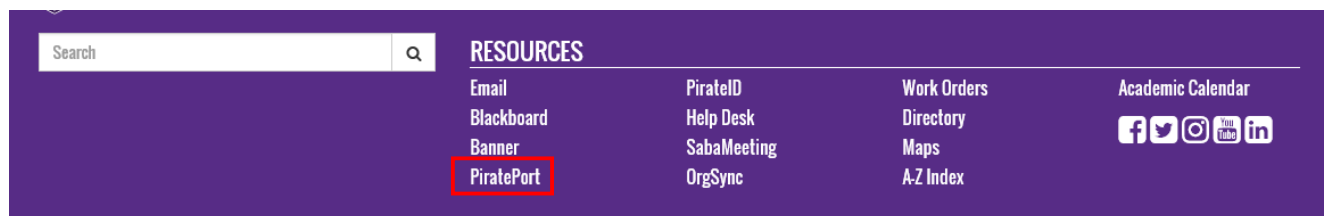


How to Apply for Graduation

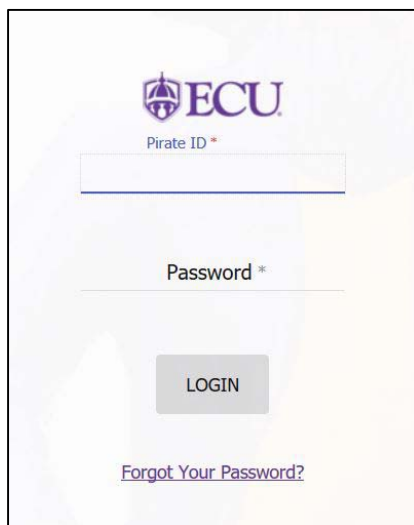
1. Go to the ECU Home page <http://www.ecu.edu>.
2. Click on the Hamburger icon at the top of the page.



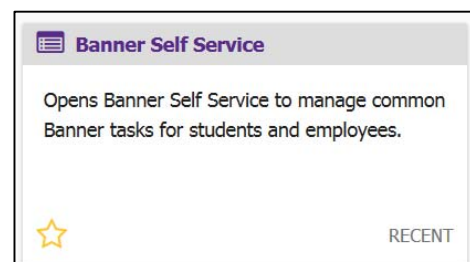
3. Select the PiratePort link.



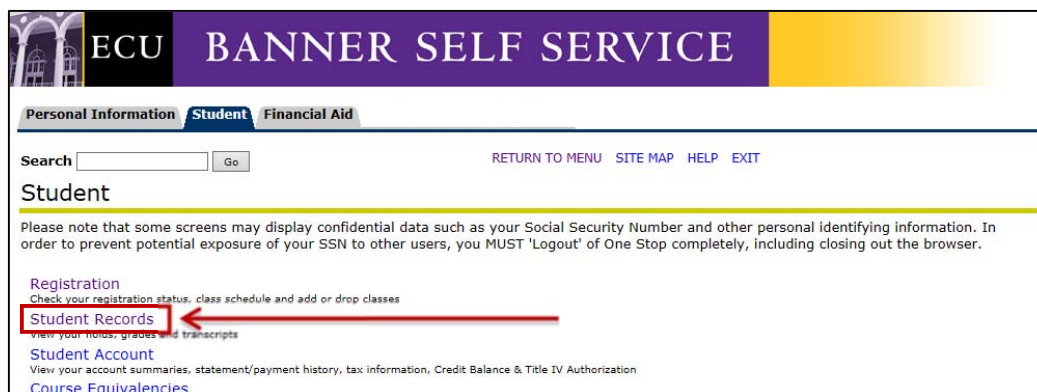
4. Log into Pirate Port with your Pirate ID and Passphrase.



