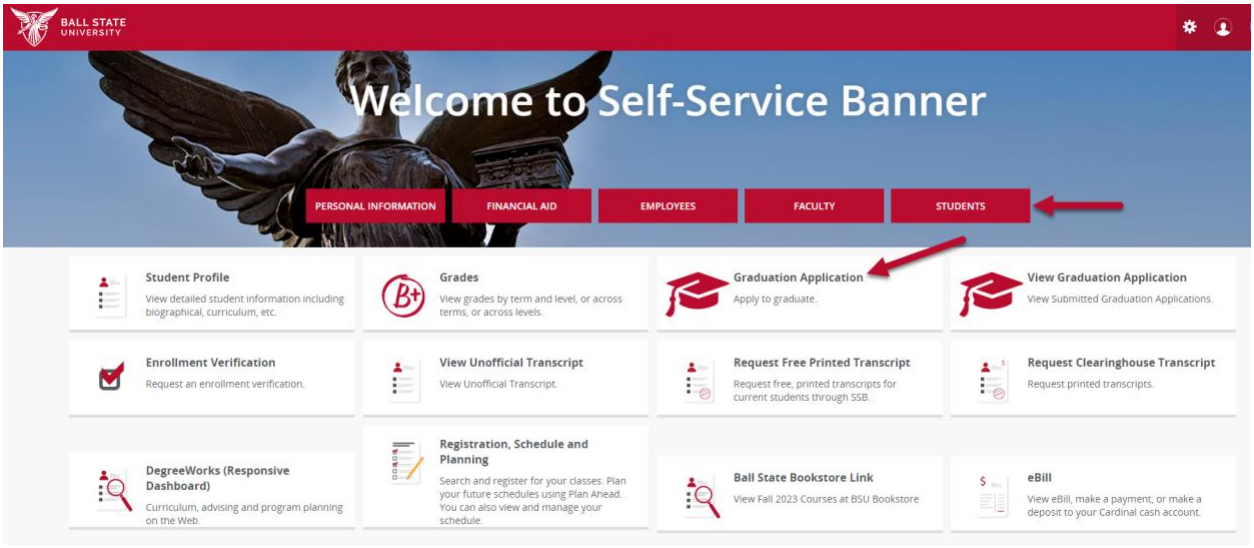
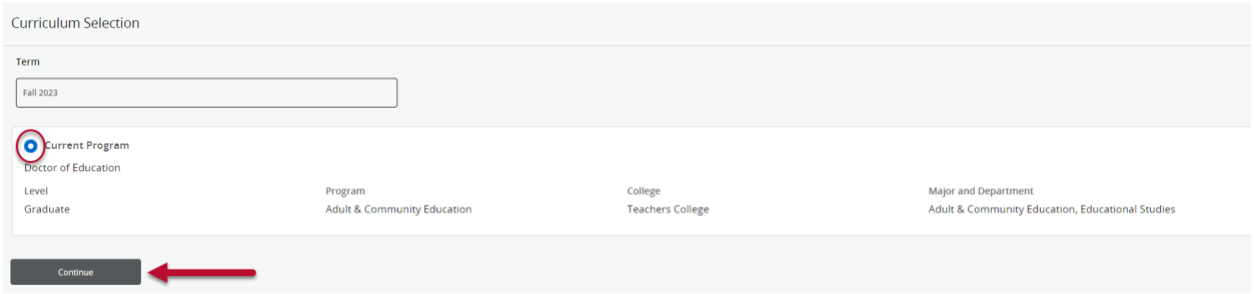
Submitting a Graduation Application

In order to earn a degree at Ball State University, students must apply to graduate through Self-Service Banner. The application closes on the last day to withdraw for full term classes during the current term. Depending on the semester for which the student is applying, the application will open as outlined on the Commencement website.

