

MySFA Application to Graduate

1. Log into MySFA
2. On the Home tab, go to SSB

MY CONTACT INFO

- [SSB \(Self-Service Banner\)](#)
- [Update Address & Phone](#)
- [View Email Address](#)
- [Update Emergency Contact](#)
- [View Campus ID](#)
- [Lookup your PO Box Information](#)
- [Request Chosen First Name](#)

3. On the Student tab, click “Student Records.”

Personal Information Student Financial Aid

Search [] Go

Student

Student Financial Responsibility Agreement
All Students need to click the link above and sub Student Financial Responsibility Agreement one time during their admission to SFASU. You MUST do this before you can register for cla

Texas Residents Guaranteed Price Plan
Incoming Freshmen and Undergraduate Transfer
click the link above in order to Opt-in or Opt-out
You MUST do this before you can register for cla

Cash Advance Opt In/Out
Registration
View your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, transcripts and test scores

Student Direct Deposit

4. Click “Apply to Graduate.”

Personal Information Student Financial Aid

Search [] Go

Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Degree Evaluation \(CAPP\) Tutorial](#)
- [Degree Evaluation \(CAPP\)](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- Apply to Graduate**

5. Click “Term Selection.”

Personal Information Student Financial Aid

Search [] Go

Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

[Term Selection] View HC

6. Select the **current term** (NOT your graduation term) then “Submit.”

Personal Information Student Financial Aid

Search [] Go

Curriculum Term Selection

Select a term to determine curriculum for graduation app

Select a Term: Fall 2020

Submit

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7. Select the Curriculum, then “Continue.”
* (5-Year MPAC students should use the 5-Year MPAC instructions, not these!)

Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

Current Program

Bachelor of Arts

Level: Undergraduate

Major and Department: Information Technology, Computer Science

Minor: General Business

Continue

[Term Selection

8. Select your **Graduation Date** then “Continue.”

Personal Information Student Financial Aid

Search [] Go

Graduation Date Selection

Select a date for your expected graduation.

Indicates required field

Curriculum

Current Program

Bachelor of Arts

Level: Undergraduate

Major and Department: Information Technology, Computer Science

Minor: General Business

Select Graduation Date

Graduation Date: [Date: May 08, 2021 Term: Spring 2021]

Continue

9. Select Ceremony Attendance then “Continue.” (* Any “Undecided” is viewed as “Yes”.)

Personal Information Student Financial Aid

Search [] Go

Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

Continue

[View Trans

MySFA Application to Graduate

10. Select a Diploma Name. (* Only middle names may be edited.)
Click “Continue.”

Personal Information **Student** Financial Aid

Search

Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name.

* Indicates required field

Name
Name:

Current Diploma Name:

Select a Name for your Diploma
One of your Names:

11. Select an address for your diploma then “Continue.”

Personal Information **Student** Financial Aid

Search

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.

* Indicates required field

Current Diploma Mailing Address
Select an Address for your Diploma
One of your Addresses:

12. The selected address is displayed. Review and click “Continue.”
13. The Graduation Application Summary is displayed. Review and click “Submit Request”. (There may be a delay. Click it only once.)
14. The Grad. Appl. Acceptance Page is displayed. Please read it.

Graduation Application Acceptance Page

Congratulations!

Your application for graduation has been accepted. Print this page!

Contact your academic advisor regarding academic requirements.

To view your current application, log into MySFA. In SSB, on the Student tab, select Student Records, then View Personal Graduation Information.

Go to <https://www.sfasu.edu/registrar/graduation/applying> to review Application, Commencement and Diploma Information.

If you have any additional questions, please email graduation@sfasu.edu. Include your name and ID number for identification purposes.

If for any reason you need to move your graduation date, you must notify the Registrar's office at graduation@sfasu.edu prior to the conferral date for your selected graduation term to avoid additional fees.

Please complete the Graduation Completion Survey (only one question) by logging into Self Service Banner, selecting the Personal Information Tab and clicking on the survey link.

Your account will be charged a graduation fee in the term in which you will graduate.

15. Congratulations!
You have applied for graduation!

What's Next?

1. Bookmark our Graduation webpages at <https://www.sfasu.edu/graduation>.
2. Complete the one question survey.
(MySFA -> Self-Service Banner -> Personal Information Tab)
3. If you would like an “I have applied to graduate” card, please visit the **Transcript Office in the Rusk Building, 2nd floor**. If you are an online student, please email renfrojr@sfasu.edu with your mailing address, and we will mail one to you.

