# Self-Service Banner 9 – Graduation Application Student Instructions

About These Instructions:

The steps below will guide you through the process of applying to graduate and viewing your graduation application in Self-Service Banner 9. These instructions are designed specifically for School of Health Professions (SHP) students and reflect the exact screens and menu options you will see. Please follow each step carefully and refer to the included screenshots for visual guidance.
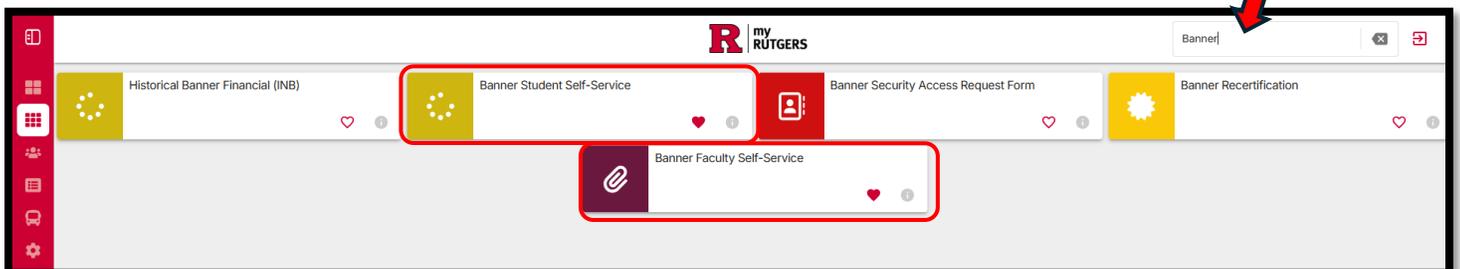
Finding Self-Service Banner

You can easily access Self-Service Banner through the myRutgers Portal by selecting Apps from the left-hand menu. Please note that if you have previously saved the Self-Service Banner App in your favorites, you may need to do this again.
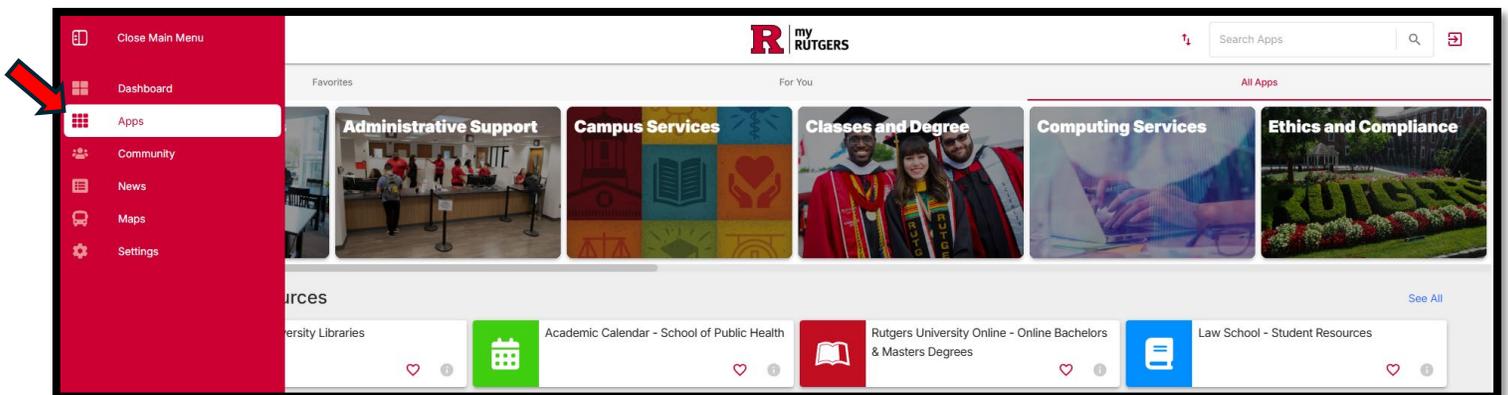
Finding the Apps

- **Note:** There are 2 entry points to Self-Service Banner: For Student and for Faculty.
    - Students should select the **Banner Student Self-Service** App.
- After navigating to the Apps, search for "Banner" in the search field.
- You can click the heart to save the **Banner Student Self-Service** App on your favorites.

After saving the Self-Service Banner App in your favorites, you will not have to search for them again in the future. They will be displayed in your favorites for easy access.

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Navigating Between Pages

The Self-Service Banner 9 interface includes simple tools to help you move between pages and return to the Self-service Dashboard without needing to log out or use your browser's back button.

