



## GRADUATION APPLICATION GUIDELINES

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## 1. BannerWeb Access

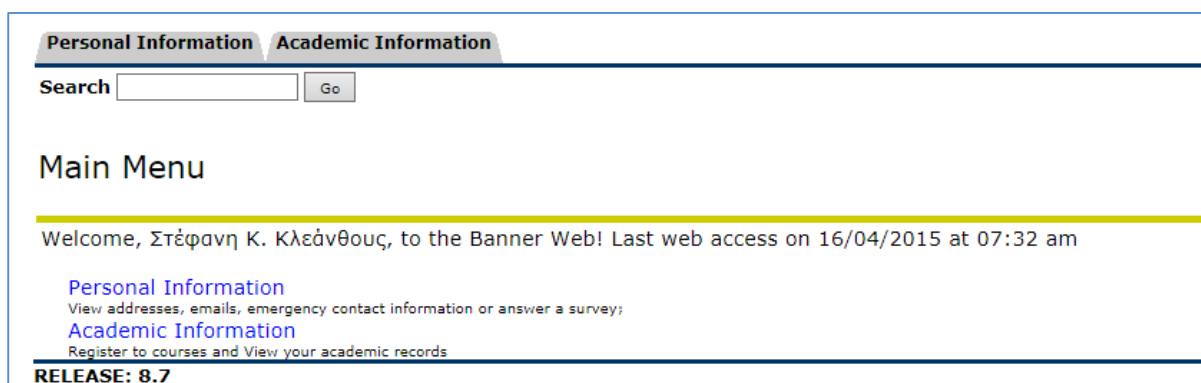
From the main home page of the University of Cyprus' website click on the link **BannerWeb** (Found at the lower right corner of the home page).

In the new web page that opens, click on the link **Enter Secure Area**. Your **User Name** and **Password** must be entered correctly to gain access to BannerWeb. The User Name and Password are the same credentials you use to access your web mail. After entering your User Name and Password, click **Login**.

## 2. Main Menu

Following entry to the BannerWeb application, two groups of information can be accessed via the Main Menu, i.e. Personal Information and Academic Information.

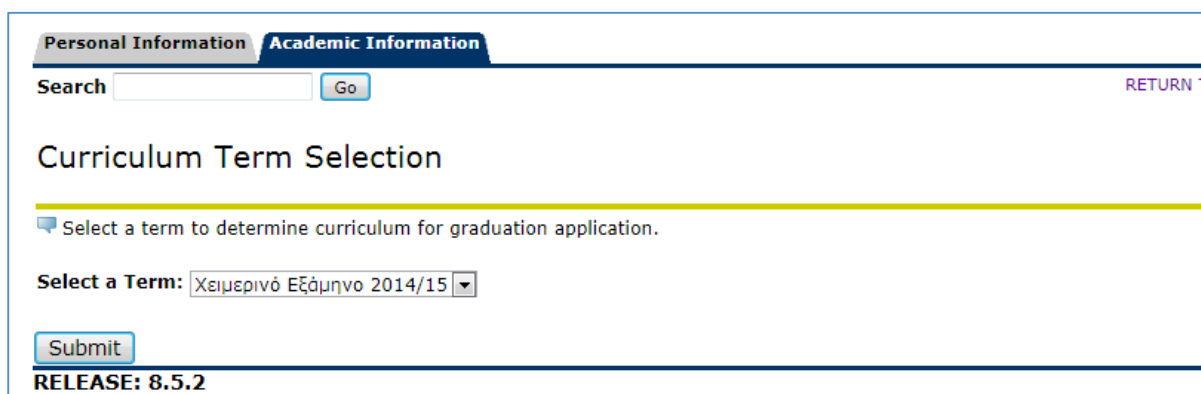
To be able to apply for your expected graduation and the graduation ceremony, you need to choose the links **Academic Information**, **Student Records** and **Apply to Graduate**.