5. Click Banner Self Service Card

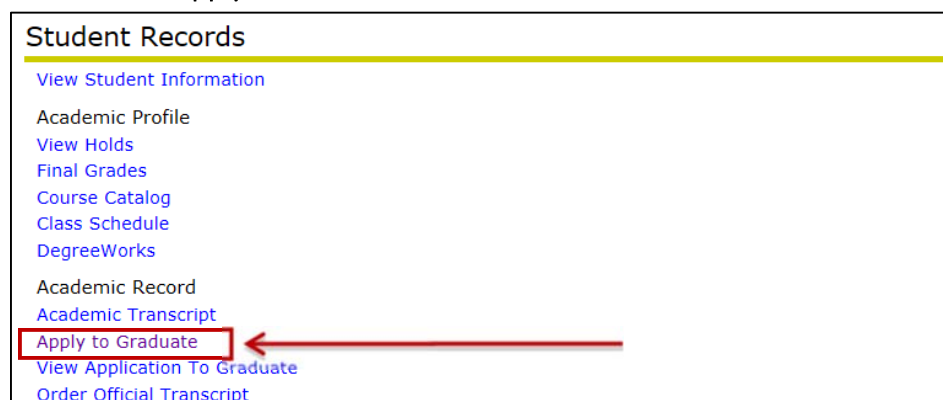


6. Click on the **Student Records** link on the Student Tab.



The screenshot shows the ECU Banner Self Service interface. At the top, there's a purple header with 'ECU BANNER SELF SERVICE'. Below it, a navigation bar has 'Personal Information', 'Student' (selected), and 'Financial Aid'. A search bar is on the left, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Student' and contains a warning about confidential data. Below the warning, there are several links: 'Registration', 'Student Records' (highlighted with a red box and an arrow), 'Student Account', and 'Course Equivalencies'.

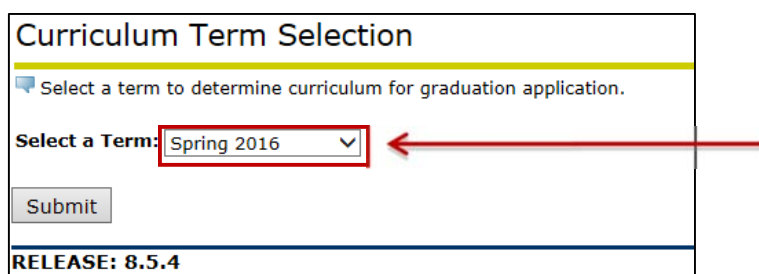
7. Click on the **Apply to Graduate** link.



The screenshot shows the 'Student Records' page. It has a yellow header with 'Student Records'. Below the header, there are several links: 'View Student Information', 'Academic Profile', 'View Holds', 'Final Grades', 'Course Catalog', 'Class Schedule', 'DegreeWorks', 'Academic Record', 'Academic Transcript', 'Apply to Graduate' (highlighted with a red box and an arrow), 'View Application To Graduate', and 'Order Official Transcript'.

8. Select a Curriculum Term from the Select a Term pull-down menu.

This is the **CURRENT TERM** you are registered in, **NOT** the term you are planning on graduating in.



The screenshot shows the 'Curriculum Term Selection' form. It has a yellow header with 'Curriculum Term Selection'. Below the header, there's a message: 'Select a term to determine curriculum for graduation application.' Below this, there's a 'Select a Term:' label followed by a pull-down menu showing 'Spring 2016' (highlighted with a red box and an arrow). Below the menu is a 'Submit' button. At the bottom, it says 'RELEASE: 8.5.4'.

9. Click on the **Submit** button.
10. CAREFULLY Review the degree information.

If this curriculum does not accurately reflect your degree information including major, minor or concentration, **DO NOT PROCEED**. This is what is currently in your student record. Please see your advisor or program director with questions or to correct your curriculum before processing.

Curriculum Selection

Select one curriculum for this graduation application. If you are getting a double major please enter both programs.

If this curriculum does not accurately reflect your degree information including major, minor or concentration, DO NOT PROCEED. This is what is currently in your student record. Please see your advisor or program director with questions or to correct your curriculum before proceeding.

Select Curriculum

☒ **Current Program**
 Master of Science
Level: Graduate
Program: MS-Technology Systems
College: Col of Technology and Comp Sci
Campus: Main Campus
Major and Department: Technology Systems, Technology Systems
Major Concentration: Performance Improvement

☐ **Current Program**
 Certificate
Level: Graduate
Program: CERT-Dist Learning and Admin
College: College of Education
Campus: Main Campus
Major and Department: Distance Learning and Admin, Math, Science and Inst Tech Ed

11. If no degree information is available and the following message is displayed under Select Curriculum your application for graduation has already been processed on your behalf

If no curricula are available and you have previously submitted a paper application to the Office of the Registrar, please check the View Graduation Applications link below as we have processed that application on your behalf.

