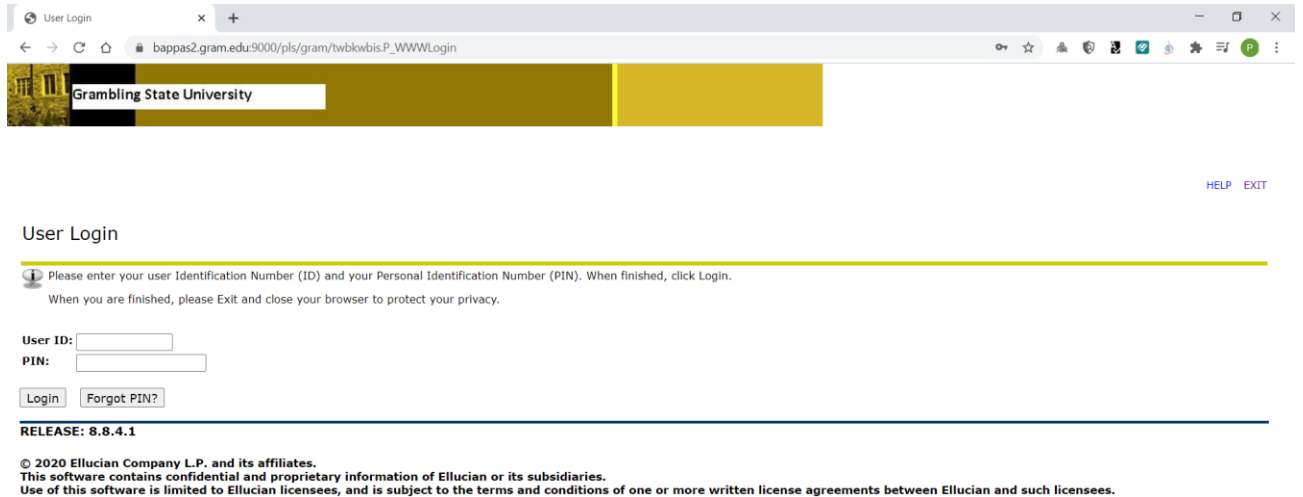


How to Apply for Graduation On-line

The following information is a step-by-step guide for the screens you will go through when completing the on-line graduation application

1. LOGIN INTO BANNERWEB WITH YOUR G#

- Go to www.gram.edu
- Enter Secure Area
- Login into Bannerweb by entering your User ID- G# and your PIN
- Enter User ID and your PIN Login into Bannerweb with Your G#



The screenshot shows a web browser window with the URL `bappas2.gram.edu:9000/pls/gram/twbkwbis.P_WWWLogin`. The page header includes the Grambling State University logo and the text "User Login". Below the header, there is a yellow bar with the text "User Login". A message reads: "Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy." There are two input fields: "User ID:" and "PIN:". Below the fields are buttons for "Login" and "Forgot PIN?". At the bottom, there is a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees." The version number "RELEASE: 8.8.4.1" is also displayed.

2. SELECT THE STUDENT TAB

Main Menu

- **Coronavirus Surveys and Forms**
 - Student Survey - Please provide information related to your plans for the remainder of the semester.
 - Confidential Health Form
 - GSU Registry of Personal Travel Form
 - **Emergency Contact Information**
 - **Accept/Pay Fees**
Make tuition and fees, room and board payments and complete the registration process to obtain a registered fee sheet. Note: Use these instructions to pay a previous balance.
 - **Student**
Apply for Admission, Register, View your academic records and Financial Aid
 - **Financial Aid**
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
 - **Personal Information**
View your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; Change your PIN; Customize your directory profile.
 - **Email Account Information**
Access your email account and temporary password.
 - **Advisor Evaluations**
Evaluate your advisor for the current term.
 - **Distance Learning User**
Distance Learning User Web Page
 - **U-Park**
 - **Student Anti-Hazing Program Registration**
- [Return to Homepage](#)

How to Apply for Graduation On-line

3. SELECT STUDENT RECORDS

Personal Information Alumni Services **Student** Financial Aid

Search

RETURN TO MENU SITE MAP HELP EXIT

Student

[Admissions](#)
Apply for Admission or Review Existing Applications

[Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

[Student Records](#)
View your holds; Display your grades and transcripts; Review charges and payments. 

