

Submitting a Graduation Application

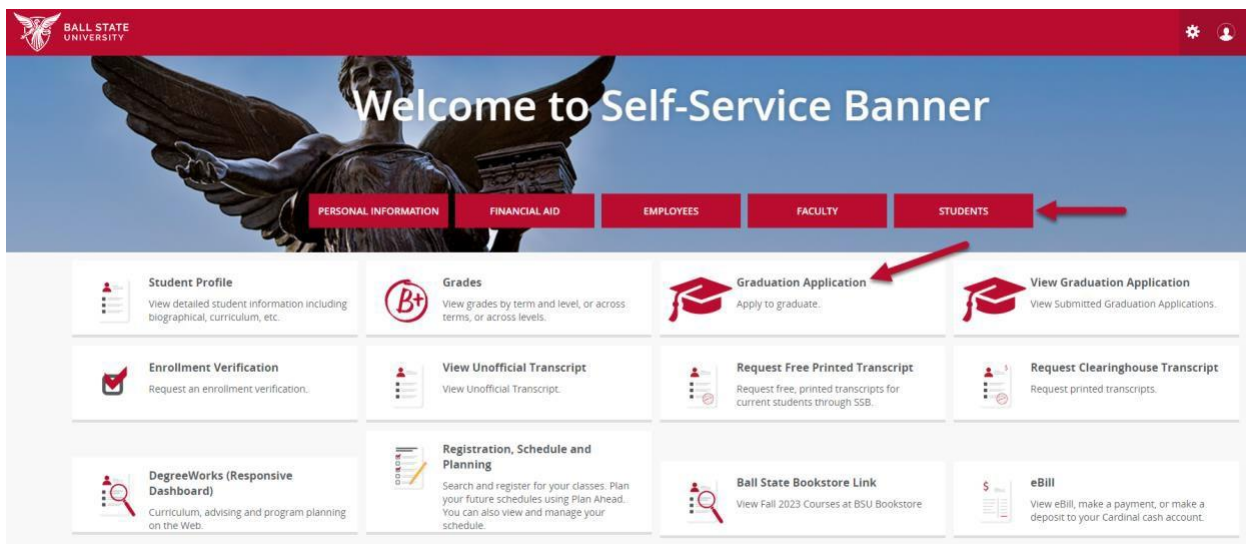
In order to earn a degree at Ball State University, students must apply to graduate through Self-Service Banner. The graduation application closes on the last day to withdraw for full term classes during the current term. Depending on the semester for which the student is applying, the application will open as outlined on the [Commencement](#) website.

1. Log on to your [myBallState](#) account.
2. Search for Self-Service Banner.



3. Self-Service Banner

- a. Select the **Students** tab.
- b. You may be prompted to review the university's Financial Responsibility Agreement. If so, please read it carefully and press the appropriate button at the end of the document.
- c. **Click the Graduation Application** tile.



4. Curriculum Selection

- a. This screen will list the current term in process. Review the information listed and click the radio button to the left of the program for which you are applying to graduate.
- b. Press the **Continue** button.

Curriculum Selection

Term
Fall 2023

☒ Current Program
Doctor of Education

Level Graduate	Program Adult & Community Education	College Teachers College	Major and Department Adult & Community Education, Educational Studies
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5. **Select Your Graduation Term**

- a. Review the information
- b. Select the **Graduation Date** you are applying for.
- c. Click **Continue**

Please Select Your Graduation Term Below

Current Program

Master of Science

Graduation Ceremony Date

Graduation Date *

Select

Date: 12/12/2026 Term: Fall 2026 Year: 2026-2027

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Continue



6. **Diploma Name Selection**

- a. Review the name listed. This will be how your name will be printed on your diploma. If the name is correct, press the **Continue** button.
- b. If your name is **not correct**, please email registrar@bsu.edu for further instruction.

Diploma Name Selection

Current Program

Doctor of Education



This is the diploma name information.

Name

Charlie Cardinal

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Continue



7. Mailing Address for Diploma

- a. Choose the address to which you would like your diploma mailed using the drop-down menu.
- b. If your address is listed, select that address.
- c. If your preferred mailing address is not listed, select New from the menu.
 - i. Enter the appropriate information in the fields provided.
- d. Review the information provided on the screen. Once it is correct, press the **Continue** button.

Mailing Address For Diploma

 Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses *

New

Street Line 1 *

2000 W University

Street Line 2

The Nest

City *

Muncie

State or Province

Indiana

Zip or Postal Code

47306

Nation

United States

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8. **Graduation Application Payment**

- a. Graduation applications are \$25.
- b. This screen will ask you to select a payment method by using the drop-down menu provided. Once you have made your selection, press the **Continue** button.

Graduation Application Payment

Current Program

Doctor of Education

Payment Method *

Select



Graduation Application Fee \$25.00 ACH or credit card on eBill

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Continue



9. **Review and Submit**

- a. Finally, review the information you submitted and press the **Submit Request** button at the bottom.



Congratulations! Your graduation application has been submitted. You are one step closer to being a part of the Cardinal Alumni Nation! #ChirpChirp