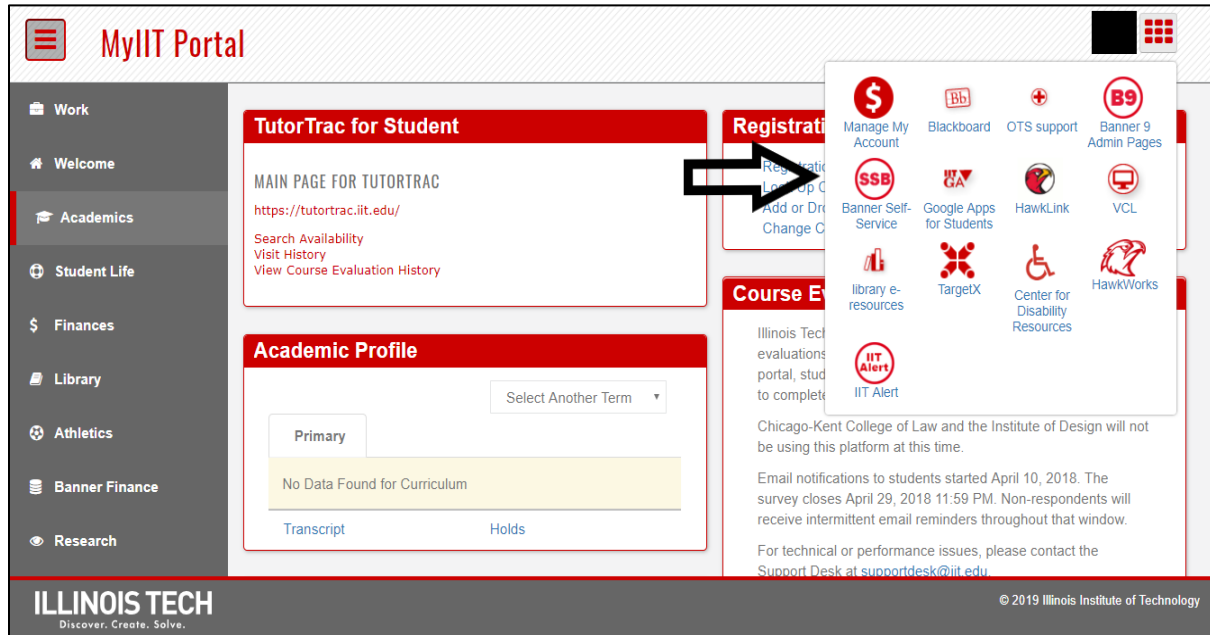


How to Apply for Graduation

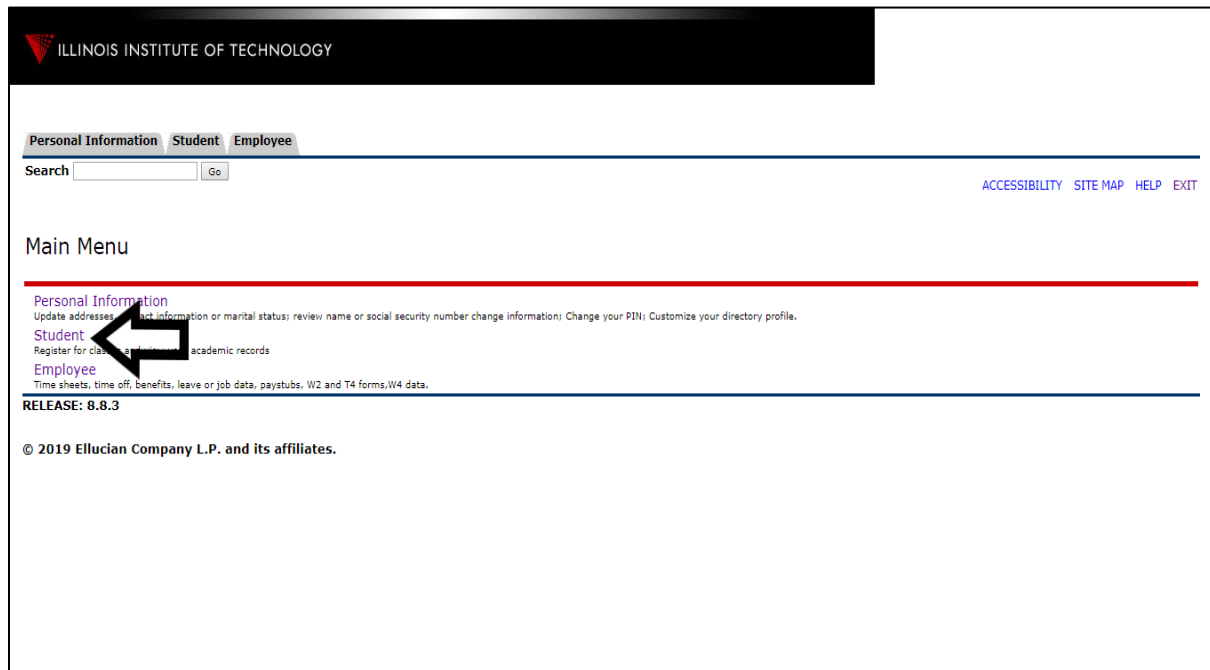
This guide describes the procedures for students using myIIT portal.