[Student Account](#)
View your account summaries, statement/payment history and tax information

[LS-LAMP/Senior Alliance Scholar's Application \(for qualifying STEM majors only\)](#)
LS-LAMP/Senior Alliance Scholar's Application

 [Testing Center](#)
Testing Center User Web Page

[Early Registration for Summer 2019](#)

[Request G-Flex](#)

[MyHousing](#)
Login to MyHousing

[Request Meal Plan Upgrade or Commuter Meal Plans](#)

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4. SELECT APPLY TO GRADUATE

Student Records

[Student Fee Sheet](#)
Click here to replace a lost fee sheet.

[Class Attendance](#)

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[Request Printed Transcript](#)

[View Status of Transcript Requests](#)

[Account Summary by Term](#)

[Account Summary](#)

[Select Tax Year](#)

[Tax Notification](#)

[Degree Evaluation](#)

[Course Catalog](#)

[View Student Information](#)

[Class Schedule](#)

[View Test Scores](#) 

[Apply to Graduate](#)

[View Application To Graduate](#)

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5. **SELECT THE TERM** to determine curriculum for graduation application, it does not require you to update anything. If your curriculum is incorrect please submit go to the Major/Minor Declaration Form and submit electronically.


Personal Information Alumni Services **Student** Financial Aid

Search

RETURN TO MENU SITE MAP HELP EXIT

Curriculum Term Selection

Select a term to determine curriculum for graduation application.

Select a Term: 

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6. CURRICULUM SELECTION

- a. If the section is correct:
 - i. Select the button next to **Current Program** and Click **Continue**.
- b. If the section is blank:
 - i. You may already have an application file

How to Apply for Graduation On-line

- ii. Not currently enrolled in courses
- iii. Have a cumulative GPA below 2.0 for an undergraduate or 3.0 for a graduate
- c. If the information displayed is incorrect:
 - i. **Please CONTINUE the application**
- d. For sections b and c, please email the Registrar's Office at registrar@gram.edu and our staff will help identify the issue and determine a solution.

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

Search Go RETURN TO MENU SITE MAP HELP EXIT

Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

Primary Degree
Bachelor of Science
Level: Undergraduate
Program: Undecided
Major: Undecided

Primary Degree
Bachelor of Arts
Level: Undergraduate
Program: Music
Major: Music

[Term Selection | View Holds | View Transcript | View Graduation Applications | View Student Information | Degree Evaluation]

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GRADUATION DATE SELECTION

- a. Please select the **CORRECT** Graduation Date and then Click **Continue**.

Graduation Date Selection

Select a date for your expected graduation.

• indicates required field

Curriculum
Primary Degree
Bachelor of Arts
Level: Undergraduate
Program: Music
Major: Music

Select Graduation Date
Graduation Date:

