

Registration Office
Goldfarb Hall, 4th Floor
4483 Duncan Ave
Mailstop 90-36-697
St. Louis, MO 63110

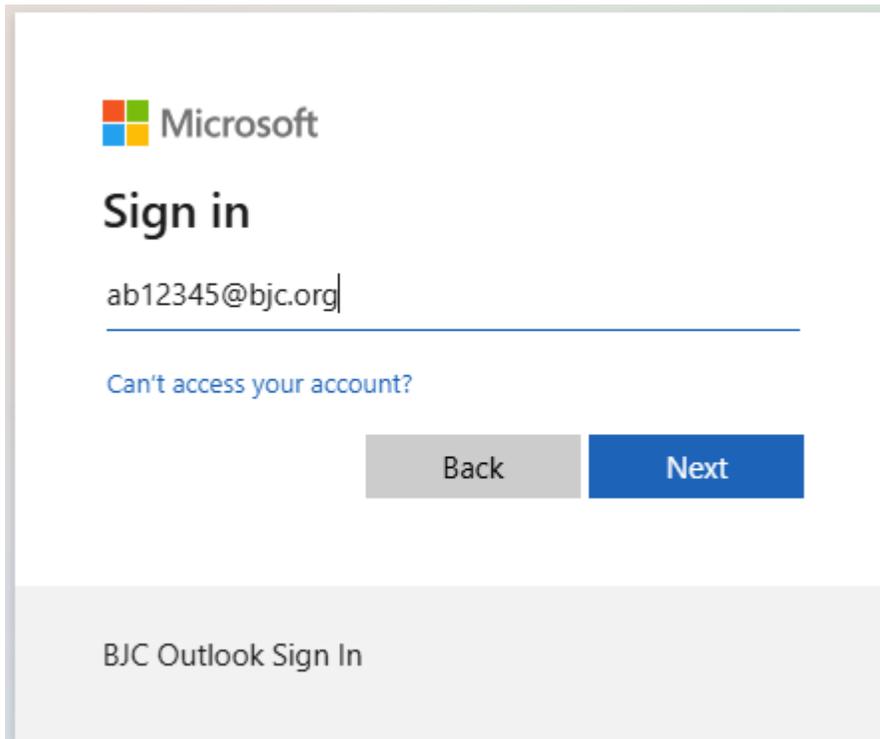
Barnes-Jewish College Goldfarb School of Nursing

BJC HealthCare

Phone: (314) 454-7055
Fax: (314) 362-9250
www.barnesjewishcollege.edu

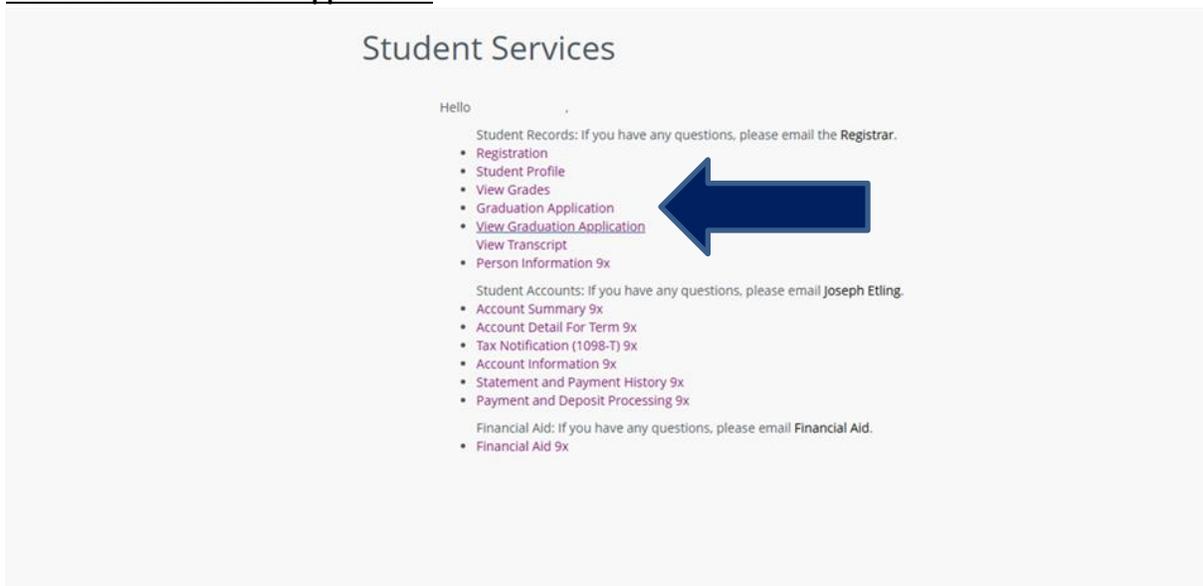
Applying to Graduate via Banner Self-Service

1. Log into [Banner Self-Service](#) through your username [ab12345@bjc.org] and password.



The screenshot shows a Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "ab12345@bjc.org". Below the input field is a blue link that says "Can't access your account?". At the bottom of the sign-in area are two buttons: a grey "Back" button and a blue "Next" button. At the very bottom of the page, the text "BJC Outlook Sign In" is visible.