The screenshot shows the BannerWeb Main Menu interface. At the top, there are two tabs: "Personal Information" and "Academic Information". Below the tabs is a search bar with a "Go" button. The main heading is "Main Menu". A yellow horizontal line separates the heading from the welcome message: "Welcome, Στέφανη Κ. Κλεάνθους, to the Banner Web! Last web access on 16/04/2015 at 07:32 am". Below the welcome message are two links: "Personal Information" (with a subtext "View addresses, emails, emergency contact information or answer a survey;") and "Academic Information" (with a subtext "Register to courses and View your academic records"). At the bottom left, it says "RELEASE: 8.7".

## 3. Curriculum Term Selection

Select a term to determine curriculum for graduation application.



The screenshot shows the BannerWeb Curriculum Term Selection page. At the top, there are two tabs: "Personal Information" and "Academic Information". Below the tabs is a search bar with a "Go" button. The main heading is "Curriculum Term Selection". A yellow horizontal line separates the heading from the instruction: "Select a term to determine curriculum for graduation application." Below the instruction is a dropdown menu labeled "Select a Term:" with the selected value "Χειμερινό Εξάμηνο 2014/15". Below the dropdown is a "Submit" button. At the bottom left, it says "RELEASE: 8.5.2".

## 4. Curriculum Selection

In the following screen you must select your curriculum that you are expected to graduate. Then you must press the "**Continue**" button.

The screenshot shows a web interface with two tabs: "Personal Information" and "Academic Information". The "Academic Information" tab is active. Below the tabs is a search bar with a "Go" button. The main heading is "Curriculum Selection". An information icon indicates: "Select one curriculum for this graduation application." Under the heading "Select Curriculum", there is a radio button selected next to the curriculum name "Πτυχίο". Below this, the following details are listed: "Level: Προπτυχιακό", "College: Θετικών & Εφαρμοσμένων Επιστ.", and "Major: Πληροφορική/Κατ Υπολ Συστ&Δικτ". At the bottom left, there is a "Continue" button.

## 5. Graduation Date Selection

You should now select the date of the graduation ceremony. Actually you need to select the academic term that you are expected to graduate and then you must press the "**Continue**" button.

The screenshot shows a web interface with two tabs: "Personal Information" and "Academic Information". The "Academic Information" tab is active. Below the tabs is a search bar with a "Go" button. The main heading is "Graduation Date Selection". An information icon indicates: "Select a date and term for your expected graduation." Below this, a red asterisk indicates: "\* indicates required field". Under the heading "Curriculum", the following details are listed: "Level: Προπτυχιακό", "College: Θετικών & Εφαρμοσμένων Επιστ.", and "Major: Πληροφορική/Κατ Υπολ Συστ&Δικτ". Below this, under the heading "Select Graduation Date", there is a "Graduation Date:" label with a red asterisk. To its right is a dropdown menu with "None" selected. Below the dropdown, the text "Date:31/05/2013 Term:Εαρινό Εξάμηνο 2012/13 Year:Ακαδημαϊκό Έτος 2012/13" is visible. At the bottom left, there is a "Continue" button.

## 6. Graduation Ceremony Selection

You must indicate whether you are planning to attend the graduation ceremony. Please note that if you are not attending the ceremony you need to select the "**No**" button. If this is the case you must contact the Graduate School of the University of Cyprus to arrange receipt of your diploma.

Personal Information Academic Information

Search  Go

### Graduation Ceremony Selection

Please indicate whether you are planning to attend the graduation ceremony. Please note that if you are not attending the ceremony you will need to arrange receipt of your diploma.

**Select Ceremony Attendance**

Attend Ceremony:  Yes  No

Continue

### 7. Name printed on the Diploma

All the students that are expected to graduate must complete the following information regardless of whether they should be able to participate in the ceremony.

