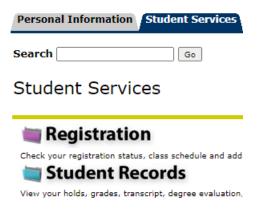
How To Instructions

Log into Banner Web by entering the secure area using your student ID and PIN.



Choose the Student Services Tab then Student Records



Pick Application to Graduate



Select the term of your curriculum – Usually it will be the current term. – Click the submit button.

Curriculum Term Selection Select a term to determine curriculum for graduation application. Select a Term: Spring 2023 ▼ Submit

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incorrect, please exit out and DO NOT CONTINUE and contact the Registrar's office (registrar@alfred.edu) or come to

Select one curriculum for this graduation application and then click the continue button. If this major or minor are the office in Seidlin. Select Curriculum Current Program Master of Business Admin Level: Graduate Master of Business Admin Program: College: College of Business Campus: Alfred University

Continue

Major:

Select the date of your expected graduation (This is the date you earn your degree not the commencement date)

* indicates required field Curriculum **Current Program** Master of Business Admin Level: Graduate Program: Master of Business Admin College: College of Business Campus: Alfred University Healthcare Plan & Management Major: Select Graduation Date Graduation Date:* Date:Dec 30,2022 Term:Fall 2022 Year:2022-2023 Continue

Select your name then hit continue. You can make adjustments on the next screen.

Healthcare Plan & Management

Name Name: Kathleen Louise Hillman **Current Diploma Name:** Select a Name for your Diploma One of your Names:* Current Name (Kathleen L. Hillman) ~

Continue

Revised 1/2023 Page 2 of 3 Chosen first names are allowed, but please note that many employers (or if planning on working overseas) will expect your diploma to match your other legal documents.

Name For Diploma	
First Name:	Kathleen
Middle Name:	L.
Last Name:*	Hillman
Suffix:	
Continue	

A Summary screen will appear. Please verify all information before hitting the submit request button. If you need to edit any of the information hit the back button.

Submit Request

You will see a confirmation letter appear on your screen.

If you have any questions, or need any assistance, please contact the registrar's office at <u>registrar@alfred.edu</u>, 607-871-2123, or coming to the office in Seidlin.

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