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

BARNES JEWISH College
Goldfarb School of Nursing

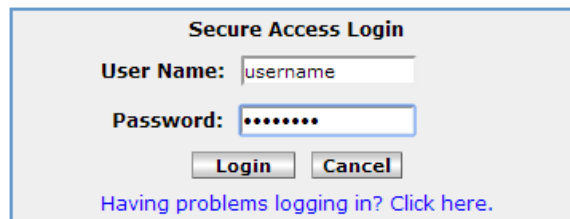Phone: (314) 454-7055
Fax: (314) 362-9250

www.barnesjewishcollege.edu

Applying to Graduate via GUSConnect

Step 1. Accessing the Graduation Application

1. Log Into GUSConnect (gusconnect.barnesjewishcollege.edu)

    a. Enter your Username
    b. Enter your Password
    c. Click **Login**

    Secure Access Login
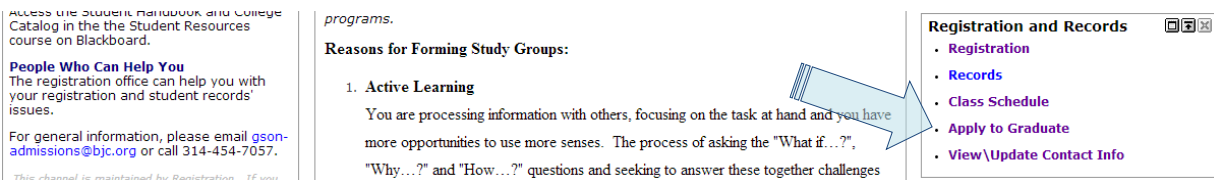   User Name: username
    Password: •••••••
    Login   Cancel
    Having problems logging in? Click here.

2. Click on the *My Academics* tab

    Home | My Academics | Student Life | Library | About GSON | Customize Me!
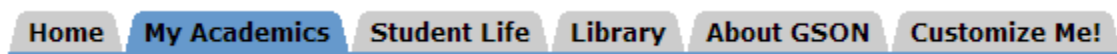
3. Click on **Apply to Graduate** within the **Registration and Records** menu

    Access the Student Handbook and College Catalog in the the Student Resources course on Blackboard.

    People Who Can Help You
    The registration office can help you with your registration and student records' issues.

    For general information, please email gson-admissions@bjc.org or call 314-454-7057.

    This channel is maintained by Registration. If you

    programs.

    Reasons for Forming Study Groups:

    1. **Active Learning**

        You are processing information with others, focusing on the task at hand and you have more opportunities to use more senses. The process of asking the "What if…?", "Why…?" and "How…?" questions and seeking to answer these together challenges
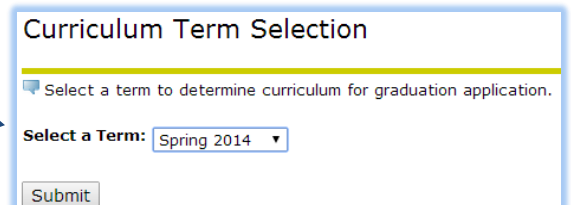
    Registration and Records
    • **Registration**
    • **Records**
    • **Class Schedule**
    • **Apply to Graduate**
    • **View\Update Contact Info**

    You will now be re-directed into Banner Self-Service

4. Curriculum Term Selection Screen

    a. Select the Term in which you are graduating
    b. Click **Submit**

    Curriculum Term Selection

    Select a term to determine curriculum for graduation application.

    Select a Term: Spring 2014 ▼

    Submit

5. Curriculum Selection Screen

    a. Click the Curriculum Bubble
    b. Click **Continue**

    Curriculum Selection

    Select one curriculum for this graduation application.

    Select Curriculum
    ○ **Current Program**
       Bachelor of Science in Nursing
       Level: Undergraduate
       Program: BSN Accelerated
       College: Goldfarb School of Nursing
       Campus: Main
       Major: Nursing

    Continue

6. Graduation Date Selection Screen
   a. Select the Graduation Date
   b. Click **Continue**

Graduation Date Selection

Select a date for your expected graduation.