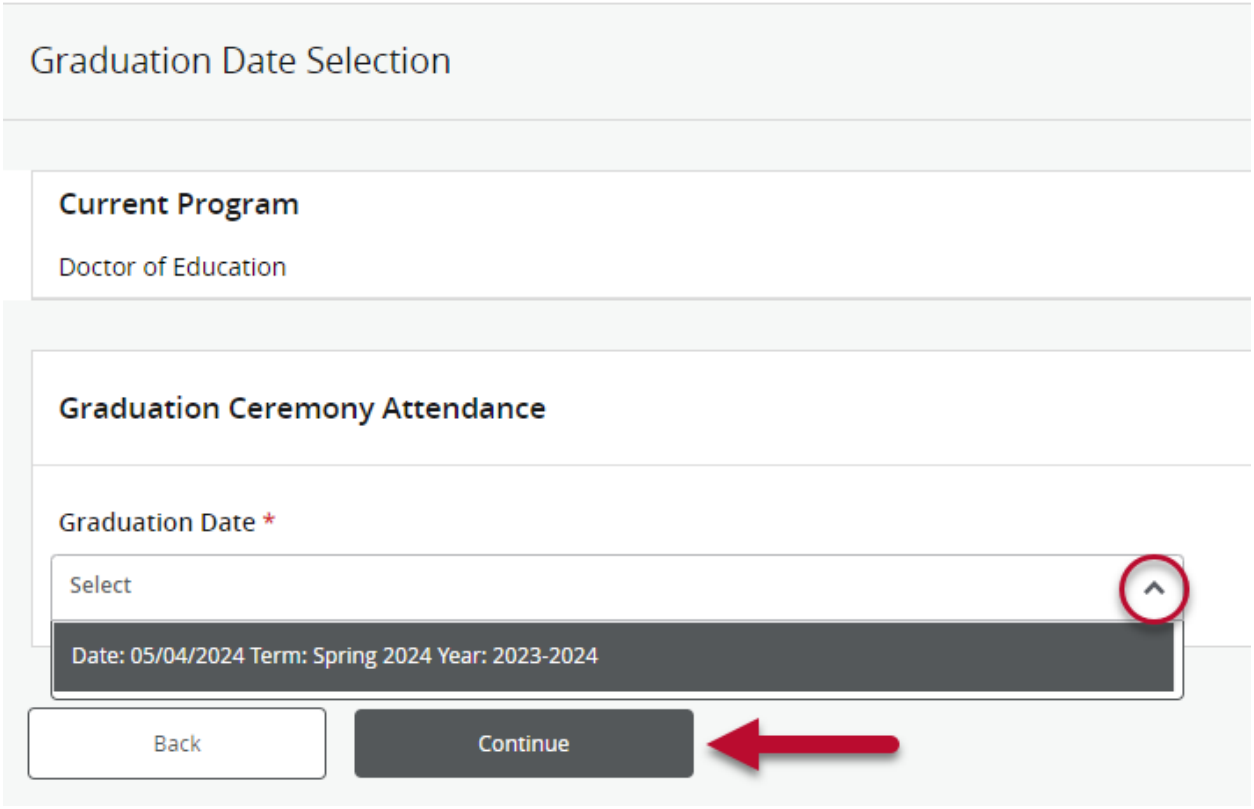
1. Log on to Self-Service Banner at http://my.bsu.edu.
2. From the Self-Service Banner homepage, select the Students tab.
    a. You may be prompted to review the university's Financial Responsibility Agreement. If so, please read it carefully and press the appropriate button at the end of the document.
3. Next you will click on the Graduation Application tile.