2. Click on the **Graduation Application**



The screenshot shows a "Student Services" page. At the top, it says "Student Services". Below that, there is a "Hello" greeting. The page is organized into three sections:

- Student Records:** If you have any questions, please email the Registrar.
 - Registration
 - Student Profile
 - View Grades
 - Graduation Application
 - [View Graduation Application](#)
 - View Transcript
 - Person Information 9x
- Student Accounts:** If you have any questions, please email Joseph Etling.
 - Account Summary 9x
 - Account Detail For Term 9x
 - Tax Notification (1098-T) 9x
 - Account Information 9x
 - Statement and Payment History 9x
 - Payment and Deposit Processing 9x
- Financial Aid:** If you have any questions, please email Financial Aid.
 - Financial Aid 9x

A large blue arrow points to the "View Graduation Application" link in the Student Records section.

3. Curriculum Term Selection Screen

- a. Select the Term in which you are graduating.

Student • Graduation Application

Curriculum Selection

i Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

Term *

Select ^

Spring 2025

Fall 2024

4. Curriculum Selection Screen

- a. Click the Current Program Bubble
- b. Click **Continue**

Student • Graduation Application

Curriculum Selection

i Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

Term

Spring 2025

Current Program

Doctorate of Nursing Practice	Program	College	Major and Department
Level Doctoral	DNP Post BSN Ldrshp	Goldfarb School of Nursing	Nursing, Nursing

Continue

5. Graduation Date Selection Screen

- a. Select the Graduation Date
- b. Click **Continue**

Student » Graduation Application

Graduation Date Selection

Current Program
Doctorate of Nursing Practice

Graduation Ceremony Attendance

Graduation Date *

Select

Date: 08/15/2025

Back Continue

6. Graduation Cermeony Attendance Screen

- a. Select if you will be attending the ceremony.
- b. Click **Continue**

Student » Graduation Application

Graduation Date Selection

Current Program
Doctorate of Nursing Practice

Graduation Ceremony Attendance

Graduation Date *

Date: 08/15/2025

Will you attend the ceremony?

Yes

No

Undecided

Back Continue

7. Diploma Name Selection Screen

- a. Select one of your Names.
- b. Click **Continue**

Student » Graduation Application

Diploma Name Selection

Current Program
Doctorate of Nursing Practice

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."

Name
Evan Rosenthal

Select a Name for your Diploma *

Select

Now

Current Name (Keep Existing)

8. Diploma Name Selection Screen Continued

- a. Change any of the name fields if you so desire
 - i. NOTE: Your name will be printed on your Diploma EXACTLY as you type it here
- b. Click **Continue**

Student > Graduation Application

Diploma Name Selection

Current Program
Doctorate of Nursing Practice

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."

Name
Evan Rosenthal

Select a Name for your Diploma *

Current Name (Keep / Change)

First Name
Evan

Middle Name

Last Name *
Rosenthal

Suffix

Back Continue

9. Diploma Mailing Address Selection Screen

- a. Select One of Your Addresses
- b. Click **Continue**

Student > Graduation Application

Diploma Mailing Address Selection

Current Program
Doctorate of Nursing Practice

Mailing Address For Diploma

Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses *
New

10. Diploma Mailing Address Selection Screen Continued

- a. Change any of the address fields if you so desire
 - i. NOTE: Your Diploma will be mailed to this address.
- b. Click **Continue**

Student • Graduation Application

Diploma Mailing Address Selection

Current Program
Doctorate of Nursing Practice

Mailing Address For Diploma

Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses *

New

Street Line 1 *
4483 Duncan Ave

Street Line 2
Attn: Sunny Goldfarb

Street Line 3

City *
St. Louis

State or Province
Missouri

Zip or Postal Code
63110

Nation
United States of America

Back Continue

Note:

Please Enter the Complete Address onto Street Line 1: Example – 123 A Street, Apt 2C

11. Graduation Application Summary

- a. You will now be shown what you entered for your:
 - i. Graduation Date
 - ii. Diploma Name
 - iii. Diploma Address
 - iv. Curriculum (program from which you will be graduating)
- b. If any of it is inaccurate use the **Back** button at the bottom of the screen to return and correct it.
- c. If all of the information is accurate Click **Submit Request**

Student » Graduation Application

Graduation Application Summary

Date 08/15/2025			
Ceremony Attend Ceremony Yes			
Diploma Name First Name A		Last Name E	
Diploma Mailing Address Street 4483 Duncan Ave Attn: Sunny Goldfarb		City St. Louis	State or Province Missouri
Nation United States of America		Zip or Postal Code 63110	
Curriculum Current Program Doctorate of Nursing Practice			
Level Doctoral	Program DNP Post BSN Ldrshp	College Goldfarb School of Nursing	Major and Department Nursing, Nursing

[Back](#) [Submit Request](#)

12. Graduation Application Acknowledgement Page

- a. Your Application Process is now Complete!

Student » Graduation Application

Acknowledgement

A0002028/1