

Step-by Step Instructions for Online Graduation Application

1. Log into 49er Express using your NinerNet username and password.
2. On the My 49er tab, click the Banner Self Service link under the Registration & Self Service header (green box).
3. Select the Student Services/Student Accounts menu.
4. Select the Student Records option.
5. Click the Online Graduation Application link.
6. Read the given information, then select Continue.
7. Click Senior Survey before continuing to Required Fields.
8. Complete survey (5 questions).
9. Select Online Graduation Application.
10. Select Continue
11. Complete required fields, then select Review and Approve Information.
12. Select Majors/Minors/Concentrations.
13. Verify the information is correct, then select Continue.
 - If you are an undergraduate student and your information is incorrect, please call 704-687-5544.
14. Verify/correct your diploma name then select Continue.
15. Input to hometown information (where you are from) which you would like to be printed in the ceremony program.
 - If your hometown is in the USA, leave the Nation field blank, or select Not Applicable.
16. Verify/update your diploma address, then select Continue
 - If your diploma address is in the USA, leave the Nation field blank, or select Not Applicable.
17. Once there is a red check beside all four sections of the application, select Review/Submit Application
 - If a section does not have the check, review that section and continue.
18. Review the Application Summary, then submit the application.
 - If information in this section is incorrect, select Return to Check List without Saving Changes.
19. Print this page for your records.