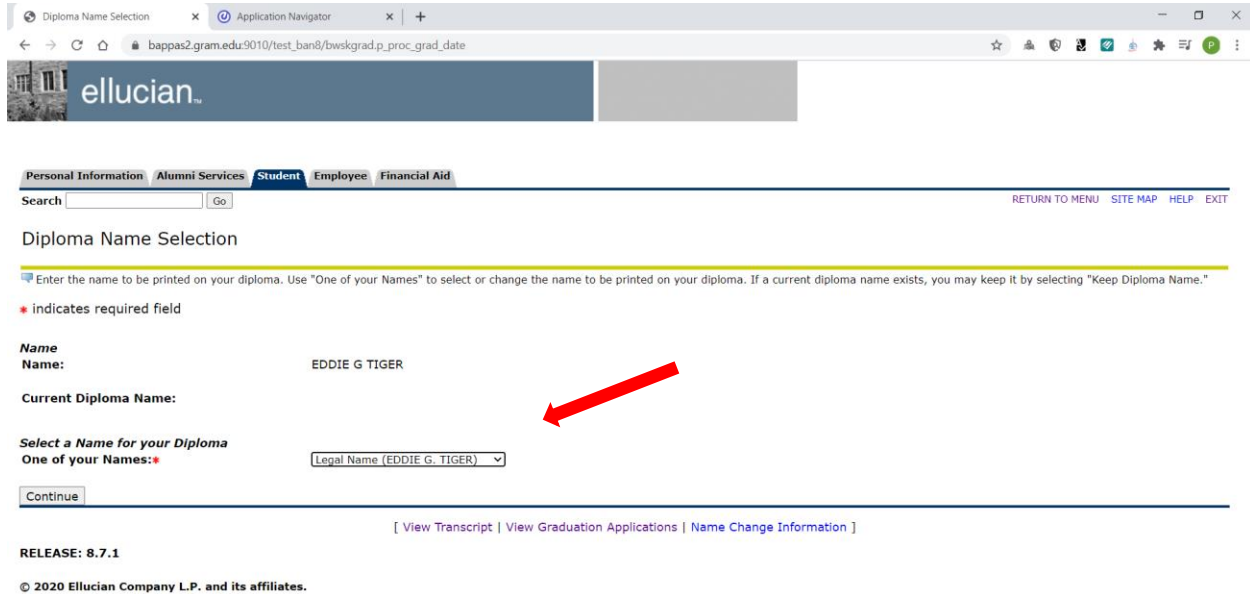
DIPLOMA NAME SELECTION

1. The section will let you identify the name that needs to appear on your diploma. However, this name must reflect the name in our system.
2. If you need to change your name in our system, please complete the Data Change Form and return to the Registrar's Office.
3. You are only able to edit your Middle Name and the Suffix.

Select Continue.

How to Apply for Graduation On-line

Please note: If you want your middle name spelled out or just the middle initial, you DO NOT need to complete the form. It is required only for complete name changes (ie, different first name, different last name and must attach official name change documentation as defined)



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 on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

* indicates required field

Name
Name: EDDIE G TIGER

Current Diploma Name:

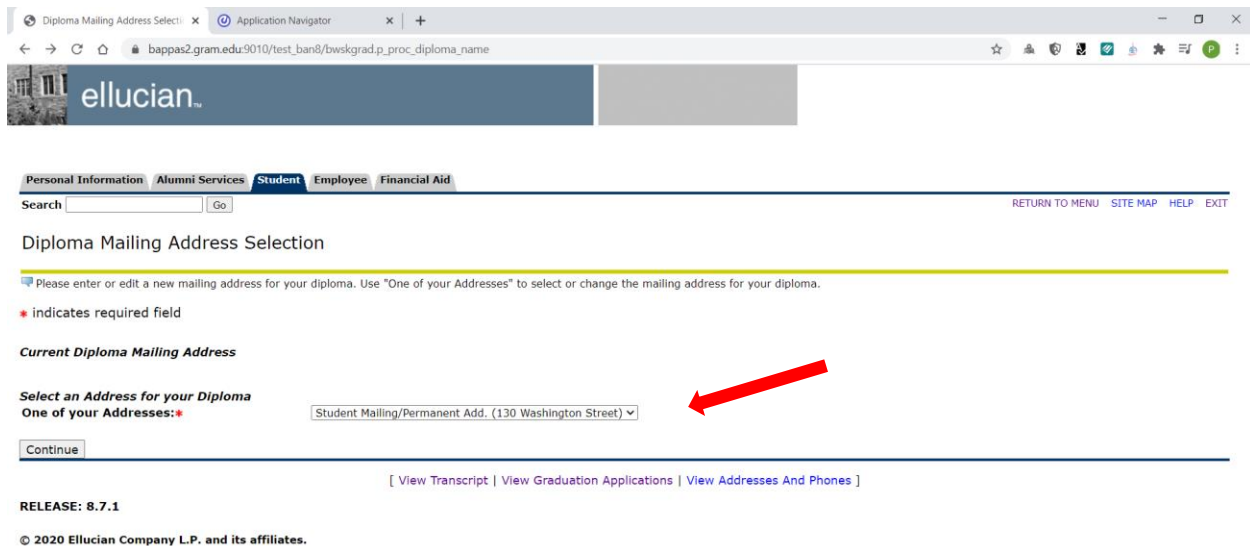
Select a Name for your Diploma
One of your Names:* Legal Name (EDDIE G. TIGER)

