Graduation Application Instructions
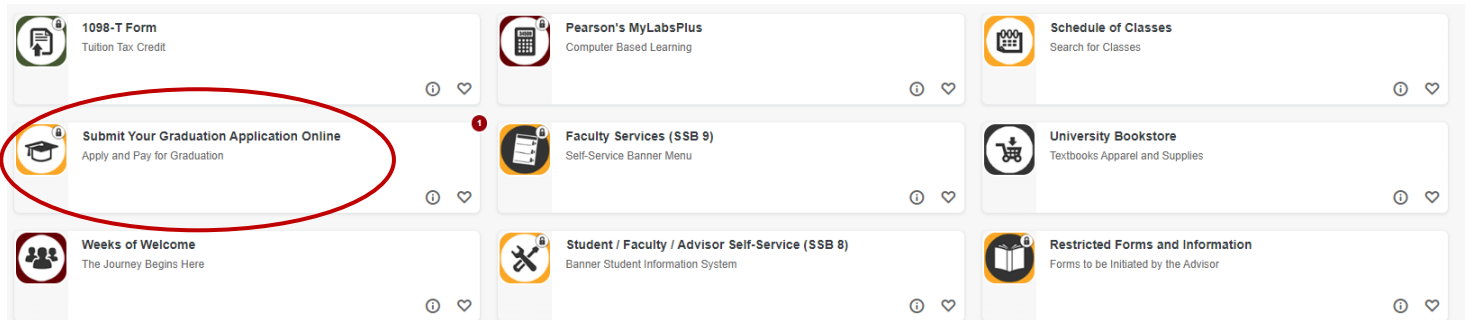
How to apply for graduation using the Banner Self-Service Registration website
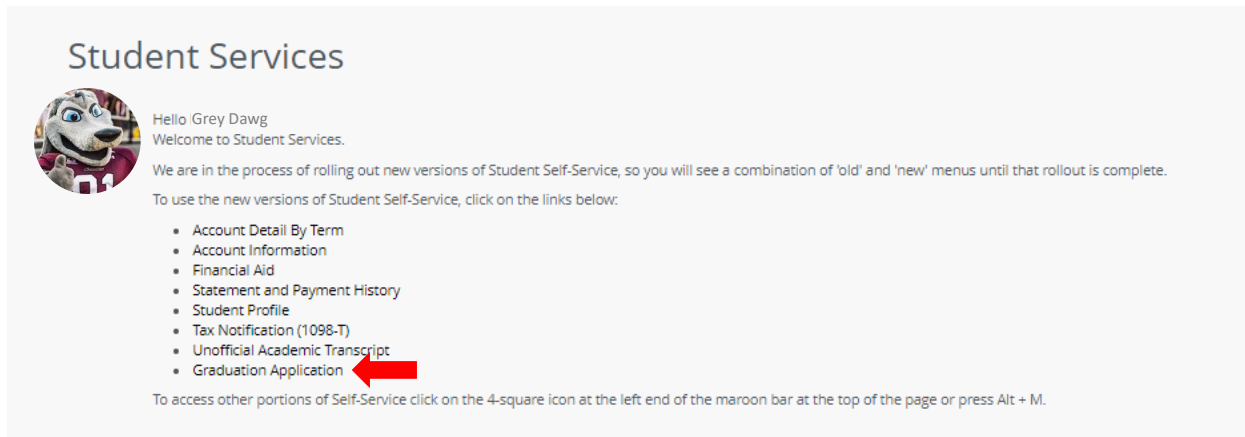
1. Go to SalukiNet and select the task, **Submit Your Graduation Application Online**

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 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.

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

(i) Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

Term

Fall 2024

○ Current Program

Bachelor of Science

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   ⌄

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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

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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)

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

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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 ⌄

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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   **Zip or Postal Code**

Illinois ⌄   62901

Nation

⌄

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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

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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. You can pay via the Online Bursar Payment task.
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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.

More information about graduation may be found at 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/.