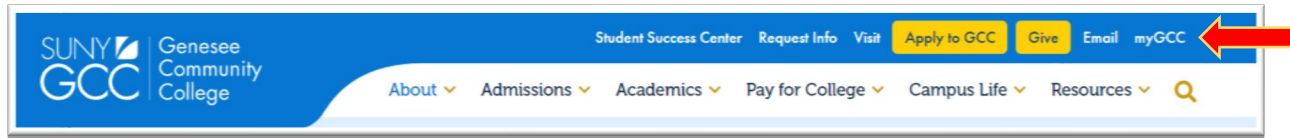
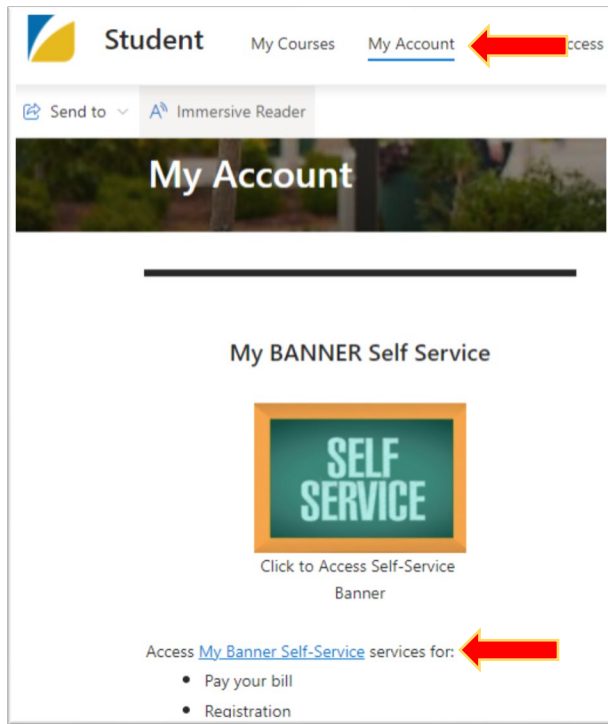


# Instructions for Submitting an Application to Graduate through myGCC

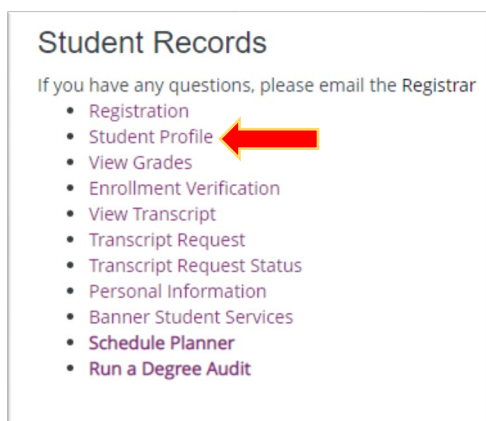
Log in to myGCC found at [www.genesee.edu](http://www.genesee.edu).



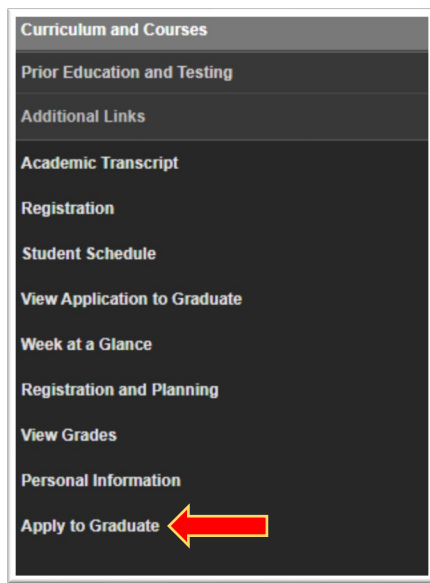
Once signed in, navigate to My Account and Choose “My Banner Self-Service”.



Select “Student Profile” from the menu options.



