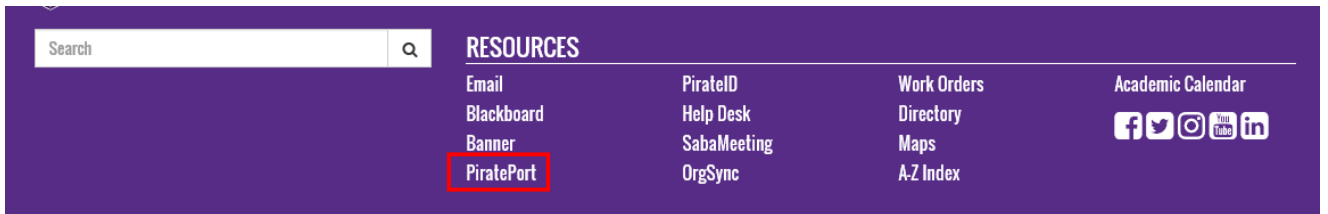


## How to Apply for Graduation

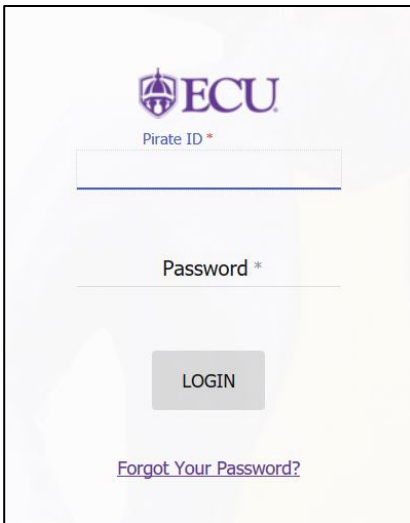
1. Go to the ECU Home page <http://www.ecu.edu>.
2. Click on the Hamburger icon at the top of the page.



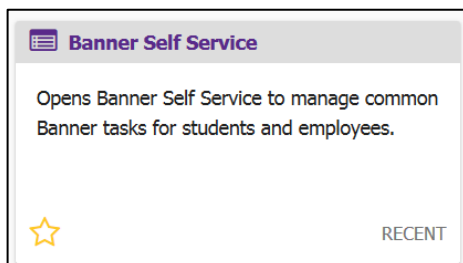
3. Select the PiratePort link.



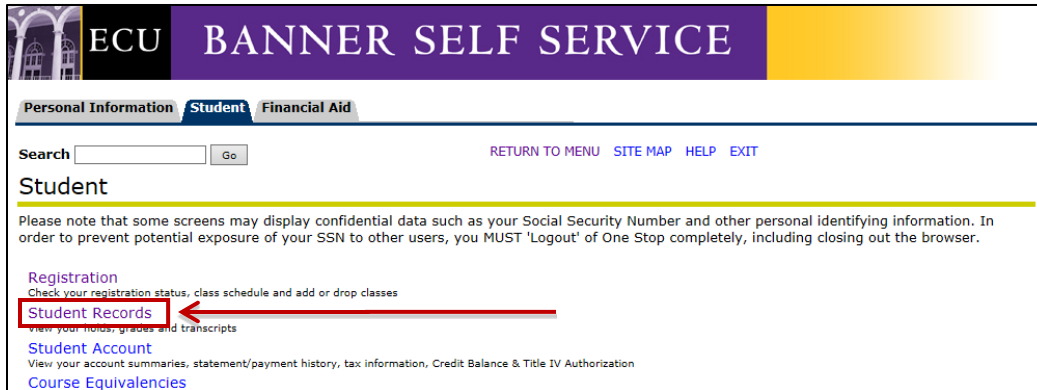
4. Log into Pirate Port with your Pirate ID and Passphrase.