Curriculum Selection

Select one curriculum for this graduation application. If you are getting a double major please enter both programs.

If this curriculum does not accurately reflect your degree information including major, minor or concentration, DO NOT PROCEED. This is what is currently in your student record. Please see your advisor or program director with questions or to correct your curriculum before proceeding.

Select Curriculum

If no curricula is available and you have previously submitted a paper application to the Office of the Registrar, please check the [view graduation application](#) link below as we have processed that application on your behalf.

12. **Once you have verified the degree information** and you have determined that it is correct, **select the radio button** next to the current program you would like apply for and click the continue button.

If you have two programs – degree and certificate, double majors, or dual degrees – you will have to do an application for graduation for each program.

Select Curriculum

☒ **Current Program**
 Master of Science
Level: Graduate
Program: MS-Technology Systems
College: Col of Technology and Comp Sci
Campus: Main Campus
Major and Department: Technology Systems, Technology Systems
Major Concentration: Performance Improvement

☐ **Current Program**
 Certificate
Level: Graduate
Program: CERT-Dist Learning and Admin
College: College of Education
Campus: Main Campus
Major and Department: Distance Learning and Admin, Math, Science and Inst Tech Ed

13. Select the Graduation Date from the **Graduation Date** pull down menu and then click **Continue**.

Graduation Date Selection

Select a date for your expected graduation.

* Indicates required field

Curriculum
Current Program: Master of Science
Level: Graduate
Program: MS-Technology Systems
College: Col of Technology and Comp Sci
Campus: Main Campus
Major and Department: Technology Systems, Technology Systems
Major Concentration: Performance Improvement

Select Graduation Date
Graduation Date: *

Continue

None
Date: Dec 13, 2013 Term: Fall 2013 Year: 2013-2014
Date: May 09, 2014 Term: Spring 2014 Year: 2014-2015

[View Transcript | View Graduation Applications]

14. Select a name for your Diploma from the **One of your Names** pull down menu and click **continue**.

Diploma Name Selection

Aug 19, 2013 05:18 am

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

* Indicates required field

Name
Name: Brendan R. Clark

Select a Name for your Diploma
One of your Names: *

Continue

None
None
New
Current Name (Brendan R. Clark)

[View Transcript | View Graduation Applications | Name Change Information]

15. If you choose to enter a "New" name, you will be taken to a screen **to enter in the information**. Click **Continue** when done.

*** **NOTE:** Be careful when entering this information. What is entered in this screen is what will appear on your diploma. ***

Diploma Name Selection

Enter the name to be printed on your diploma.

* indicates required field

Name For Diploma

First Name:

Middle Name:

Last Name Prefix:

Last Name: *

Suffix:

Continue

16. **Select** an Address for your Diploma from the **One of your Addresses** pull down menu. Click Continue.

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

* Indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma
One of your Addresses:*

Continue

None
None
New
Employee - [Redacted]
Home Address - [Redacted]
Student - Local [Redacted]

[View Addresses And Phones](#)

17. If you choose to enter a "New" address, you will be taken to a screen to enter in the information. Click **Continue** when done.

*** **NOTE:** Be careful when entering this information. What is entered in this screen is where your diploma will be mailed. ***

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

* Indicates required field

Mailing Address For Diploma

Street Line 1:* 123 Elm Street

Street Line 2:

Street Line 3:

City:* Greenville

State or Province: North Carolina

ZIP or Postal Code: 28590

Nation: None

Continue

18. **CAREFULLY review** your information, including; Graduation Date, Ceremony, Diploma Name, and Diploma Mailing Information. **IF ANY INFORMATION IS INCORRECT – DO NOT SUBMIT REQUEST.**

Personal Information **Student** **Financial Aid** **Faculty Services** **Employee**

Search Go

Graduation Application Summary

This is the information that will be submitted for your application to graduate.