From the menu on the left hand side, choose “Apply to Graduate”



Select a term

A web form titled 'Curriculum Term Selection'. At the top, there are tabs for Personal Information, Student Services (selected), Faculty Services, Employee Services, Financial Aid, Xtender, Advisor Services, and Scholarship. Below the tabs is a search bar with a 'Go' button. The main content area has a heading 'Curriculum Term Selection' and a sub-heading 'Select a term to determine curriculum for graduation application.' Below this is a dropdown menu labeled 'Select a Term:' with 'Fall 2010' selected. A red arrow points to this dropdown. At the bottom left is a 'Submit' button, also indicated by a red arrow.

Select the radio button adjacent to the appropriate curriculum and click ‘Continue’ (You can only submit an application for 1 degree at a time. If you are planning on earning 2 degrees, you need to submit 2 applications)

A web form titled 'Curriculum Selection'. It has a sub-heading 'Select one curriculum for this graduation application.' followed by a red 'Please note' paragraph. Below this is a section 'Select Curriculum' with two radio buttons. The first is 'Current Program' with details: Not Seeking a Degree, Level: Undergraduate, Program: Undeclared, Major: Undeclared. The second is 'Primary Degree' with details: Associate In Science, Level: Undergraduate, Program: Communications & Media Art, Major: COMMUNICATIONS & MEDIA ARTS. A red arrow points to the 'Primary Degree' radio button. At the bottom left is a 'Continue' button, also indicated by a red arrow.

Select the appropriate term for graduation date from the dropdown menu and click 'Continue'

Graduation Date Selection

Select a date for your expected graduation.

\* Indicates required field

**Curriculum**  
**Primary Degree**  
Associate In Science

**Level:** Undergraduate  
**Program:** Communications & Media Art  
**Major:** COMMUNICATIONS & MEDIA ARTS

**Select Graduation Date**  
**Graduation Date:** \*

None  
None  
Date: Jan 02, 2023

Continue

Select your desired name from the dropdown menu and click 'Continue' (You will be able to alter the name on the next page)

Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be p

\* Indicates required field

**Name**  
**Name:** John Q. Public

**Select a Name for your Diploma**  
**One of your Names:** \*

Current Name (John Q. Public)

Continue

Make the appropriate adjustments to your name in the text box(s) and click 'Continue'

Diploma Name Selection

Enter the name to be printed on your diploma.

\* Indicates required field

**Name For Diploma**  
**First Name:** John  
**Middle Name:** Q  
**Last Name:** Public  
**Suffix:**

Continue

Select the address where you would like your diploma mailed and click 'Continue' (Keep in mind that diplomas are sent approximately 1 month after each semester ends. You will be able to alter/change your selected address on the next page.)

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

\* Indicates required field

**Select an Address for your Diploma**  
**One of your Addresses:** \*

Campus Address (Rm G213)

Continue

Make any necessary adjustments to your address in the text boxes and click 'Continue'

### Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

\* indicates required field

**Mailing Address For Diploma**

Street Line 1:\* Rm G213

Street Line 2: Records Office

Street Line 3: Genesee Community College

City:\* Batavia

State or Province: New York

ZIP or Postal Code: 14020

Nation: None

Continue

Review your application information and click 'Submit Request'

### Graduation Application Summary

Please verify the information below before clicking on 'SUBMIT':

If you need to make adjustments, please press your internet web browser's **BACK** button and make corrections. Once you click submit, any adjustments to this application may require an Advisor, a faculty mentor or the Registrar's approval. By clicking submit, you will submit your application for graduation. The information below will be submitted to the Registrar's Office for your application to graduate. This information will be used for all Commencement oriented publications, invitations, etc.

This application indicates your intent to complete ALL remaining requirements necessary to participate in the May commencement. Once you click submit, this triggers a degree evaluation process with the Registrar's Office which ultimately verifies eligibility for Commencement.

Congratulations on your upcoming milestone. Genesee Community College is proud to have assisted you in your accomplishments!!!

**Graduation Date**

Date: Jan 02, 2023

**Diploma Name**

First Name: John

Middle Name: Q

Last Name: Public

**Diploma Mailing Address**

Street Line 1: Rm G213

Street Line 2: Records Office

Street Line 3: Genesee Community College

City: Batavia

State or Province: New York

ZIP or Postal Code: 14020

**Curriculum**

**Primary Degree**

Associate In Science

Level: Undergraduate

Program: Communications & Media Art

Major: COMMUNICATIONS & MEDIA ARTS

Submit Request