

1

Sign into SU Portal, click Banner Student Profile.

Register to vote or request an absentee ballot for local, state, and national elections



Student Profile

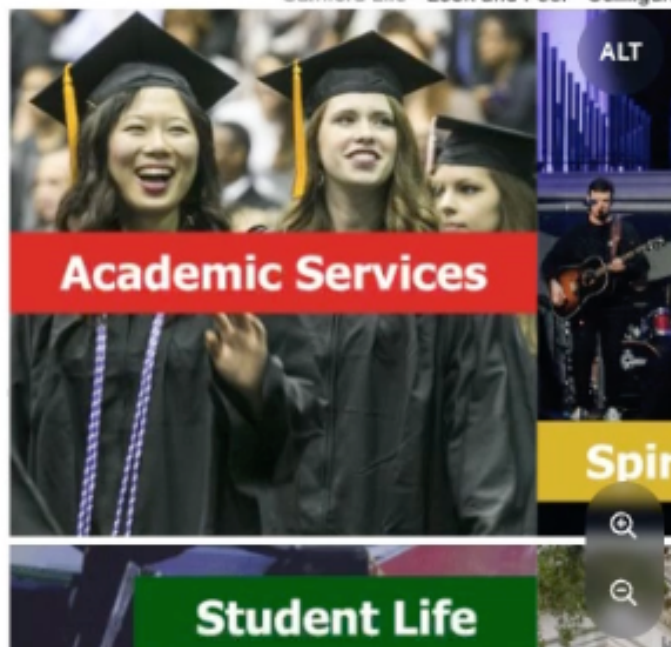
Banner Student Profile

Access all of your Banner Academic Information from your [Student Profile](#).

Registration
Schedules
Holds
Grades
Course Catalog
Transcript



Samford Life - Look and Feel - Configure



2

Click "Apply for Graduation"

Additional Links	LEAVE OF ABSENCE:	NOT PROVIDED	Not Provided
Registration	Graduation Information		
DegreeWorks	Graduation Applications:	None	Total: 0
Student Schedule	Advisors		ALT
View Grades	Primary / Major		
View My Convocation Progress		Mr. Jeremy Garrett Dixon Ms. Jane E. Leask Ms. Karen Gambrel Bost Dr. Donald E. Bradley Dr. Chelsea M. Bruno Ms. Ana Carbellal Mrs. Jane P. Caswell Mrs. Melanie B. Cox Mr. Thomas Jan. John Crosby Dr. Sue D. Davis Ms. Michelle Lynn Durban Mrs. Jill G. Everette Mrs. Jill Patrick Fisse Mrs. Jennifer Bocock Fitzpatrick Ms. Shannon Renee Gilstrap Lt. Col. Joseph Johnson Ms. Jakyoun Kim Mrs. Janis Sue La Velle Mrs. Jennifer Kay Houghton Lackey Mrs. Erika L. Layton Mrs. Yeon Mi Lee Mrs. Karol Leggett Dr. Cynthia Frownfelter Lohrke Ms. RaKendra Lyas	
Academic Transcript			
Request Official Transcript			
Enrollment Verification/History			
Apply for Graduation			
Financial Aid			
Financial Portal			

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- 3 Verify that information shown is correct. Click "Confirm and Continue."

The screenshot shows a form with a mailing address field containing "1234 Main St. Hoover, AL 35226". Below the address is an "Edit" button. At the bottom of the form is a blue button labeled "Confirm and Continue", which is highlighted with an orange circle. The form also includes a search icon in the top right corner and an "ALT" key indicator.

- 4 Click "Primary Program"

Note: if you are graduating with two degrees, you must go through this process two separate times.

The screenshot shows a form with a "Term" field containing "Non-Credit 2015-16". Below this is a section for "Primary Program" with a radio button selected. The program details are as follows:

Level	Program	College
Undergraduate	BSBA in Finance	Brock School of Business

At the bottom of the form is a grey button labeled "Continue", which is highlighted with an orange circle. The form also includes a search icon in the top right corner and an "ALT" key indicator.

5

Click "Continue"

☒ Primary Program

B.S. in Business Admin

Level

Undergraduate

Program

BSBA in Finance

College

Brock School of Business

Continue

6

Select correct graduation term.

