



Gies College
of Business

How to add yourself to the Degree List!

What is the Degree List?

- The Degree List is the official list of students that anticipate graduating at the end of a term.
 - This has nothing to do with the Graduation Ceremony. This is the certification process the college must complete to say you have met all degree requirements.
- All students anticipating graduating at the end of a term **must** add themselves to the degree list by the 10th day of that semester via Self-Service.
- If you missed the 10th day deadline to put yourself on the degree list, you must complete Undergraduate Degree List Application form found on Gies Groups.
- If you do not put yourself on the degree list, you will not be certified and not officially graduate until you notify the college.
- **YOU WILL NOT OFFICIALLY GRADUATE IF YOU ARE NOT ON THE DEGREE LIST**



I Course Explorer

[Home](#)[Schedule](#)[GenEd REQs](#)[Search](#)[Resources](#)

Course Explorer

A new resource provides contact information to request a [registration override](#) for various courses if needed.

The Course Explorer provides the schedule of classes by term and a browsable database of general education requirements in addition to other resources.

For *Course Catalog* and *Programs of Study*, please visit the [University of Illinois at Urbana-Champaign Academic Catalog](#), which maintains the official listing of courses, program, and degree requirements for undergraduate and graduate students.

CLASS SCHEDULE

Browse the schedule of classes for course information, times, locations, and instructors listed by semester.

GENERAL EDUCATION REQUIREMENTS

Browse core requirements students must satisfy in order to graduate.

SEARCH COURSE EXPLORER

Search the Class Schedule and General Education Requirements.

REGISTRATION RESOURCES

Various links to helpful informational resources concerning registration.

[Course Resources](#)[University Resources](#)[Academic Catalog](#)[Office of the Registrar](#)[Register for Classes](#)[myillini](#)[Course Explorer Tips](#)

POPULAR COURSE RESOURCES

ACADEMIC CATALOG

The University of Illinois at Urbana-Champaign Academic Catalog. Browse the official listing of courses, programs, and degree requirements.

COURSES OF INSTRUCTION

A list of all available courses in the Academic Catalog.

CHANGING MAJORS

Detailed information regarding the process of changing majors, application timelines, and contact information organized by college.

SELF-SERVICE

Registration, financial aid, account and contact information for students. Class rosters, teaching schedules and contact information for faculty.

Start by going to Course Explorer (courses.illinois.edu) and logging into Self-Service.

[Personal Information](#)[Financial Aid](#)[Employee](#)[Registration & Records](#)[Account Billing Information](#)[Graduation](#)[Refund Information](#)

Search

Go

Main Menu

Welcome,

to Banner Self-Service! Last web access on Nov

⚠ Attention: As a security precaution, never click e-mail or instant messenger links when logged

Banner Self-Service.

[Personal Information](#)[Financial Aid](#)[Registration & Records](#)[Graduation](#)[Account Billing Information](#)[Employee](#)[Refund Information](#)[Proxy Access Menu](#)

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Click on the
Graduation Tab



Personal Information

Financial Aid

Employee

Registration & Records

Account Billing Information

Graduation

Search

Go

Graduation

[Graduation Information](#)

[Apply to Graduate](#)

[View Active Graduation Applications](#)



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Click on "Apply to Graduate"



Personal Information

Financial Aid

Employee


Registration & Records

Account Billing Information

Graduation

Search

Curriculum Term Selection

 Select a term that will be used to identify the program(s) available for submitting your graduation application(s).


Select a Term:



Select the term you
want to graduate

Search

Curriculum Selection

 You must apply to each program to which you intend to graduate in the upcoming term.

If more than one program appears below and you intend to graduate from both, select either of the programs and submit that application. Then r

If the program to which you intend to graduate does not appear:

1. Undergraduate or Professional students: contact your college office
2. Graduate students: contact your department.

Select Curriculum

☐ **Program Information**

Bachelor of Science

Level: Undergrad - Urbana-Champaign

Program: BS: Management -UIUC

College: Gies College of Business

Campus: Urbana-Champaign


Major and Department: Management, Business Administration


Minor: Leadership Studies

Review and Select
the Curriculum.
Make sure
everything is correct

Search

Graduation Term Selection

 Select the term to which you intend to graduate.

 indicates required field

Curriculum

Program Information

Bachelor of Science

Level:

Undergrad - Urbana-Champaign

Program:

BS: Management -UIUC

College:

Gies College of Business

Campus:

Urbana-Champaign


Major and Department:

Management, Business Administration

Minor:

Leadership Studies

Select Graduation Date

Graduation Date: 

None

None

Term:Spring 2024 - Urbana-Champaign

Select the term you
want to graduate

Diploma Name Review

If the name to appear on the diploma is different from the name displayed below (i.e. maiden name, middle initial or special characters in the name like accents, tildes, schwas, etc.), contact the [Office of the Registrar](#).

Name
Name:

Continue

RELEASE: 8.7.2.10 UI_P0207_BWS8070210


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ne you'd like on your diploma. If it needs to be changed, you can n@illinois.edu with the changes

Confirm the name you'd like on your diploma. If it is not correct or needs to be changed, you can email graduation@illinois.edu with the changes

Search

Graduation Application Summary

 This is the information that will be submitted for your application to graduate.

Graduation Date

Term:

Spring 2024 - Urbana-Champaign

Curriculum

Program Information

Bachelor of Science

Level:

Undergrad - Urbana-Champaign

Program:

BS: Management -UIUC

College:

Gies College of Business

Campus:

Urbana-Champaign

Major and Department:

Management, Business Administration

Minor:

Leadership Studies

You will see a final summary before you submit the request. Confirm everything is correct and hit "Submit Request"

Graduation Application Confirmation

Thank you for submitting your application to graduate from the University of Illinois. You may print a copy of this page using your browser's print command or save this page to a file as confirmation of your submitted application.

If your graduation plans change, you must contact the [College of Business](#) at:

Phone Contact Info: 333-2740

Email Contact Info: undergrads@business.illinois.edu

Additional Information

See the [Office of the Registrar](#) for more about University requirements and diploma information.

See [Commencement](#) for details about the University Commencement Weekend.

Once you submit your request you should take a screen shot of you conformation page for you records.