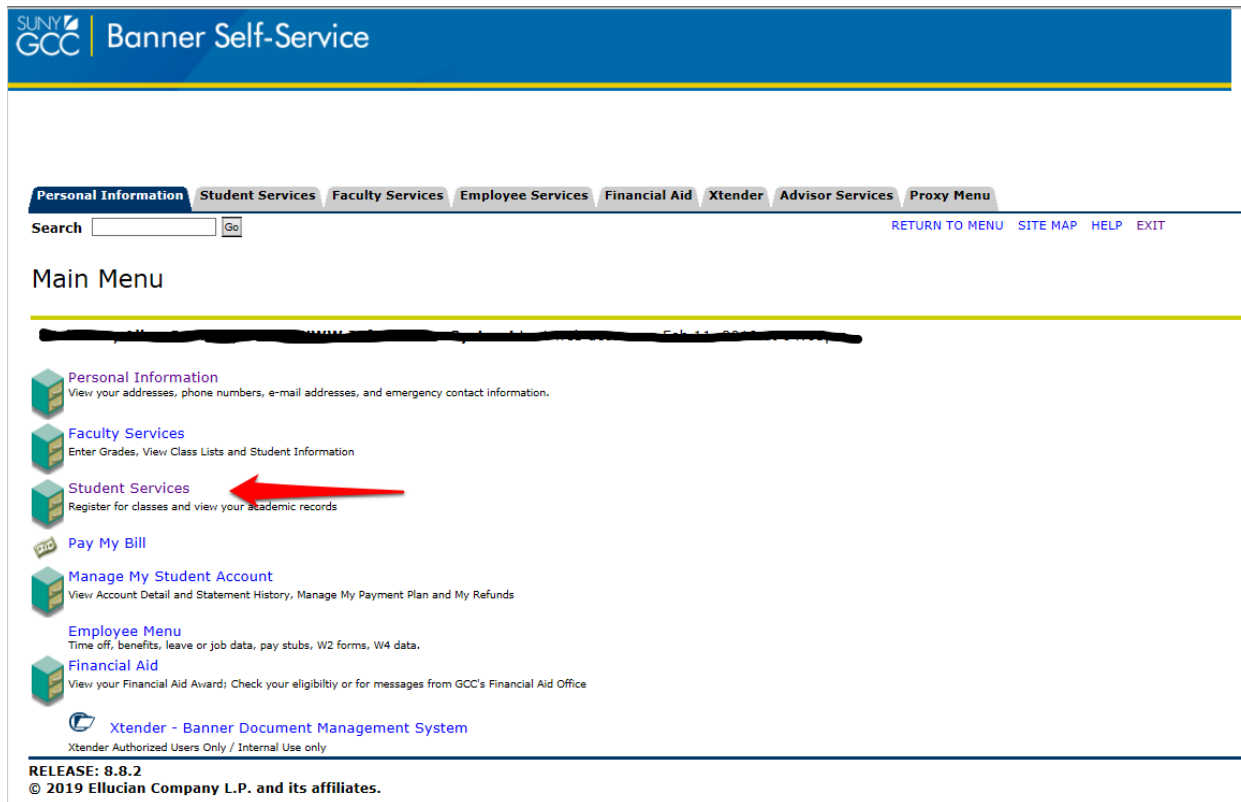


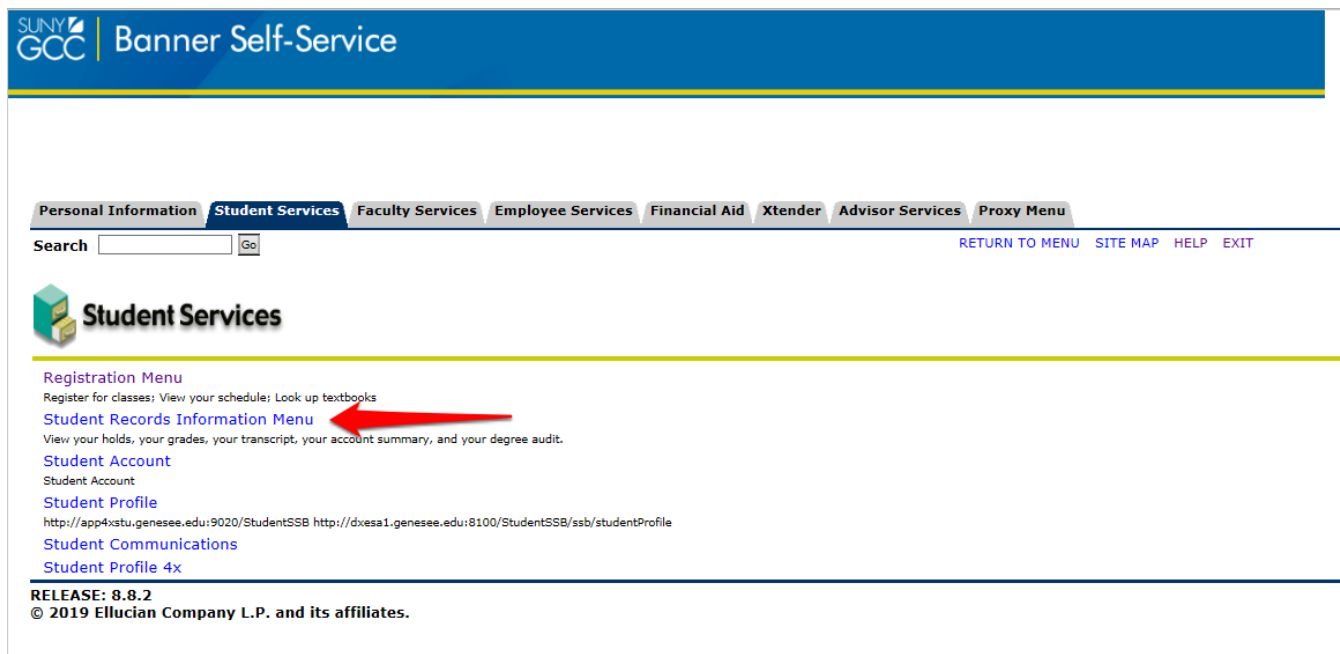
Instructions to Submit an Application to Graduate through myGCC