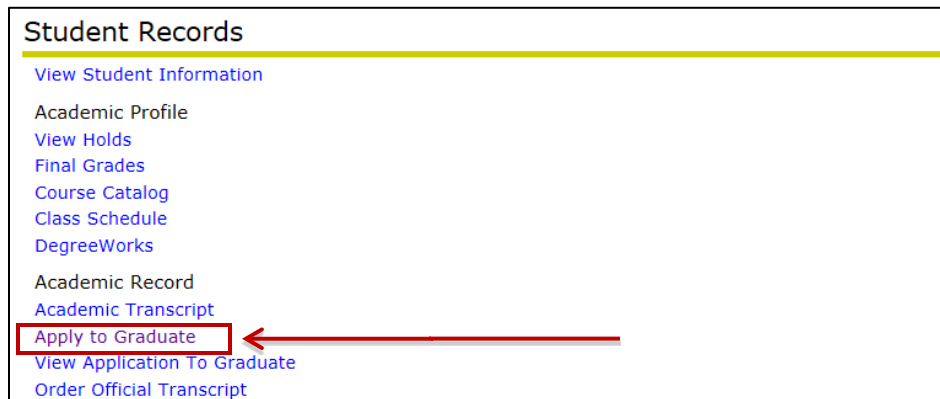
5. Click Banner Self Service Card



6. Click on the **Student Records** link on the Student Tab.

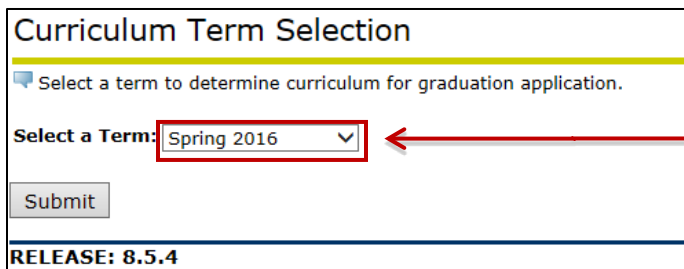


7. Click on the **Apply to Graduate** link.



8. Select a **Curriculum Term** from the Select a Term pull-down menu.

This is the **CURRENT TERM** you are registered in, **NOT** the term you are planning on graduating in.



9. Click on the **Submit** button.
10. CAREFULLY Review the degree information.

If this curriculum does not accurately reflect your degree information including major, minor or concentration, **DO NOT PROCEED**. This is what is currently in your student record. Please see your advisor or program director with questions or to correct your curriculum before processing.

**Curriculum Selection**

Select one curriculum for this graduation application. If you are getting a double major please enter both programs.

**⚠ If this curriculum does not accurately reflect your degree information including major, minor or concentration, DO NOT PROCEED. This is what is currently in your student record. Please see your advisor or program director with questions or to correct your curriculum before proceeding.**

**Select Curriculum**

**Current Program**  
 Master of Science  
**Level:** Graduate  
**Program:** MS-Technology Systems  
**College:** Col of Technology and Comp Sci  
**Campus:** Main Campus  
**Major and Department:** Technology Systems, Technology Systems  
**Major Concentration:** Performance Improvement

**Current Program**  
 Certificate  
**Level:** Graduate  
**Program:** CERT-Dist Learning and Admin  
**College:** College of Education  
**Campus:** Main Campus  
**Major and Department:** Distance Learning and Admin, Math, Science and Inst Tech Ed

11. If no degree information is available and the following message is displayed under Select Curriculum your application for graduation has already been processed on your behalf

If no curricula are available and you have previously submitted a paper application to the Office of the Registrar, please check the View Graduation Applications link below as we have processed that application on your behalf.

**Curriculum Selection**

Select one curriculum for this graduation application. If you are getting a double major please enter both programs.

**⚠ If this curriculum does not accurately reflect your degree information including major, minor or concentration, DO NOT PROCEED. This is what is currently in your student record. Please see your advisor or program director with questions or to correct your curriculum before proceeding.**

**Select Curriculum**

**⚠ If no curricula is available and you have previously submitted a paper application to the Office of the Registrar, please check the [view graduation application](#) link below as we have processed that application on your behalf.**

12. **Once you have verified the degree information** and you have determined that it is correct, **select the radio button** next to the current program you would like apply for and click the continue button.

