Graduation Application Instructions

How to apply for graduation using the Banner Self-Service Registration website

1. Go to [SalukiNet](#) and select the task, Submit Your Graduation Application Online

   ![Submit Your Graduation Application Online](image)

   If the task is not displayed, enter “graduation” in the search field near the top of the web page and click on the magnifying glass to search for the task.

   **Note:** A non-refundable graduation application fee is required when submitting your application. This fee will be applied to your Bursar account. The application fee is $50 if the application is submitted by the initial deadline noted in the [Graduation Calendar](#), while the fee is $75 if the application is submitted by the second deadline noted.

2. On the Student Services main page, select Graduation Application.

   ![Student Services](image)
Here is what you will be asked to do during the online application process:

1. View and select your current degree program (select one program at a time if you have more than one shown).

2. Select the graduation term (at the end of which you anticipate completing your degree requirements).
3. Indicate if you plan to attend one of the Commencement ceremonies held in Carbondale.

**Note:** There is no commencement ceremony for Summer-term graduates. Summer candidates requesting “Early Walk” to participate in the May graduation ceremony must apply by the 6th week of the Spring Commencement term.

4. View your legal name that the University has on file for you (and which will appear on your diploma)

5. Provide a mailing address for your diploma or update a mailing address currently on file.
6. Review a summary of your selections up to this point (representing the information needed for the application).
7. Submit your application. By submitting this application, you agree to apply the graduation application fee to your Bursar account.

**Step 2: Confirm and Submit Your Application**

Once you have successfully completed your application, you will be taken to an acknowledgement page. That page states, **"Your graduation application has been submitted. Charges will be applied to your Bursar account. You can pay via the Online Bursar Payment task.** At that point, you are done (unless you have another degree to apply for).

You should expect to receive an email as a result of this process. This e-mail will be a confirmation of your application. It will have details related to graduation, the completion of your degree requirements, the Commencement ceremonies, and the mailing of your diploma. It will also provide office contact information in case you have any questions or if you need to make any changes to this application (such as changes to the diploma mailing address or the name that should appear on the diploma).

Please understand that once you have submitted your application successfully within SalukiNet, you will not be able to go back and correct it there yourself or even review it there.
If You Are Applying for Multiple Degrees

**Note:** If you have two current degree programs shown to you during this process within SalukiNet – and you are ready to apply for graduation from both of those programs – you should select one of them and complete the process, then return and select the other one and complete the process. (If you have three programs, do each one individually as well.) This will end up resulting in more than one graduation application, which is normal for your type of situation.

If You Need More Information or Are Having Problems

**Most students can and should apply online,** especially currently enrolled students. Those who have not been actively enrolled for a period of time will probably not be able to apply online. Anyone who will not be able to apply online will get a message once they try to start the process telling them that they will have to stop and instead use a paper application to apply to graduate.

Graduation application deadline dates – along with other dates and deadlines related to the graduation process – are noted in the calendar available at [https://registrar.siu.edu/calendars/graduation.php](https://registrar.siu.edu/calendars/graduation.php).

More information about graduation may be found at [https://registrar.siu.edu/students/graduation.php](https://registrar.siu.edu/students/graduation.php). More information about the Commencement ceremonies that are held in May and December may be found at [https://commencement.siu.edu/](https://commencement.siu.edu/).