Stuart School of Business @ IIT
Division of Student Affairs

1. Log into myIIT portal and click on the "Banner Self-Service" icon.



2. Click on "Student" under the Main Menu.



3. Click on "Student Records."

The screenshot shows the top navigation bar with the IIT logo and the text "ILLINOIS INSTITUTE OF TECHNOLOGY". Below this is a secondary navigation bar with tabs for "Personal Information", "Student", and "Employee". 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 content area is titled "Student" and features a red horizontal line. Below the line are four menu items: "Registration" (with a sub-description), "Student Records" (with a sub-description and a red underline), "Student Account" (with a sub-description), and "RELEASE: 8.8.3". A copyright notice "© 2019 Ellucian Company L.P. and its affiliates." is at the bottom. A large black arrow points to the "Student Records" link.

4. Click on "Apply to Graduate."

The screenshot shows the same top navigation bar as the previous image. The secondary navigation bar is the same. The main content area is titled "Student Records" and features a red horizontal line. Below the line are eight menu items: "View Holds", "Midterm Grades", "Final Grades", "View Unofficial Transcript", "Course Catalog", "View Student Information", "Class Schedule", "Order Official Transcript", "Apply to Graduate" (with a red underline), and "View Application To Graduate". A "RELEASE: 8.8.3" notice and a copyright notice "© 2019 Ellucian Company L.P. and its affiliates." are at the bottom. A large black arrow points to the "Apply to Graduate" link.

5. Select a Term and click on "Submit."

6. Select "Primary Degree" and click on "Continue."

7. Select Graduation Date and click on "Continue."

ILLINOIS INSTITUTE OF TECHNOLOGY

Personal Information **Student** Employee

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

Graduation Date Selection

Select a date for your expected graduation (degree conferral). Please note, this is date of the degree award not the date of the official IIT commencement ceremony.

* indicates required field

Curriculum
Primary Degree
Master of Science

Level:	Graduate Business
Program:	Master of Science
College:	Stuart School of Business
Major:	Marketing Analytics

Select Graduation Date
Graduation Date: *

8. Select a name for your diploma and click on "Continue."

ILLINOIS INSTITUTE OF TECHNOLOGY

Personal Information **Student** Employee

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

Diploma Name Selection

The name below is how your name will appear on the official IIT diploma. Should you wish to update this information, visit <http://www.iit.edu/registrar/forms/view.php?id=19810>

Name
Name:

9. Check your information and click on "Submit Request."

ILLINOIS INSTITUTE OF TECHNOLOGY

Personal Information **Student** Employee

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

Graduation Application Summary

This is the information that will be submitted for your degree conferral application.

Graduation Date
Date: May 18, 2019
Term: Spring 2019

Curriculum
Primary Degree: Master of Science
Level: Graduate Business
Program: Master of Science
College: Stuart School of Business
Major: Marketing Analytics

[[View Transcript](#) | [View Graduation Applications](#) | [Ceremony RSVP Form](#)]

RELEASE: 8.7.1