



Instructions for online graduation application

1. Log into SWORDS under Student Login.

Banner / SWORDS

IMPORTANT LINKS

[Using SWORDS to Register](#)

SWORDS is your gateway to the Banner Student Information System. This system provides access to registration, grades, class schedules, transcripts, financial aid status, account balances, and much more.

****IMPORTANT NOTE:** Additional fees for proctored exams may apply to online classes for which you register**

2014-03-26 Student Financial Responsibility Agreement Notice	+
Inactive Students Login	+

Introducing The All-New SWORDS. It Will Have A Different Look Than SWORDS Classic, But All Of The Functionalities Should Remain.

[SWORDS STUDENT LOGIN](#)

[SWORDS Registration](#)
[SWORDS Financial Aid](#)

[SWORDS FACULTY LOGIN](#)

2. Use your MGA email credentials to access your account.

Middle Georgia State University
Macon | Cochran | Dublin | Eastman | Warner Robins

Sign in

someone@example.com

[Can't access your account?](#)

[Next](#)

3. Select Apply to Graduate from the menu below under Student Information.

<p><u>Student Information</u></p> <ul style="list-style-type: none"> Student Profile Personal Information Apply To Graduate Grades Attendance Tracking StarRez Housing Portal Academic Transcript Order Official Transcript Enrollment Verification Parking MyDegree Classic MyDegree Responsive 	<p><u>Student Accounts</u></p> <ul style="list-style-type: none"> Account Detail For Term Tax Notification (1098-T) Account Information Statement and Payment History Nelnet Payment Plan Bank Mobile Refund Confirm Pay Now Cashnet 	<p><u>Registration</u></p> <ul style="list-style-type: none"> Registration <p><u>Financial Aid</u></p> <ul style="list-style-type: none"> Financial Aid <p><u>Authorizations</u></p> <ul style="list-style-type: none"> View Action Items Title 4
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4. Select your curriculum.

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

Fall 2024

5. Select the degree for which you are applying. If your degree is not listed, contact your academic advisor to make sure your major is listed correctly in the system.

Primary Degree

B.S. in Information Technology

Level	Major
Undergraduate	Information
Semester	Technology (BS)

Primary Degree

B.S. in Business Admin

Level	Major
Undergraduate	Business
Semester	Administration (BS)

Continue

6. Select the term you plan to graduate.

Graduation Date Selection

Primary Degree
B.S. in Business Admin

Graduation Ceremony Attendance

Graduation Date *

Select

Term: Spring 2025

Back Continue

7. Indicate whether you will be attending the ceremony.

The screenshot shows a form titled "Graduation Ceremony Attendance". It includes a "Graduation Date" dropdown menu currently set to "Term: Spring 2025". Below this is a question "Will you attend the ceremony?" with three radio button options: "Yes", "No", and "Undecided". The "Undecided" option is selected. At the bottom of the form are two buttons: "Back" and "Continue".

8. Select the name for your diploma.

The screenshot shows a form titled "Diploma Name Selection". It displays "Primary Degree" as "B.S. in Business Admin". Below this is an information box with an "i" icon and the text "This is the diploma name information." Underneath, the "Name" field is populated with "Daphne Luncette Murchison". At the bottom are "Back" and "Continue" buttons.

9. The name on the diploma must match the official name of record in the system. (If you desire to use another name, a "Notice to Change Student Record Form" along with legal documentation(marriage certificate, divorce decree and etc.) should be submitted to the Office of the Registrar. See form in [link](#)).

10. Diplomas will be mailed to the address in the system. (If you need to make corrections to your mailing address update it [here](#) or through SWORDS).

11. Review your application information and submit.

The screenshot shows a "Graduation Application Summary" form. It displays the following information: "Graduation Date" with "Term" as "Spring 2025"; "Ceremony" with "Attend Ceremony" as "Yes"; and "Curriculum" with "Primary Degree" as "B.S. in Business Admin". Below this, "Level" is "Undergraduate" and "Semester" is "Semester". To the right, "Major" is "Business Administration (BS)". At the bottom are "Back" and "Submit Request" buttons.

13. A \$35 undergraduate graduation application fee is required. The graduate application fee is \$50. Payment instructions can be found here: https://www.mga.edu/bursar/docs/MGA_Online_Payment_Tutorial.pdf.

14. Cap & gown must be ordered and paid for through the Campus Bookstore.