**If you have two programs – degree and certificate, double majors, or dual degrees – you will have to do an application for graduation for each program.**

**Select Curriculum**

**Current Program**  
 Master of Science  
**Level:** Graduate  
**Program:** MS-Technology Systems  
**College:** Col of Technology and Comp Sci  
**Campus:** Main Campus  
**Major and Department:** Technology Systems, Technology Systems  
**Major Concentration:** Performance Improvement

**Current Program**  
 Certificate  
**Level:** Graduate  
**Program:** CERT-Dist Learning and Admin  
**College:** College of Education  
**Campus:** Main Campus  
**Major and Department:** Distance Learning and Admin, Math, Science and Inst Tech Ed

13. Select the Graduation Date from the Graduation Date pull down menu and then click Continue.

14. Select a name for your Diploma from the One of your Names pull down menu and click continue.

15. If you choose to enter a “New” name, you will be taken to a screen to enter in the information. Click Continue when done.

\*\*\* **NOTE:** Be careful when entering this information. What is entered in this screen is what will appear on your diploma. \*\*\*

16. Select an Address for your Diploma from the One of your Addresses pull down menu. Click Continue.

**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

**Current Diploma Mailing Address**

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

None  
None  
New  
Employee - [blurred]  
Home Address - [blurred]  
Student -Local [blurred]

Continue

[View Addresses And Phones](#)

17. If you choose to enter a "New" address, you will be taken to a screen to enter in the information. Click Continue when done.

\*\*\* **NOTE:** Be careful when entering this information. What is entered in this screen is where your diploma will be mailed. \*\*\*

**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:\* 123 Elm Street  
Street Line 2:  
Street Line 3:  
City:\* Greenville  
State or Province: North Carolina  
ZIP or Postal Code: 28590  
Nation: None

Continue

18. **CAREFULLY review** your information, including; Graduation Date, Ceremony, Diploma Name, and Diploma Mailing Information. **IF ANY INFORMATION IS INCORRECT – DO NOT SUBMIT REQUEST.**

Personal Information | **Student** | Financial Aid | Faculty Services | Employee

Search

**Graduation Application Summary**

This is the information that will be submitted for your application to graduate.

**Graduation Date**  
Date: May 09, 2014  
Term: Spring 2014  
Year: 2014-2015

**Ceremony**  
Attend Ceremony: Yes

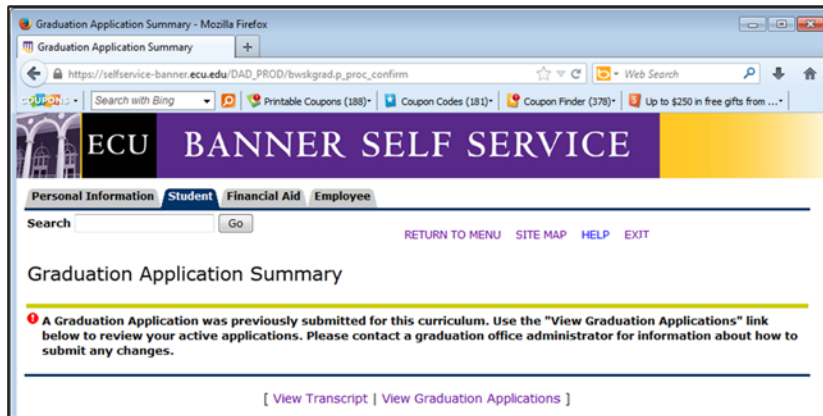
**Diploma Name**  
First Name: [blurred]  
Middle Name: [blurred]  
Last Name: [blurred]

**Diploma Mailing Address**  
Street Line 1: 123 Elm Street  
City: Greenville  
State or Province: North Carolina  
ZIP or Postal Code: 28590

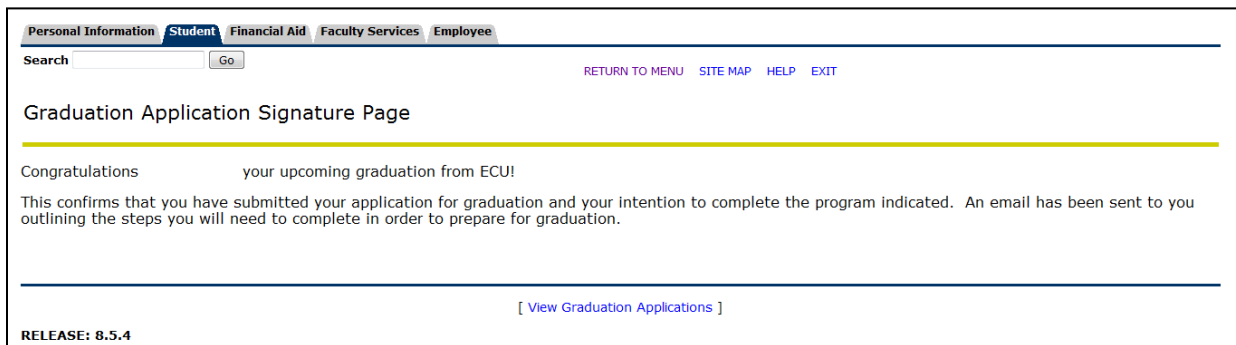
19. When you are sure that the information is correct, click on the **Submit Request** button.

