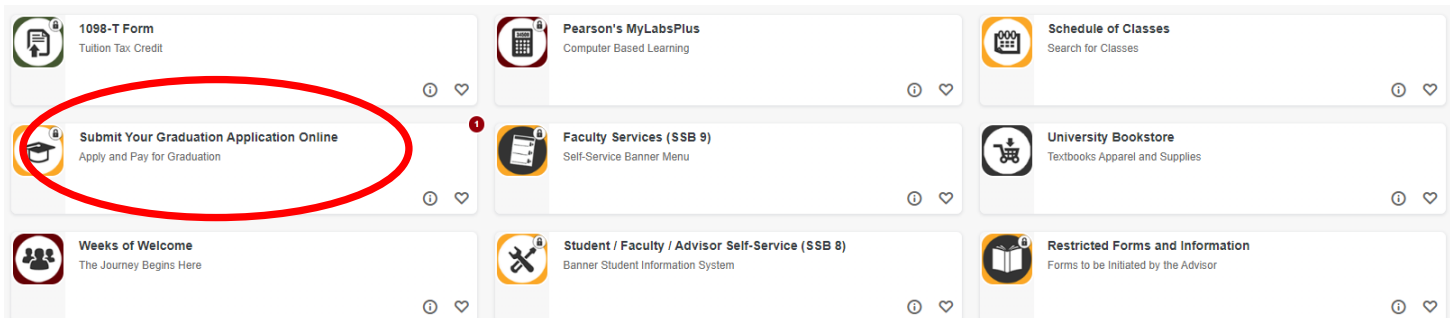


Graduation Application Instructions

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

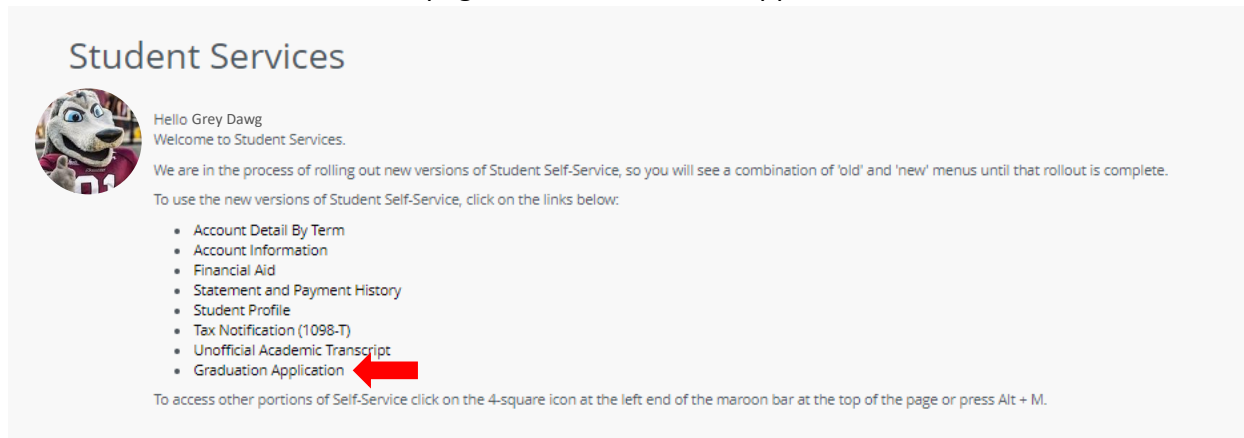
1. Go to [SalukiNet](#) and select the task, **Submit Your Graduation Application Online**



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 above 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.



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).

Curriculum Selection

IMPORTANT: Students with more than one active curriculum will need to apply to graduate for each program separately. If any information is incorrect, contact the appropriate office before applying.
Undergraduate: graduation@siu.edu
Graduate: grad.graduation@siu.edu
Law: lawreg@siu.edu
***Term indicates most recent enrollment.

Term

Fall 2024

☐ Current Program

Level	Program	College	Major and Department
Undergraduate	Biomedical Engineering	Engineering	Biomedical Engineering Electrical & Computer Engineer

Continue

2. Select the graduation term (at the end of which you anticipate **completing** your degree requirements).

Graduation Date Selection

Current Program

Bachelor of Science

Graduation Term

Graduation Date *

Select

Back Continue

3. Indicate if you plan to attend one of the Commencement ceremonies held in Carbondale.

Current Program

Bachelor of Science

Graduation Term

Graduation Date *

Term: Summer 2024

Will you attend the ceremony?

☐ Yes

☐ No

☒ Undecided

Back

Continue

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. Summer graduates will have their names included in both the May and December commencement program booklets.