Once you have logged into myGCC, select 'Student Services'



The screenshot shows the Banner Self-Service Main Menu. At the top, there is a blue header with the SUNY GCC logo and the text "Banner Self-Service". Below the header is a navigation bar with tabs for "Personal Information", "Student Services", "Faculty Services", "Employee Services", "Financial Aid", "Xtender", "Advisor Services", and "Proxy Menu". A search bar is located on the left, and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The "Main Menu" section lists several options, each with a small icon and a description. A red arrow points to the "Student Services" option, which is described as "Register for classes and view your academic records". Other options include "Personal Information", "Faculty Services", "Pay My Bill", "Manage My Student Account", "Employee Menu", "Financial Aid", and "Xtender - Banner Document Management System". At the bottom, there is a footer with the text "RELEASE: 8.8.2" and "© 2019 Ellucian Company L.P. and its affiliates."

Select 'Student Records Information Menu'



The screenshot shows the Banner Self-Service Student Services Menu. At the top, there is a blue header with the SUNY GCC logo and the text "Banner Self-Service". Below the header is a navigation bar with tabs for "Personal Information", "Student Services", "Faculty Services", "Employee Services", "Financial Aid", "Xtender", "Advisor Services", and "Proxy Menu". A search bar is located on the left, and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The "Student Services" section is highlighted, and the "Student Records Information Menu" option is selected, indicated by a red arrow. The description for this option is "View your holds, your grades, your transcript, your account summary, and your degree audit." Other options listed include "Registration Menu", "Student Account", "Student Profile", "Student Communications", and "Student Profile 4x". At the bottom, there is a footer with the text "RELEASE: 8.8.2" and "© 2019 Ellucian Company L.P. and its affiliates."

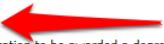
Select 'Apply to Graduate'

SUNY GCC | Banner Self-Service

Personal Information **Student Services** Faculty Services Employee Services Financial Aid Xtender Advisor Services Proxy Menu

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Records

- [Final Grades](#)
- [Academic Transcript](#)
- [Request Official Transcript](#)
- [View Holds](#)
- [Apply to Graduate](#) 
- You must submit an application to be awarded a degree
- [View Application to Graduate](#)
- [How to Contact GCC's Records Office](#)
- [Degree Works](#)

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Select a term


SUNY GCC | Banner Self-Service

Personal Information **Student Services** Faculty Services Employee Services Financial Aid Xtender Advisor Services Proxy Menu

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Curriculum Term Selection

Select a term to determine curriculum for graduation application.

Select a Term: 

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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)

Select one curriculum for this graduation application.

Select Curriculum

Primary Degree
Associate In Applied Science
Level: Undergraduate
Program: Nursing
Major: NURSING

Primary Degree
Associate In Science
Level: Undergraduate
Program: Mathematics/Science
Major: LIB ARTS & SCI--MATH & SCIENCE
Major Concentration: CHEMISTRY CONCENTRATION

Primary Degree
Associate In Science
Level: Undergraduate
Program: General Studies
Major: LIB ARTS & SCI-GENERAL STUDIES

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: Mathematics/Science
Major: LIB ARTS & SCI--MATH & SCIENCE
Major Concentration: CHEMISTRY CONCENTRATION

Select Graduation Date
Graduation Date:*

None
Term: Fall 2011
Term: Spring 2012

Select the appropriate radio button regarding your commencement attendance and click 'Continue'

Personal Information Student Services Employee Services Financial Aid Xtender

Search Go RETURN TO MENU SITE MAP HELP

Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

RELEASE: 8.3.0.1 [View Transcript | View Graduation Applications]

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

Personal Information Student Services Employee Services Financial Aid Xtender

Search Go RETURN TO MENU SITE MAP HELP

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 printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

* indicates required field

Name

Name: John Q Public

Select a Name for your Diploma

One of your Names:

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

Personal Information Student Services Employee Services Financial Aid Xtender

Search Go RETURN TO MENU SITE MAP HELP

Diploma Name Selection

Enter the name to be printed on your diploma.

Name For Diploma

First Name: John

Middle Name: Quincy

Last Name: Public

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.)

Personal Information Student Services Employee Services Financial Aid Xtender


Search Go RETURN TO MENU SITE MAP HELP


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:* 



[View Transcript | View Graduation Applications | View Addresses And Phones]

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:*

Street Line 2:


Street Line 3: 

City:*

State or Province:

ZIP or Postal Code:

Nation:



Review your application information and click 'Submit Request'

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:*

Street Line 2:


Street Line 3: 

City:*

State or Province:

ZIP or Postal Code:

Nation:




Confirmation Page – Thank you for submitting an Application to Graduate!

[Personal Information](#) [Student Services](#) [Employee Services](#) [Financial Aid](#) [Xtender](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Graduation Application Signature Page

 Your graduation application has been submitted.