Using the Waffle Menu

- The **Waffle Menu**, represented by a small grid icon next to the Rutgers logo, provides quick navigation across the Self-Service environment. You can also access this menu by using the (shortcut: Alt+M).
- Click the **Waffle Menu** to open a panel displaying links identical to those found in the **Student Self-Service Common Dashboard**.
- The Waffle Menu does not automatically expand into the Student menu. After opening it, select Main Menu, then Student Services Main Menu to reveal all student-specific options including options such as **Registration**, **View Grades**, **View and Pay Bill**, and **Student Profile**, and more.
- Select any link to open the corresponding page directly without returning to the Self-service Dashboard.
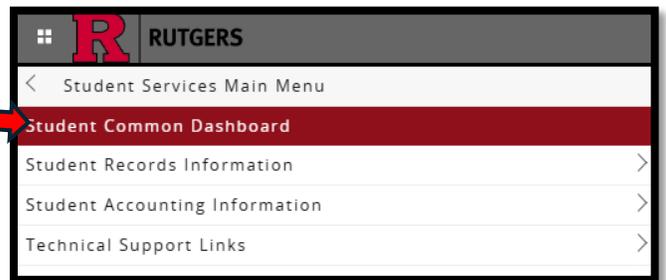
Returning to the Student Self-Service Common Dashboard

- To return to the **Student Self-Service Common Dashboard** you can find a link in the **Waffle Menu**.

Clicking on this link takes you back to the primary list of menu options in the dashboard.

These navigation tools allow you to move efficiently throughout Self-Service Banner 9 while maintaining quick access to the key pages you use most frequently.

Navigate to the SHP Graduation Menu

To access the School of Health Professions (SHP) Graduation Menu and related features, follow these step-by-step instructions for navigating through Self-Service Banner 9:

1. Open the Waffle Menu. Refer to the Navigating Between Pages section above for more information.
2. Select **Student Services** in the Waffle Menu.
3. Choose **Student Records Information** from the menu that appears.
4. Click on **School of Health Professions Students Only** from the menu.
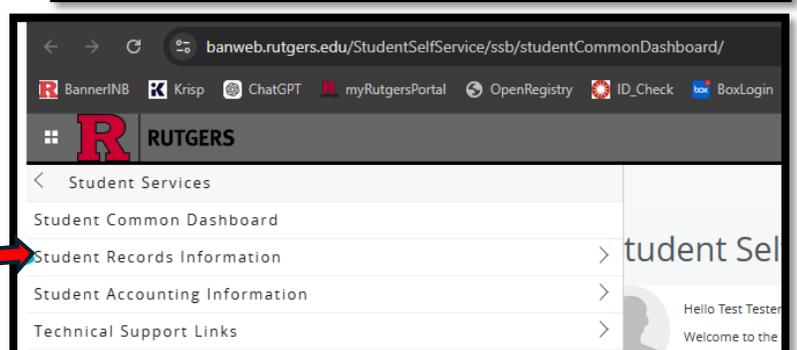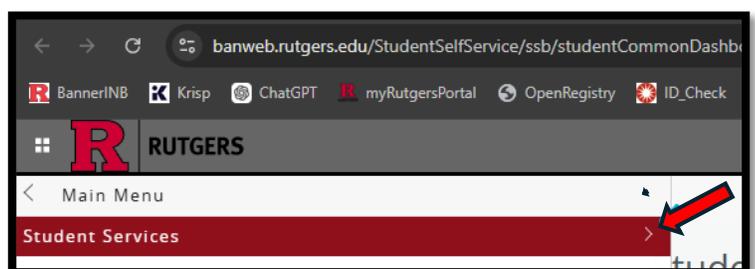
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By following the above steps, you will be able to reach the SHP Graduation Menu items and access features related to graduation applications, course schedules, and registration. If you need to return to the main dashboard at any time, you can do so by selecting the appropriate link in the Waffle Menu. This structured navigation ensures you efficiently access the tools and information relevant to your academic journey.

You will now see links for:

- **Apply to Graduation**

- **View Application to Graduate**
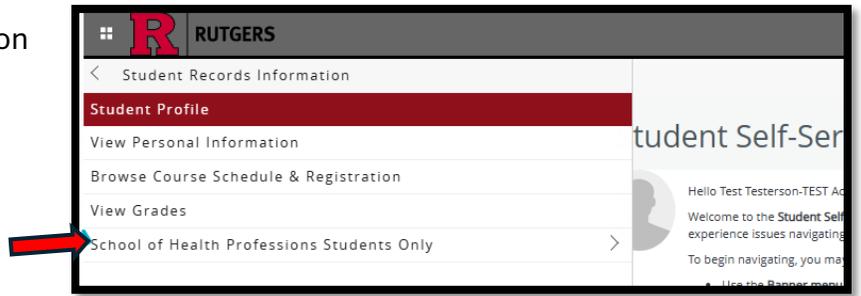
Applying to Graduate

Follow these steps to complete your graduation application in Self-Service Banner 9. This section will walk you through each screen you will encounter, from starting the application to final submission. Use the screenshots as a visual reference to ensure you are on the right track.
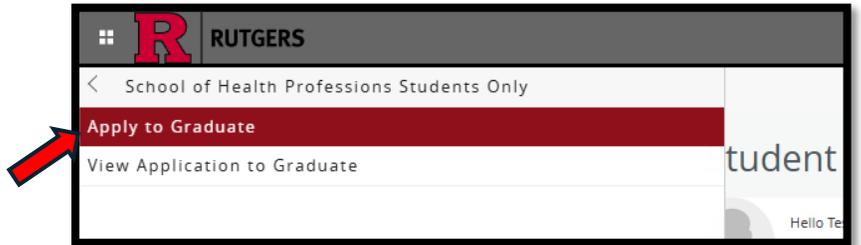
Completing the Application

- After selecting the **Apply to Graduation** from the Waffle Menu, you will be brought to the Curriculum Selection page.

