Banner Self Service Instructions to Apply Online for Graduation

NOTE: You will not be able to receive your diploma until all outstanding financial obligations are satisfied. Please contact Student Financial Services at sfs@slu.edu or (314) 977-2350 about financial holds.

1. Select Student in the list or the Student Tab: Select Student Records then Apply to Graduate.
2. Curriculum Selection: Select Term Selection.
3. Curriculum Term Selection: Select Submit; if your curriculum is incorrect or if you receive an error message, please contact your department. After confirming the accuracy of your program of study, select it and Continue.

NOTE: If inaccurate, immediately contact your department before continuing.

If you do not meet the criteria to apply online for graduation, or you have already applied, this message will appear: ⚠️No curricula available for graduation application.

If you think you are eligible, and have not already applied, please contact your department.

4. Graduation Date Selection: Select the term you expect all your requirements to be completed and your degree awarded.

5. Diploma Name Selection: You will be able to edit once selected. Please enter your name exactly how it should be printed on your diploma, including any special characters and periods after initials.

NOTE: If you choose a variation of your official name, then the name on your diploma will not match the name on your transcript, unless you change your name officially with the Office of the University Registrar.

6. Diploma Mailing Address: You will be able to edit once selected.

7. Graduation Application Summary: Please review for accuracy before selecting Submit.

8. After you submit, print out the confirmation web page for your records.

You can view your application at any time by selecting “View Graduation Applications” at the bottom of the confirmation page or “Return to Menu” to apply for a secondary curriculum, if applicable.

You can view the status of your application on your Self Service Banner Academic Transcript.

Applied to Graduate: Application successful and being reviewed.
Pending: Application for graduation approved.
Awarded: Congratulations!

If you need to change your diploma address or name after your application has been submitted, please send an email from your SLU account to registrar@slu.edu and include your Banner ID.

If you have any difficulty or have feedback you would like to share, please contact Kathleen Yepez, Associate Registrar, by email kyepez@slu.edu or phone (314) 977-3198.