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#

2. SELECT THE STUDENT TAB
3. **SELECT STUDENT RECORDS**

4. **SELECT APPLY TO GRADUATE**

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.

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
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.

GRADUATION DATE SELECTION

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

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.
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).

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

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.