

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



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

- Registration
- Schedules
- Holds
- Grades
- Course Catalog
- Transcript

Samford Life - Look and Feel - College

Academic Services

Student Life

2

Click "Apply for Graduation"

Additional Links	LEAVE OF ABSENCE:	NOT PROVIDED
Registration	Graduation Information	
DegreeWorks	Graduation Applications:	None
Student Schedule	Advisors	
View Grades	Primary / Major	Mr. Jeremy Garrett Dixon
View My Convocation Progress	Major	Ms. Jane E. Leask
Academic Transcript		Ms. Karen Gambrel Bost
Request Official Transcript		Dr. Donald E. Bradley
Enrollment Verification/History		Dr. Chelsea M. Bruno
Apply for Graduation		Ms. Ana Carbellal
Financial Aid		Mrs. Jane P. Caswell
Financial Portal		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
		Mrs. Jennifer Bocoock 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

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

Mailing Address: 1234 Main St.
Hoover, AL 35226

Edit

Confirm and Continue

4 Click "Primary Program"

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

for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact graduation.

Term

Non-Credit 2015-16

Primary Program

B.S. in Business Admin

Level	Program	College
Undergraduate	BSBA in Finance	Brock School of Business

Continue

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

8

Click "Continue"

Graduation Date *

Term: Spring 2025

Will you attend the ceremony?

Yes

No

Undecided

Back

Continue

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)

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)

First Name
Samfordstudent

Middle Name
Su

Last Name *
Test

Back Continue

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

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.

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
<input type="text"/>	<input type="text"/>
City *	
<input type="text" value="Vestavia"/>	
State or Province	Zip or Postal Code
<input type="text" value="Alabama"/>	<input type="text" value="35243-2856"/>
Nation	
<input type="text" value="United States"/>	

14 Click "Submit Request"

Street	City	State or Province
2437 Mountain Vista Drive	Vestavia	Alabama
Nation		
United States		
Curriculum		
Primary Program		
B.S. in Business Admin		
Level	Program	College
Undergraduate	BSBA in Finance	Brock School of Business

15

Application has been submitted correctly.



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" section.

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. Samford
student 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

[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 Ian John Crosby](#)
[Dr. Sue D. Davis](#)
[Ms. Michelle Lynn Durban](#)
[Mrs. Jill G Everette](#)
[Mrs. Jill Patrick Fisse](#)

Degree: [edit icon]
Department: [edit icon]
ALT
Admit Type: [edit icon]
Admit Term: [edit icon]
Catalog Term: [edit icon]

REGISTERED

Not Registered

Total Hours |

[search icon]
[search icon]