Online Application for Graduation Self-Service for Students:

1) The following steps are required to successfully submit your application for graduation. Please follow them carefully.

<Eagles Online (MyEOL)> Login to SSB by accessing <MyEOL> from the NCCU Website, www.nccu.edu

<BANNER SSB> Click on the <Banner SSB> link located under the Personal Assistance box.
Select the “Student and Financial Aid” link from the menu.

Select the “Student Records” link from the menu.
<Student Records Menu> Select the “Apply to Graduate” link from the menu.

Curriculum Term Selection

Select a term from the drop down list and click <submit>.
<Curriculum Selection> Select the radio button on your correct program and click <continue>. Note: If your program is not correct, please STOP! Contact your Academic Advisor for assistance. Additionally, if you are a double major or dual degree student, you must complete two (2) separate applications.

<Graduation Date Selection> Select the “graduation date” from drop down list and click <continue>.
<Graduation Ceremony Selection> Select ceremony attendance response and click <continue>.

<Note>
You will have the option to change/update your name on the next screen.

<Diploma Name Selection> Select “current name” OR “new” for your diploma from the drop down list and click <continue>.
<Diploma Name Selection> Enter the name that you would like to be printed on your diploma and click <continue>.
Note: This change is for diploma purposes only.

<Diploma Address Selection> Select “one of your addresses” OR “new” from the drop down list and click <continue>.
Note: You will have the option to change/update your address on the next screen.
<Diploma Address Selection> Enter the address that you would like to be printed on your diploma and click <continue>.

Note: Please be advised that updating this diploma address will not update any address information in Banner. This will not serve as a request for your diploma to be mailed. If you would like to have your diploma mailed, please complete the Request for Diploma Mailing or Pickup form and follow the payment instructions.

<Graduation Application Summary> Review your application and click <submit request>.

Note: You may not make changes to the application once it has been submitted.
<Graduation Application Signature Page> Your application has been submitted successfully.

To view your submission click the link below.

Select the application from the menu and click <submit>.
***You are now viewing the Graduation Application Information that was submitted.

**Note:** You **may not** make changes to the application once it has been submitted.