**According to a decision of the Senate, your full name will be printed on the diploma awarded with lower case greek characters as it appears on your identity card or passport. Foreign language names will be printed in latin characters.**

Your full name as it is already registered in the Banner system will be displayed in the next page. If you select the "New", blank fields will appear in the next page where you must enter your name. If you select the "Current Name" your name as it is registered in the Banner system will appear.

Personal Information Academic Information

Search  Go

### Diploma Name Selection

All the students that are expected to graduate must complete the following information regardless of whether they should be able to participate in the ceremony.

According to a decision of the Senate, your full name will be printed on the diploma awarded with lower case greek characters as it appears on your identity card or passport. Foreign language names will be printed in latin characters. Your full name as it is already registered in the Banner system will be displayed in the next page. If you select the "New", blank fields will appear in the next page where you must enter your name. If you select the "Current Name" your name as it is registered in the Banner system will appear.

\* indicates required field

**Name**

**Name:** Στέφανη Κώστα Κλεάνθους

**Name:** Stephani Costa Cleanthous

**Select a Name for your Diploma**

**One of your Names:\***

Continue

None  
New  
Current Name (Στέφανη Κ. Κλεάνθους)

## 8. Name Printed on the Diploma in Latin Characters

You need to insert your name in latin characters. It is noted that **your full name will be printed on the diploma awarded with lower case greek characters as it appears on your identity card or passport. Foreign language names will be printed in latin characters.**

You must also appload a copy of your identity card or passport by cliking the browse button in jpg, gif or tif format. The name of this file needs to be with english characters.

**Personal Information** **Academic Information**

Search   [RETURN TO](#)

### Diploma Name Selection

Please insert your name in latin characters and appload a copy of your identity card or passport in **jpg** format by cliking the browse button.  
It is noted that your full name will be printed on the diploma awarded with lower case greek characters as it appears on your identity card o

\* indicates required field

**Name For Diploma**

<b>First Name:</b>	<input type="text" value="Στέφανη"/>
<b>Middle Name:</b>	<input type="text" value="Κώστα"/>
<b>Last Name:*</b>	<input type="text" value="Κλεάνθους"/>

<b>First Name in English:</b>	<input type="text" value="Stephani"/>
<b>Middle Name in English:</b>	<input type="text" value="Costa"/>
<b>Last Name in English:*</b>	<input type="text" value="Cleanthous"/>

**Upload image of your ID or Passport:\***

## 9. Graduation Application Summary

Please check the following information that will be submitted for your application to graduate and then press "**Submit Request**".

Personal Information	Academic Information
Search <input type="text"/> <input type="button" value="Go"/>	
<h3>Graduation Application Summary</h3>	
<p>This is the information information that will be submitted for your application to graduate. Please check it and then press "<b>Su</b></p>	
<b>Graduation Date</b>	
Date:	31/05/2013
Term:	Εαρινό Εξάμηνο 2012/13
<b>Ceremony</b>	
Attend Ceremony:	Yes
<b>Diploma Name</b>	
First Name:	Στέφανη
Middle Name:	Κώστα
Last Name:	Κλεάνθους
First Name in English:	Stephani
Middle Name in English:	Costa
Last Name in English:	Cleanthous
<b>Curriculum</b>	
Μάστερ	
Level:	Μεταπτυχιακό Μάστερ
College:	Θετικών & Εφαρμοσμένων Επιστ.
Major:	Πληροφορική/Κατ Υπολ Συστ&Δικτ
<input type="button" value="Submit Request"/>	

## 10. Information

For inquiries regarding the graduation application please contact the Information Systems Office of the AASW Service (tel.: 22894032 or 22894195, emails: [adonisc@ucy.ac.cy](mailto:adonisc@ucy.ac.cy) or [theag@ucy.ac.cy](mailto:theag@ucy.ac.cy)).

For further information regarding the Graduation Ceremony please contact the Graduate School (tel.: 22894044, email: [fgs@ucy.ac.cy](mailto:fgs@ucy.ac.cy)).