<b>Diploma Mailing Address</b>	
<b>Street Line 1:</b>	123 Elm Street
<b>City:</b>	Greenville
<b>State or Province:</b>	North Carolina
<b>ZIP or Postal Code:</b>	28590
<b>Curriculum</b>	
<b>Current Program</b>	
Master of Science	
<b>Level:</b>	Graduate
<b>Program:</b>	MS-Technology Systems
<b>College:</b>	Col of Technology and Comp Sci
<b>Campus:</b>	Main Campus
<b>Major and Department:</b>	Technology Systems, Technology Systems
<b>Major Concentration:</b>	Performance Improvement
<input type="button" value="Submit Request"/>	

**\*\*\*NOTE: DO NOT press the back button once you have clicked the Submit button or you will receive the following message\*\*\***



20. You will see a confirmation page confirming that you have submitted your application for graduation.



21. You will receive a follow up email confirming your graduation application has been submitted and a checklist for the additional steps you need to complete.

**From:** Office Of The, Registrar  
**Sent:** Thursday, August 15, 2013 2:52 PM  
**To:** [REDACTED]  
**Subject:** Graduation Application and Checklist

08/15/2013

Congratulations on your upcoming graduation from ECU!

Dear [REDACTED],

This email is to confirm that you have submitted your application for graduation and your intention to complete the program indicated below. Please complete the following steps listed at the bottom of this email to prepare for graduation.

It is your responsibility to make sure you complete all program requirements. Provided you complete all program requirements, a degree will be awarded and diploma will be mailed to you at the address you provided with the application.

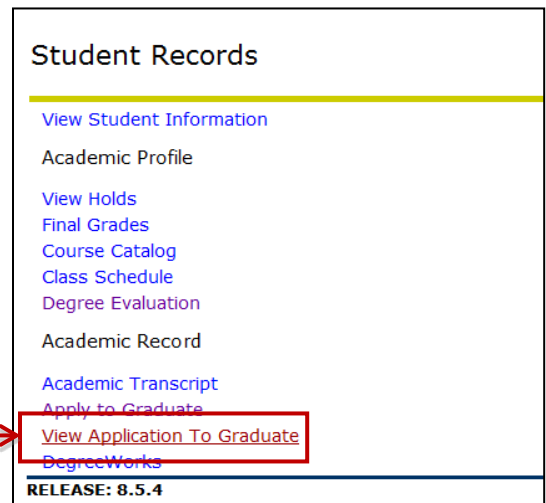
If you fail to meet the program requirements after final grades have been posted, you will be notified and your application for degree conferral will be administratively moved to the next term.

Please contact [REGIS@ecu.edu](mailto:REGIS@ecu.edu) if you need to update your diploma mailing address.

#### Degree Information

### To review your application to graduate:

- Log into Pirate Port.
- Click the "Banner Self Service Links" widget.
- Click Continue button on pop up window
- Click Student Records link on the Student Tab.
- Click View Application To Graduate link.



Student Records

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[View Student Information](#)

Academic Profile

[View Holds](#)

[Final Grades](#)

[Course Catalog](#)

[Class Schedule](#)

[Degree Evaluation](#)

Academic Record

[Academic Transcript](#)

[Apply to Graduate](#)

[View Application To Graduate](#)

[DegreeWorks](#)

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RELEASE: 8.5.4

**IMPORTANT:** If you change your curriculum after you have applied to graduate (add a minor, drop a minor, change a minor, concentration, etc.), **YOU MUST NOTIFY** the Office of the Registrar at [regis@ecu.edu](mailto:regis@ecu.edu) to have your graduation application updated.