Instructions For Applying for Graduation On-Line (Step 1)

via my.fordham.edu

The graduation application process is a 2-step procedure. The first step is to apply via your my.fordham.edu account. The second step is to complete the Graduation Audit Form which can be accessed at http://www.fordham.edu/info/21582/graduation. IT IS MANDATORY THAT STEPS 1 AND 2 ARE COMPLETED IN ORDER TO BE ELIGIBLE FOR GRADUATION.

STEP 1:

- Log into your my.fordham.edu account and from the ‘Student’ tab, go to Banner Self-Service ➔ Student ➔ Student Records ➔ Apply to Graduate

Select "Student" tab

Click on:
- Banner Self-Service
- Student
- Student Records
- Apply to Graduate
Select your curriculum. Then press ‘Continue’. If your curriculum is not correct, please contact the ‘Registrar’s Office’.

Select whether or not you intend on attending the Diploma Ceremony. If you are not sure, select ‘Undecided’. Then press ‘Continue’.
Indicate how you wish your name to appear on your diploma. You may choose your current name, exam ID name (which is usually the same as your current name) or customize your name by selecting ‘New’. Then select ‘Continue’.

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 P. Smith

Current Diploma Name:

Select a Name for your Diploma

One of your Names:*  
None
New
Current Name
Exam ID

Continue
You may customize your diploma name (such as including your full middle name) with this form. If your name has international characters, follow the directions by clicking on ‘Using International Characters’. Then select ‘Continue’.
If you do not intend to attend the Diploma Ceremony, indicate to what address you would like to have your diploma mailed. You may use your permanent address, or indicate a new address. Then select, 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
- New
- Permanent

Continue

If new, please type the address here. Please note that any address changes indicated here are for graduation purposes only. Address changes must be made in Banner Self-Service by selecting ‘Update Address and Phones.’

Diploma Mailing Address Selection

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

This address is for graduation materials only. To change an address with the University, go to the Personal Information tab in Self-Service and select 'Update Address and Phones.'

* indicates required field

Mailing Address For Diploma

Street Line 1:* 140 W. 62nd St.
Street Line 2: Apt. 1-A
Street Line 3:
City:* New York
State or Province: New York
ZIP or Postal Code: 10023
Nation: United States

Continue
The last page summarizes the information that you have entered. If the information is accurate, then select the ‘Submit Request’ button.

Graduation Date
Date: May 19, 2012

Ceremony
Attend Ceremony: Yes

Diploma Name
First Name: John
Middle Name: Paul
Last Name: Smith

Diploma Mailing Address
Street Line 1: 140 W. 62nd St.
Street Line 2: Apt. 1-A
City: New York
State or Province: New York
ZIP or Postal Code: 10023
Nation: United States

Curriculum
Primary Degree Jurs Doctor
Level: Jurs Doctor
College: Law School
Major: Law Day

You have completed Step 1 of the graduation application process (you will receive a confirmation that Step 1 has been successfully completed.

You must now proceed to Step 2

Go to http://www.fordham.edu/info/21582/graduation and complete the Graduate Audit Form
### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Graduation Date</td>
<td>December 2015, May 2016</td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Fordham E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Other E-mail Address</td>
<td></td>
</tr>
</tbody>
</table>

### UPPER-CLASS REQUIREMENTS - Have you completed:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Responsibility</td>
<td></td>
<td></td>
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<tr>
<td>Professional Skills Requirements</td>
<td></td>
<td></td>
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<tr>
<td>Writing Requirement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(\textit{MUST be completed prior to student's last semester})
### PLANNED / EARNED CREDIT COUNT - 83 earned credits are required to graduate

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of credits earned prior to current semester</td>
<td></td>
</tr>
<tr>
<td>Number of credits registered for in current semester</td>
<td></td>
</tr>
<tr>
<td>Number of credits to be taken next semester</td>
<td></td>
</tr>
<tr>
<td>Number of transfer credits not yet posted</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits (Not editable)</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### FORDHAM RESIDENCE SEMESTERS - 6 Full-Time or 8 Part-Time semesters or equivalent. Include your final semester in your count

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of semesters in the full-time day division</td>
<td></td>
</tr>
<tr>
<td>(Each of at least 12 credits and no more than 16 credits = 1 full-time semester)</td>
<td>(Enter 0 if not applicable)</td>
</tr>
<tr>
<td>Number of semesters in the part-time evening division</td>
<td></td>
</tr>
<tr>
<td>(Each of at least 8 credits and no more than 12 credits = 1 part-time semester)</td>
<td>(Enter 0 if not applicable)</td>
</tr>
<tr>
<td>Number of summer sessions of 5 or more credits</td>
<td></td>
</tr>
<tr>
<td>(Each = 0.5 of a full-time semester)</td>
<td></td>
</tr>
<tr>
<td>Number of summer sessions of at least 4 credits</td>
<td></td>
</tr>
<tr>
<td>(Each = 0.5 of a part-time semester)</td>
<td></td>
</tr>
</tbody>
</table>
If you have questions or experiencing difficulty, please contact Assistant Dean Ken Pokrowski at kpokrowski@law.fordham.edu.