Commencement & Diploma Application Instructions

1. **Login to the Banner Student System.** (found on Registrar’s webpage)

   ![User Login]

   Please enter your Skidmore Username and Password (do not include @skidmore.edu). When finished, select Login.

   To protect your privacy, please Exit and close your browser when you are finished.

   **Username:**
   **Password:**

   ![Login]

   ![Click Here for Help with Login?]

2. **Go to Student Records.**

   ![Welcome, Test Regis, to the Skidmore Student Information System!]

   **Student Records**
   View your holds, grades and transcripts
3. Click Apply to Graduate.

4. Select your graduation term and click Submit.

**NOTE:** If you are a May grad, you will select the Spring term from the drop down.

If you are a January grad, you will select the Fall term.
If you are an August grad, you will select the Summer term.
5. Click the radio button next to Program then click Continue.

6. Select your graduation date and click Continue.

NOTE: If you are a May grad, you will select the May date from the drop down.  
If you are a January grad, you will select the January date.  
If you are an August grad, you will select the August date.
7. Will you be attending Commencement? Click the appropriate radio button and click Continue.

8. Enter your LEGAL NAME as you would like it printed on your diploma. Click Continue.

**DO NOT ENTER NICKNAMES OR ANYTHING NOT RELATED TO YOUR LEGAL NAME AS RECORDED AT SKIDMORE.**

Example: Mary Sarah Smith

Example of chosen format for diploma: Mary S. Smith
9. Review your name. Click Continue.

10. Review your Graduation Application Summary and make sure everything is correct.  
    
    Once you click Submit Request, you cannot make any changes.

You did it! Thanks!