

Commencement & Diploma Application Instructions

1. Login to the Banner Student System. (found on Registrar's webpage)

User Login

Please enter your Skidmore Username and Password (do not include @skidmore.edu). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

Username:

Password:

[Click Here for Help with Login?](#)

2. Go to Student Records.

Welcome, Test Regis, to the Skidmore Student Information System!

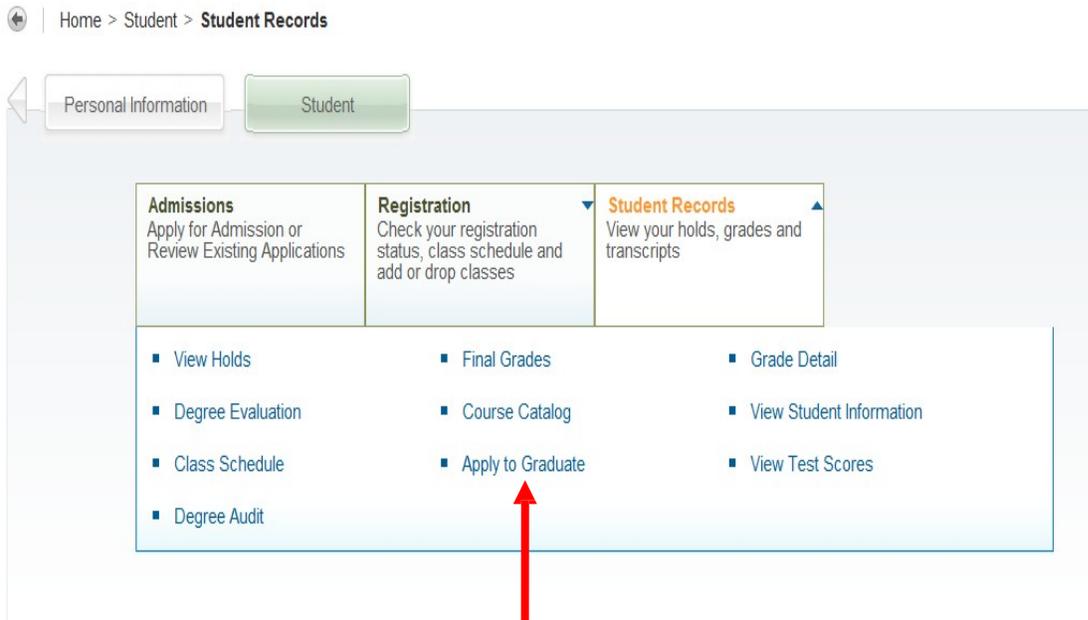
Home > Student

Personal Information | Student

Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grades and transcripts
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RELEASE: 8.5.4 SITE MAP

3. Click Apply to Graduate.

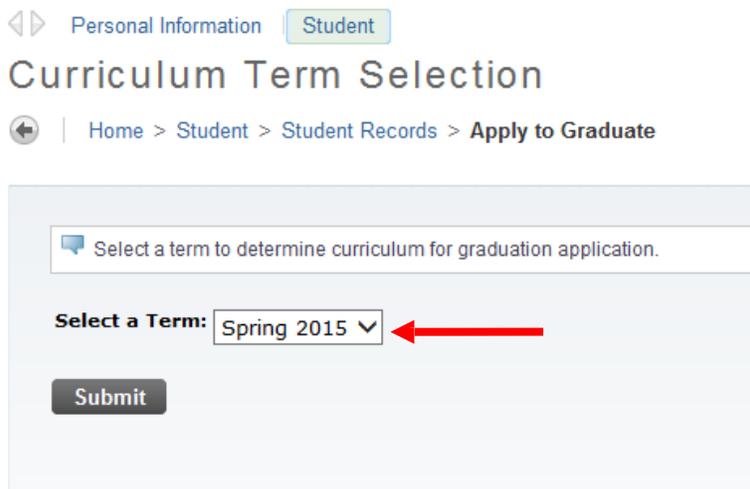


4. Select your graduation term and click Submit.

NOTE: If you are a May grad, you will select the Spring term from the drop down.

If you are a January grad, you will select the Fall term.

If you are an August grad, you will select the Summer term.



5. Click the radio button next to Program then click Continue.

Curriculum Selection

Home > Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

Program: 

Bachelor of Arts

Level: Undergraduate

Program: UG Bachelor of Arts

Major: Business

Major: Psychology

Continue

6. Select your graduation date and click Continue.

NOTE: If you are a May grad, you will select the May date from the drop down.

If you are a January grad, you will select the January date.

If you are an August grad, you will select the August date.

Graduation Date Selection

Home > Graduation Date Selection

Select a date for your expected graduation.

* indicates required field

Curriculum

Program:
Bachelor of Science

Level: Undergraduate

Program: UG Bachelor of Science

Major: Business

Select Graduation Date

Graduation Date:* 

Continue

7. Will you be attending Commencement? Click the appropriate radio button and click Continue.

Graduation Ceremony Selection

Home > Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

Continue

8. Enter your LEGAL NAME as you would like it printed on your diploma. Click Continue.

DO NOT ENTER NICKNAMES OR ANYTHING NOT RELATED TO YOUR LEGAL NAME AS RECORDED AT SKIDMORE.

Example: Mary Sarah Smith

Example of chosen format for diploma: Mary S. Smith

Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed.
* indicates required field

Name

Name: Test Regis

Select a Name for your Diploma

One of your Names:* 

Continue

9. Review your name. Click Continue.

Personal Information **Student**

Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma.

* indicates required field

Name For Diploma Displaying what you entered. You can also update here, if needed.

First Name:	<input type="text" value="Test"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text" value="Regis"/>

10. Review your Graduation Application Summary and make sure everything is correct.

Once you click Submit Request, you cannot make any changes.

Graduation Application Summary

Home > Graduation Application Summary

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

Graduation Date	
Date:	May 17, 2014
Ceremony	
Attend Ceremony:	Yes
Diploma Name	
First Name:	Test
Middle Name:	
Last Name:	Regis
Curriculum	
Program:	Bachelor of Arts
Level:	Undergraduate
Program:	UG Bachelor of Arts
Major:	Business
Major:	Psychology

←

You did it! Thanks!