

- STEP I**
1. List courses on the application in the same sequence as the major/minor requirements appear in the catalog: **(SEE SAMPLE)**
 - A. Required Lower Division
 - B. Required Upped Division / Core
 - C. Concentrations / Area Requirements / Electives
 - D. Other Requirements
 2. **DO NOT LIST GENERAL EDUCATION COURSES** unless used as lower division requirements in your major.
 3. Leave grade (GRD) area blank for courses in progress or to be taken.
 4. Any deviation (waiver or substitution) of major/minor requirements **MUST BE NOTED AND APPROVED** by the Department Chairperson in the waiver area of the application. Students are responsible for obtaining signatures.
 5. If you are filing for more than one major or concentration, please **SUBMIT A SEPARATE APPLICATION FOR EACH PROGRAM (NO additional fee required)**.
- STEP II** Submit your degree application to your major/minor department for review and signature.
- STEP III** **SIGN YOUR NAME IN THE SPACE PROVIDED.** Your diploma will be mailed to the permanent mailing address on file with the Admissions and Records Office. Address changes must be reported to the Registrar's Office by completing a Data Change Form at the Admissions and Records Service Counter in Lassen Hall.
- STEP IV** **PAY GRADUATION AND DIPLOMA FEE AT THE STUDENT FINANCIAL SERVICES CENTER** located in Lassen Hall. Make your checks payable to CSUS.
- STEP V** Return completed Bachelor's Degree Application forms to the Admissions and Records Service Counter in Lassen Hall by the timeline below.

The Degree Evaluations Office will review your bachelor's degree application to ensure that your major, minor, General Education, Graduation and State Law requirements are appropriately met.

Your Degree Evaluation will be mailed to you and to your major department. If you have questions concerning your completed Degree Evaluation, please call (916) 278-3901 to speak with a Degree Evaluator or to schedule an appointment.

You will be given a one-time only priority registration through CASPER telephone/web registration for your last semester if you submit your degree application within the filing deadlines listed below.

Degree Filing Timelines:

SEMESTER OF GRADUATION	DEGREE APPLICATION DEADLINE	DEGREE DATE CHANGE DEADLINE*
SPRING	May 1 (one year in advance)	April 1 (year of graduation)
SUMMER	May 1 (one year in advance)	April 1 (year of graduation)
FALL	Nov. 1 (one year in advance)	October 1 (year of graduation)

*Deadline to move degree date forward to qualify for CASPER telephone/web registration.

Graduation/Diploma Fee \$43.00

DateChange/Diploma Reorder Fee \$7.50 due if date changed after deadline.