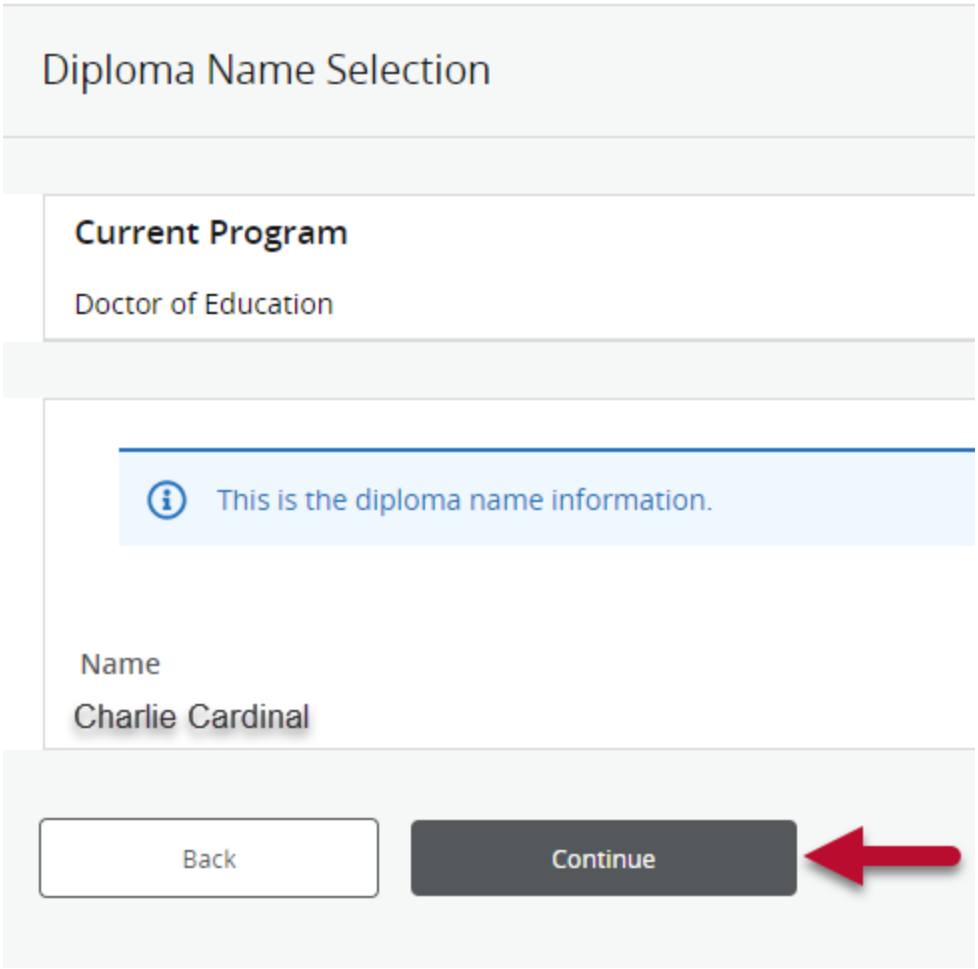
4. You will be routed to the Curriculum Selection screen which will list the current term in process. Review the information listed and click in the radio button to the left of the program from which you are applying to graduate.
5. Press the Continue button.



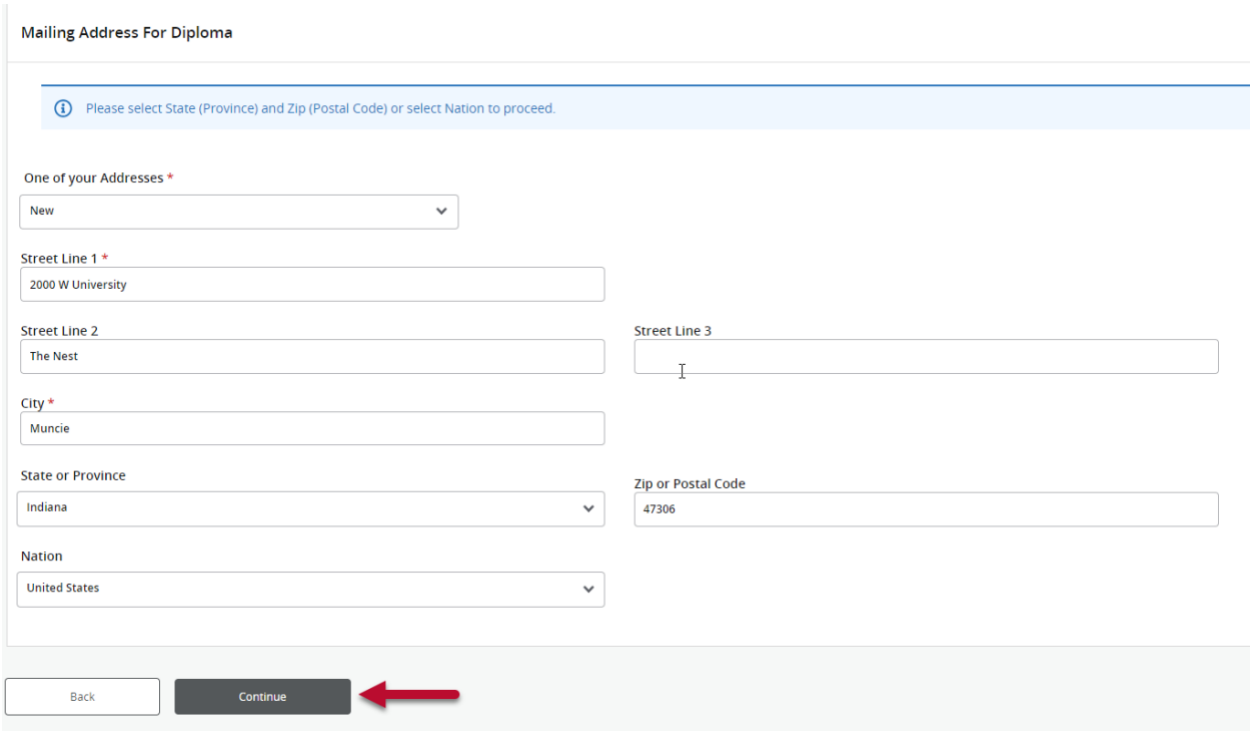
6. Next you will select commencement ceremony in which you want to attend by selecting date and term from the drop-down menu.
7. Once you have made your selection, press the Continue button.



