

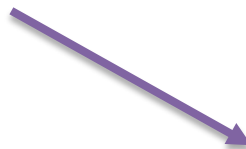


INSTRUCTIONS FOR THE ONLINE GRAD APP

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 UNOFFICIAL Transcripts only](#)
This link is for UNOFFICIAL Transcript request only.
- [Order OFFICIAL Transcript](#)
Use this link to order OFFICIAL transcripts to be sent to institutions or employers.
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Apply to Graduate](#)
- [View Graduation Application](#)
- [View Test Scores](#)
- [Student Enrollment Verification](#)
- [View Status of Transcript Requests](#)



2) Select the most current Term shown. **YOU WILL SELECT YOUR GRADUATION TERM LATER IN THE APPLICATION.**

Curriculum Term Selection

Double majors: If you are a double major, the General Education requirements. If the will receive two diplomas simultaneously at FOR EACH MAJOR.

Select a Term:

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 least already submitted a graduation application for your current major(s).

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

4) If your major, minor, or concentration is incorrect, you will need submit a [Student Program Change Form](#) prior to applying.

5) Select your Term for graduation. Summer candidates should apply for Summer Semester even if they plan to participate in Spring Commencement.

Select Graduation Date

Graduation Date: *

Please Select One

Term: Fall Semester 2022

Term: Spring Semester 2023

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

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:*

Continue

Current Name (Amanda T. Fox)

Please Select One

New

Current Name (Amanda T. Fox)

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.

* indicates required field

Name For Diploma

First Name:

Middle Name:

Last Name: *

Suffix:

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: *

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: *

Street Line 2:

Home Town

City: *

State or Province:

ZIP or Postal Code:

Nation:

- 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.

Sep 06, 2022 10:15 am

Your graduation application has been submitted! To view your current graduation application, click "View Graduation Application" under "Student Records" in Banner Self Service. Please note the following:

- Responsibility for meeting all graduation requirements rests with the student. By submitting your graduation application, you acknowledge that you have reviewed your degree audit in CAPP and understand your graduation eligibility.
- Consult with your academic advisor regarding any remaining requirements for graduation & check your UM email account often for important information from the Registrar's Office, Student Affairs, the Senior Class President, and others on campus.
- Your diploma will not be released if you have any unmet degree requirements and/or outstanding financial obligations to the University.
- If you have any incomplete grades at the time of graduation, then your desired graduation term will be updated to the subsequent term. You will not receive your diploma until the next degree conferral date after all incompletes have been resolved.
- All teacher education students, graduating or completing a certification program, should apply for certification with the office of Teacher Education Services.

The completion of the following form is required for all Summer Graduates to participate in May Commencement

[May Commencement Form](#)

If you have any additional questions, please do not hesitate to contact The Registrar's Office at registrar@montevallo.edu or call 205 665-6040.

- 14) If you have more than one major, submit a new graduation application for each major.

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