- There you will select the **Graduation Term**.
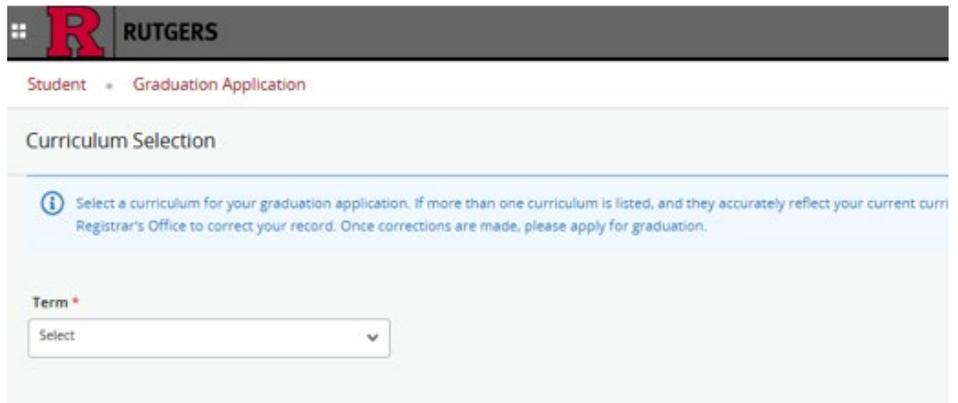
- Next you will select the
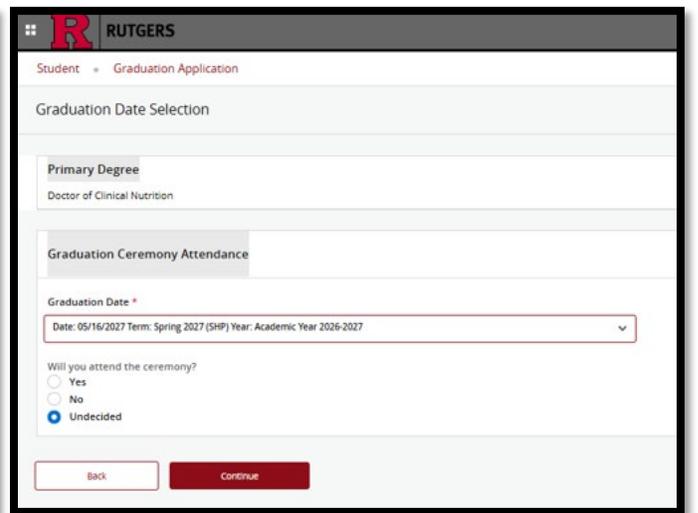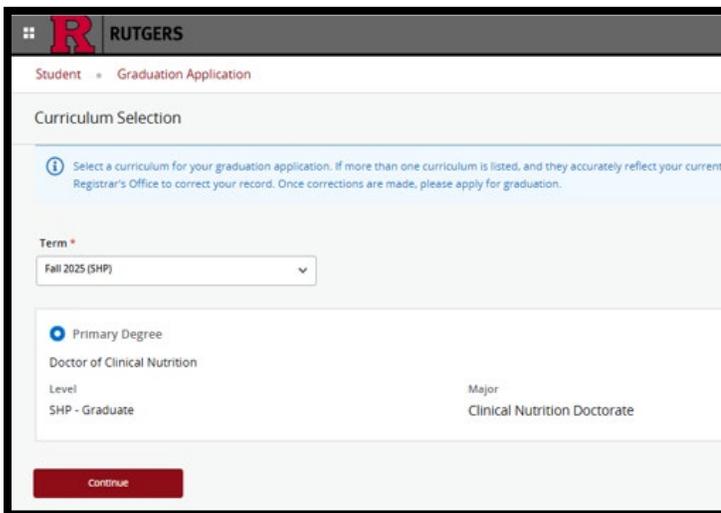
Primary Degree and then the **Graduation Date**.

- After all is selected and reviewed, select **Continue**.

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- Review the name that will appear on your diploma. If allowed, enter or confirm your diploma name then select Continue.

- Review all information on the **Graduation Application Summary** page.
    - Confirm your degree, program, term, diploma name, and address.
    - If everything is correct, select **Submit Request**.

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Viewing the Application for Graduation

- After selecting the **View Application to Graduate** from the Waffle Menu, you will see the information from your submitted graduation application.

- There you will see the information provided in your graduation application.