Continue

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

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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:* Student Mailing/Permanent Add. (130 Washington Street)

Continue

[View Transcript | View Graduation Applications | View Addresses And Phones]

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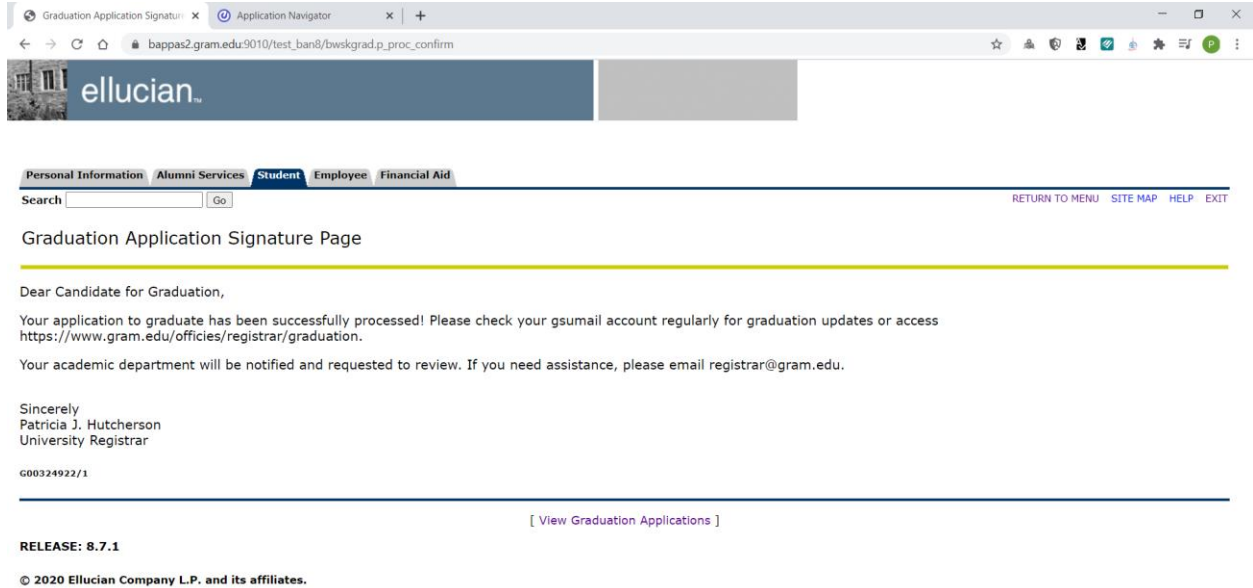
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Update the Mailing Address for Diploma to be mailed via United States Postal Service Certified Mail. Please allow 6 to 8 weeks after conferral date.

Review Graduation Application and Submit Request if correct. If it is not correct, please go back to the page and make the necessary changes.

How to Apply for Graduation On-line

Wait while the application is processing and you will receive Confirmation of application submission.



Graduation Application Signature Page

Dear Candidate for Graduation,

Your application to graduate has been successfully processed! Please check your gsumail account regularly for graduation updates or access <https://www.gram.edu/offices/registrar/graduation>.

Your academic department will be notified and requested to review. If you need assistance, please email registrar@gram.edu.

Sincerely
Patricia J. Hutcherson
University Registrar

000324922/1

[[View Graduation Applications](#)]

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Congratulations You are a Candidate for Graduation! Please check your GSU email address of updates.

If you have questions or need further assistance, please contact the office of the Registrar.