＊ indicates required field

Curriculum
Current Program
Bachelor of Science in Nursing
Level: Undergraduate
Program: BSN Accelerated
College: Goldfarb School of Nursing
Campus: Main
Major: Nursing

Select Graduation Date
Graduation Date:＊   Date:May 03, 2014 ▼

Continue

7. Diploma Name Selection Screen
   a. Select one of your Names
   b. Click **Continue**

Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or ＜
keep it by selecting "Keep Diploma Name."

＊ indicates required field

Name
Name: █████████

Current Diploma Name:

Select a Name for your Diploma
One of your Names:＊   None ▼
                            None
                            New
                            Birth or Maiden Name (█████████)
                            Current Name (████████)
                            Legal (████████)

Continue

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**

Diploma Name Selection

Enter the name to be printed on your diploma.

＊ indicates required field

Name For Diploma
First Name: Enter your First Name Here
Middle Name: Enter your Middle Name or Middle Initial Here
Last Name:＊   Enter your Last Name Here
Suffix: Examples: Jr. / III

Continue

9. Diploma Mailing Address Selection Screen
   a. Select One of Your Addresses
   b. Click **Continue**

Diploma Mailing Address Selection

💬 Please enter or edit a new mailing address for your diploma. Use "One of you

✱ indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma
One of your Addresses:✱   None ▼
                                None
                                New
                                Permanent (▮▮▮▮▮▮▮)

Continue

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 if you do not pick it up in person
   b. Click **Continue**

Diploma Mailing Address Selection

💬 Please enter or edit a new mailing address for your diploma.

✱ indicates required field

Mailing Address For Diploma
Street Line 1:✱   4483 Duncan Avenue
Street Line 2:
Street Line 3:
City:✱   Saint Louis
State or Province: Missouri ▼
ZIP or Postal Code: 63110
Nation: None ▼

Continue

Note:
You do NOT need to select a Nation if the address is within the United States
Please Enter the Complete Address onto Street Line 1: Example – 123 A Street, Apt 2C

11. <u>Graduation Application Summary</u>
    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 on your browser to
       return and correct it
    c. If all of the information is accurate
       Click **Submit Request**

Graduation Application Summary

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

Graduation Date
Date: May 03, 2014

Diploma Name
First Name: ██████
Middle Name: █████████
Last Name: ██████

Diploma Mailing Address
Street Line 1:   4483 Duncan Avenue
City: Saint Louis
State or Province: Missouri
ZIP or Postal Code: 63110

Curriculum
Current Program
Bachelor of Science in Nursing
Level: Undergraduate
Program: BSN Accelerated
College: Goldfarb School of Nursing
Campus: Main
Major: Nursing

[Submit Request]

12. <u>Graduation Application Signature Page</u>
    a. This page contains useful information for if you have any questions regarding your graduation
    b. If you wish to have your name Printed in the Commencement and Honors Convocation Ceremonies
       then your Application Process is Complete!

Graduation Application Signature Page
                                                                        ████████ Feb 17, 2014 08:51 am

Dear ████

Thank you for applying to graduate. Please contact Terri Montgomery at 314 362-6255 if you have questions regarding the graduation process.

For information regarding the commencement ceremony please visit www.barnesjewishcollege.edu/commencement.

If you wish to have your name printed in the Commencement and/or Honors Convocation programs your gradaution application process is now complete!

If you wish to have your name withheld from the Commencement and/or Honors Convocation Programs please print, complete, sign, and return this completed confirmation page to the Registration Office, Goldfarb Hall, 4th Floor.
__ Check here to have your Name withheld from the Commencement and Honors Convocation Programs.
_____ Student Signature
_____ Signature Date

If wish to have your name withheld from the Commencement and Honors Convocation Ceremonies
you must print, complete, sign, and return the Graduation Application Signature Page to the
Registration Office on the 4th Floor of Goldfarb Hall (Duncan Campus Site)