Graduation Ceremony Attendance

Graduation Date *

Select

Term: Fall 2024

Term: Spring 2025

Term: Summer 2025

7

Answer ceremony attendance question.

Graduation Ceremony Attendance

Graduation Date *

Term: Spring 2025

Will you attend the ceremony?



Yes



No



Undecided

Back

Continue



ALT



8

Click "Continue"

Graduation Date *

Term: Spring 2025

Will you attend the ceremony?



Yes



No



Undecided

Back

Continue



ALT



9 Use the dropdown to select diploma name.

Name
Samfordstudent Su Test

Select a Name for your Diploma *

Select ^

New

Current Name (Samfordstudent S. Test)

SU Login ID (Samfordstudent S. Test)

ALT

Search

10 To add a middle name (must already be on file in system), type it in this field.

Select a Name for your Diploma *

Current Name (Samfordstudent S. Test) v

First Name

Samfordstudent

Middle Name

Su

Last Name *

Test

Back Continue

ALT

Search

If your middle name does not appear, you can type it manually - then you must send a photo ID containing the middle name to registrar@samford.edu with the subject line "proof of middle name."

11 Click "Continue"

Select a Name for your Diploma *

Current Name (Samfordstudent S. Test) ▼

First Name

Samfordstudent

Middle Name

Susan

Last Name *

Test

Back

Continue



ALT



12 Click to select an address or click New to enter a different address.

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



ALT

One of your Addresses *

Select ▲

New

Parent 1 Address 2437 Mountain Vista Drive

Permanent Mailing Address 1234 Main St.



13 Click "Continue"

Street Line 2

Street Line 3

City *

State or Province

Zip or Postal Code

Nation

Back

Continue



ALT

14 Click "Submit Request"

Street

2437 Mountain Vista Drive

City

Vestavia

State or Province

Alabama

Nation

United States

Curriculum

Primary Program

B.S. in Business Admin

Level

Undergraduate

Program

BSBA in Finance

College

Brock School of Business

Back

Submit Request



ALT

15

Application has been submitted correctly.



Samford University



Student • Graduation Application

ALT

Acknowledgement

Dear Samfordstudent,

Thank you for submitting your Application for Graduation.

If you have questions about your remaining requirements, please meet with your academic advisor prior to graduation.

You can view the information that was submitted by selecting the "View Application to Graduate" link under the "My Application" tab.

If you have any questions about your Application, or need to make any changes, please contact the Office of the Registrar.

Sincerely,

Samford Office of the Registrar

900207443/1



16 To verify that application has been submitted, go back to Student Profile.



17 You will now see "Active (1)" on your profile, indicating that there is an active graduation application. Click the Active link to view the information that was submitted.



Mr. Samfordstudent Su Test

Curriculum and Courses

Additional Links

Registration

DegreeWorks

Student Schedule

View Grades

View My Convocation Progress

Academic Transcript

Request Official Transcript

Citizen: Yes

Emergency Contact: Keppley, Jesse

Emergency Phone: Not Provided

General Information

Level: Undergraduate

Class: Junior

Status: Active

Student Type: Continuing

Residency: Resident

Campus: Main

First Term Attended: Fall 2012

Matriculated Term: Not Provided

Last Term Attended: Spring 2020

Leave of Absence: Not Provided

Graduation Information

Graduation Applications: [Active\(1\)](#)

Advisors

Primary / Major

Major

[Mr. Jeremy Garrett Dixon](#)

[Ms. Jane E. Leask](#)

[Ms. Karen Gambrell Bost](#)

[Dr. Donald E. Bradley](#)

[Dr. Chelsea M Bruno](#)

[Ms. Ana Carbella](#)

[Mrs. Jane P Caswell](#)

[Mrs. Melanie B. Cox](#)

[Mr. Thomas Ian John Crosby](#)

[Dr. Sue D. Davis](#)

[Ms. Michelle Lynn Durban](#)

[Mrs. Jill G. Everette](#)

[Mrs. Jill Patrick Fisse](#)

Degree: L

Department: C

Admit Type: C

Admit Term: C

Catalog Term

REGISTERED

Not Registered

Total Hours |