1. Login to “Banner RAMS Online”.

2. Select the Student tab and click “Student Records”.

3. Click “Apply To Graduate”.

4. Select the latest registration term.

5. Select the appropriate “Primary Degree” (should be the major/degree you want awarded).

6. Select the appropriate “Graduation Term” for “Graduation Date”.

7. Indicate if you will attend the “Graduation Ceremony”.

8. Select the name to appear on the diploma. Verify spelling.

9. Indicate the appropriate mailing address for the diploma. Verify mailing address.

10. Select “Graduation Application Fee”.

11. Verify Graduation Application information. If correct, click “Submit Request”.

12. If not correct, use the browser back button to update the appropriate information. Then Submit.

13. “Confirmation Page” will display. – Process complete.

****Please contact the Office of the Registrar for assistance at 336-750-3331. ****