

North Carolina Central University
Office of the Registrar
Procedures to Apply to Graduate Online
For All Students (SSB)

Online Application for Graduation Self-Service for Students

- **LOGIN** to SSB by accessing <MyEOL> from the NCCU Website www.nccu.edu
- Click on <Banner SSB>
- In the **Main Menu**, click on *Student & Financial Aid*
- Click on *Student Records*
- Click on *Apply to Graduate*
- **Curriculum Term Selection** – *Select a Term*, Select the graduation 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 the drop-down list and click <Continue>
- **Graduation Ceremony Selection** – *Select Ceremony Attendance* and click <Continue>
- **Diploma Name Selection** – Select *current name* OR *new* for your diploma from the drop-down list and click <Continue>. You will have an opportunity to type your name as it should appear on your diploma
- **Name for Diploma** – Enter your official name exactly as it should appear on your diploma. click <Continue>
- **Diploma Mailing Address Selection** – Select an address, click <Continue>
- **Mailing address Selection** - 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>
- **Graduation Application Signature Page** – This is confirmation that your application has been successfully submitted. To view your submission, click on <View Graduation Application>

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