Online Intent to Graduate Instructions

Step One: Log on to your BuzzIn account and go to the Academic Life tab.

Step Two: Click “Student Records” in the Student Self Service Links Box.
Step Three: Click “Intent to Graduate Application”

Student Records

- View Holds
- Midterm Grades
- Final Grades
- Grade Detail
- Academic Transcript
- Degree Evaluation
- Course Catalog
- View Student Information
- Class Schedule
  - Intent To Graduate Application
- View Intent To Graduate Applications
- View Non Banner Transcript
- Enrollment Verifications/Order Transcripts
- View Test Scores

RELEASE: 8.6

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Step Four: Click “Submit” without changing the term.

Curriculum Term Selection

- Click submit without changing the term.

Select a Term: Fall 2015

Submit

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Step Five: Double check that the listed curriculum is the correct one. If so, select it to continue.

Step Six: Select your graduation date.
Step Seven: Select Ceremony Attendance

Select Ceremony Attendance
Attend Ceremony:  
- Yes
- No

Continue

Step Eight: Select a Name for your Diploma

Current Diploma Name:
Select a Name for your Diploma
One of your Names:* [None]

Continue

Step Nine: Select an Address for your Diploma

Current Diploma Mailing Address
Select an Address for your Diploma
One of your Addresses:* [None]

Continue
Step Ten: Double Check that all your information is correct and click “Submit Request”

**Graduation Date**
Term:

**Ceremony**
Attend Ceremony:

**Diploma Name**
First Name:
Middle Name:
Last Name:

**Diploma Mailing Address**
Street Line 1:
City:
State or Province:
ZIP or Postal Code:

**Curriculum**
Current Program
Level:
Program:
Major and Department:

Submit Request

Step Eleven: The information will be review and you will receive further instructions by email.