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

Diploma Name Selection

Current Program

Bachelor of Science

This is how your name will read on your diploma. If changes are required, contact the appropriate office below. Undergraduate: graduation@siu.edu Graduate: grad.graduation@siu.edu Law: lawreg@siu.edu

Name

Grey Dawg

Back

Continue

5. Provide a mailing address for your diploma or update a mailing address currently on file.

Mailing Address For Diploma

 Please select one of the addresses below or update the mailing address for the diploma.

One of your Addresses *

Select ▼

Back

Continue

One of your Addresses *

Select



New

Billing 1263 Lincoln Drive

Mailing / Local / Residential 475 Clocktower Dr

Permanent / Home 123 North Main St

One of your Addresses *

Mailing / Local / Residential 475 Clocktower Dr ▼

Street Line 1 *

475 Clocktower Dr

Street Line 2

.

Street Line 3

City *

Carbondale

State or Province

Illinois ▼

Zip or Postal Code

62901

Nation

▼

Back

Continue

6. Review a summary of your selections up to this point (representing the information needed for the application).

Graduation Application Summary: By submitting this application, you agree to apply the graduation application fee to your Bursar account.

Graduation Date			
Term			
Summer 2024			
Ceremony			
Attend Ceremony			
Undecided			
Diploma Mailing Address			
Street	City	State or Province	Zip or Postal Code
475 Clocktower Dr	Carbondale	Illinois	62901-3791
Curriculum			
Current Program			
Bachelor of Science			
Level	Program	College	Major and Department
Undergraduate	Biomedical Engineering	Engineering	Biomedical Engineering, Electrical & Computer Engineer

[Back](#) [Submit Request](#)

7. Submit your application. By submitting this application, you agree to apply the graduation application fee to your Bursar account.

Acknowledgement
Your graduation application has been submitted. Charges will be applied to your Bursar account. Payment must be made prior to the end of the term.
850123456/1

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. Payment must be made prior to the end of the term.”** At that point, you are done (unless you have another degree to apply for).

You should expect to receive one email as a result of this process. This e-mail will be a confirmation of your application. It will be sent almost immediately to the e-mail address associated with your SalukiNet profile. 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

Again, **most students can and should apply online**, especially currently-enrolled students. Those who are not currently enrolled, but who were very recently enrolled, should be able to apply online as well, but 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 there is no curriculum available and to email the Graduation office at graduation@siu.edu.

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>.

More information about graduation may be found at <https://registrar.siu.edu/graduation/>. More information about the Commencement ceremonies that are held in May and December may be found at <https://commencement.siu.edu/>.

Important Things to Keep in Mind (Especially After You Have Applied)

1. You can track the status of your graduation application in [SalukiNet](#) by signing in and going to the [Registrar -- Academic Records & Graduation](#) task center and launching the **View Your Filed Graduation Application Status** task. This task will show you the graduation term, the [status of your application](#) (e.g., *applied for degree, degree awarded, diploma released*), your degree and major(s) and minor(s) and specializations(s)/concentration(s), whether or not you will be attending a Carbondale ceremony, your name as it will appear on the diploma, and the address to which to mail the diploma. The task also gives instructions to follow if information needs to be changed or if there are any questions about the information that is shown.
2. If you are an undergraduate student with a catalog term of Summer 2012 or later, you should monitor your degree progress in [SalukiNet](#) by going to the [Registrar -- Academic Records & Graduation](#) task center and launching the **Degree Works** task. After running a Degree Works audit, if you have any questions or concerns about degree requirements that show as not being met on your audit, you should address those to your [academic advisor](#).
3. If you will be having out-of-town guests come to watch you at a Carbondale ceremony and those guests will need to have overnight lodging in the area, we highly recommend that they make their lodging arrangements as far in advance as possible. Lodging choices in Carbondale may be found at <https://www.carbondaletourism.org/business/category/stay-awhile/40>. **For the weekend of the May ceremonies, it is not uncommon for Carbondale lodging to be almost completely booked by the preceding January.** If your guests are not able to secure Carbondale lodging, there are choices in other southern Illinois cities that may be found at <https://www.enjoyillinois.com/plan-your-trip/places-to-stay> (though that may mean that they will be staying up to an hour or more away from Carbondale for this particular weekend).
4. Undergraduate degrees are evaluated and posted by the Registrar's Office, graduate degrees are evaluated and posted by the Graduate School, and Law degrees are evaluated and posted by the School of Law. Except for diplomas handed out to Ph.D. and certain other students at Commencement, diplomas for awarded undergraduate and other graduate degrees will be mailed out by the appropriate office just noted. You should expect to wait up to ten weeks after Commencement for your diploma to arrive.