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 tow (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.