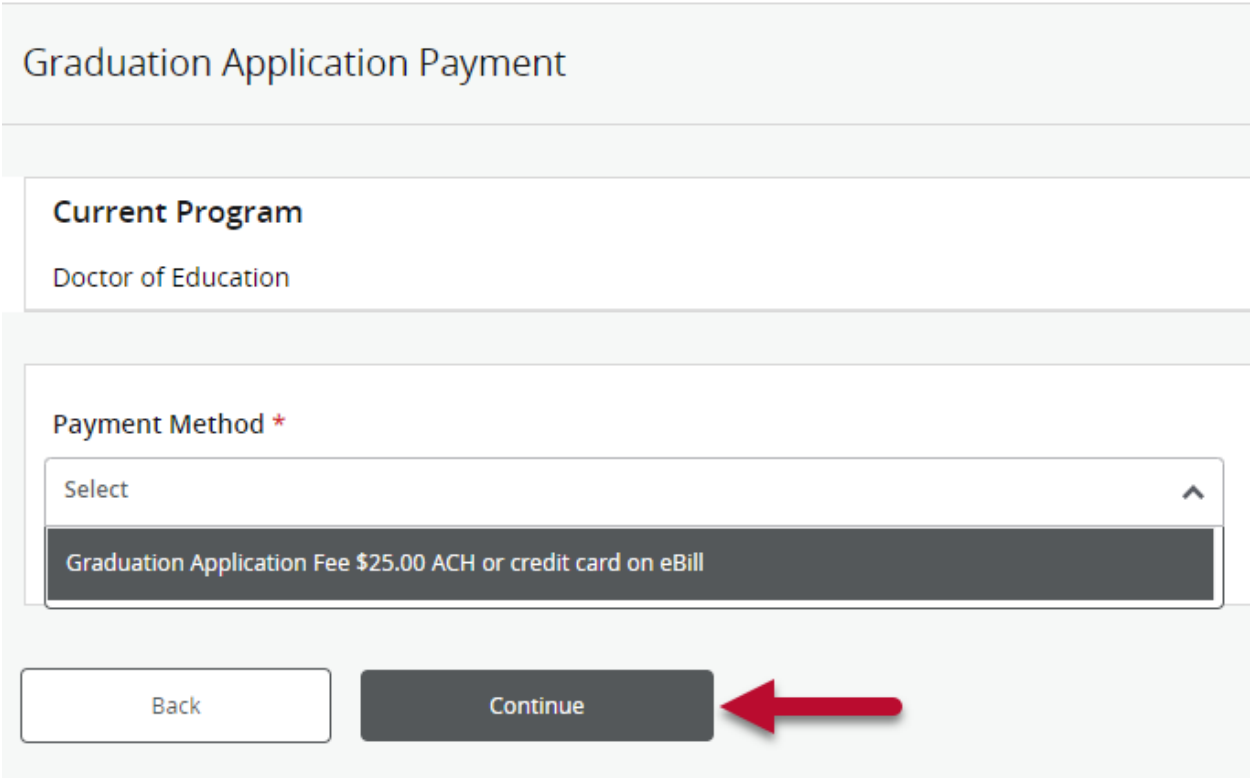
8. Review the name listed. This will be how your name will be printed on your diploma. If the name is correct, press the Continue button.
    a. If your name is not correct, please email registrar@bsu.edu for further instruction.



9. Next you will choose the address to which you would like your diploma mailed using the drop-down menu.
    a. If your address is listed, select that address.
    b. If your preferred mailing address is not listed, select New from the menu.
        i. Enter the appropriate information in the fields provided.
10. Review the information provided on the screen. Once it is correct, press the Continue button.



11. Graduation applications are $25. The next screen will ask you to select a payment method by using the drop-down menu provided. Once you have made your selection, press the Continue button.



12. Finally, review the information you submitted and press the Submit Request button at the bottom.

Congratulations! Your graduation application has been submitted. You are one step closer to being a part of the Cardinal Alumni Nation! #ChirpChirp