Graduation Date
Date: May 09, 2014
Term: Spring 2014
Year: 2014-2015

Ceremony
Attend Ceremony: Yes

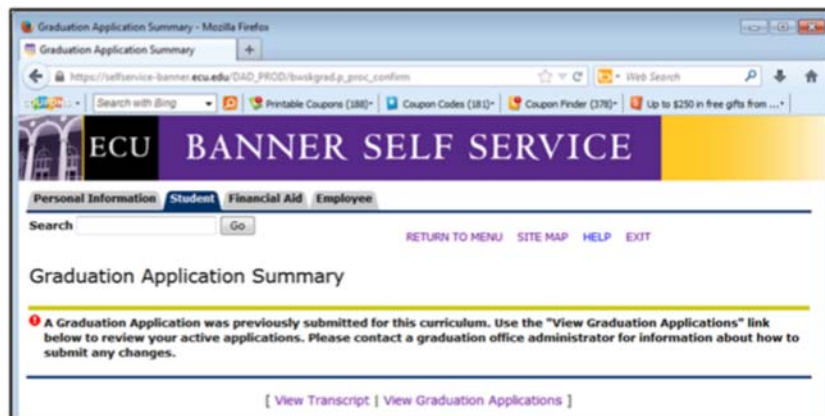
Diploma Name
First Name: [Redacted]
Middle Name: [Redacted]
Last Name: [Redacted]

Diploma Mailing Address
Street Line 1: 123 Elm Street
City: Greenville
State or Province: North Carolina
ZIP or Postal Code: 28590

19. When you are sure that the information is correct, click on the **Submit Request** button.

Diploma Mailing Address	
Street Line 1:	123 Elm Street
City:	Greenville
State or Province:	North Carolina
ZIP or Postal Code:	28590
Curriculum	
Current Program	
Master of Science	
Level:	Graduate
Program:	MS-Technology Systems
College:	Col of Technology and Comp Sci
Campus:	Main Campus
Major and Department:	Technology Systems, Technology Systems
Major Concentration:	Performance Improvement
<input type="button" value="Submit Request"/>	

*****NOTE: DO NOT press the back button once you have clicked the Submit button or you will receive the following message*****



20. You will see a confirmation page confirming that you have submitted your application for graduation.

Personal Information	Student	Financial Aid	Faculty Services	Employee
Search <input type="text"/> <input type="button" value="Go"/>				
RETURN TO MENU SITE MAP HELP EXIT				
Graduation Application Signature Page				
Congratulations your upcoming graduation from ECU!				
This confirms that you have submitted your application for graduation and your intention to complete the program indicated. An email has been sent to you outlining the steps you will need to complete in order to prepare for graduation.				
[View Graduation Applications]				
RELEASE: 8.5.4				

21. You will receive a follow up email confirming your graduation application has been submitted and a checklist for the additional steps you need to complete.

From: Office Of The Registrar
Sent: Thursday, August 15, 2013 2:52 PM
To: [REDACTED]
Subject: Graduation Application and Checklist

08/15/2013

Congratulations on your upcoming graduation from ECU!

Dear [REDACTED],

This email is to confirm that you have submitted your application for graduation and your intention to complete the program indicated below. Please complete the following steps listed at the bottom of this email to prepare for graduation.

It is your responsibility to make sure you complete all program requirements. Provided you complete all program requirements, a degree will be awarded and diploma will be mailed to you at the address you provided with the application.

If you fail to meet the program requirements after final grades have been posted, you will be notified and your application for degree conferral will be administratively moved to the next term.

Please contact REGIS@ecu.edu if you need to update your diploma mailing address.

Degree Information

To review your application to graduate:

- Log into Pirate Port.
- Click the "Banner Self Service Links" widget.
- Click Continue button on pop up window
- Click Student Records link on the Student Tab.
- Click View Application To Graduate link.

Student Records

[View Student Information](#)

Academic Profile

[View Holds](#)

[Final Grades](#)

[Course Catalog](#)

[Class Schedule](#)

[Degree Evaluation](#)

Academic Record

[Academic Transcript](#)

[Apply to Graduate](#)

[View Application To Graduate](#)

[DegreeWorks](#)

RELEASE: 8.5.4

IMPORTANT: If you change your curriculum after you have applied to graduate (add a minor, drop a minor, change a minor, concentration, etc.), **YOU MUST NOTIFY** the Office of the Registrar at regis@ecu.edu to have your graduation application updated.