Graduation Application Acceptance Process
For Advisors and Department Chairs
Graduation Application Acceptance Process

1. After the student submits their application, an email notification will be automatically sent to the advisor of record that one or more advisee(s) has requested acceptance of their Graduation Application.

See example of the email below:

```
From: Sac State [mailto:noreply@csus.edu]
Sent: Saturday, April 25, 2015 2:07 AM
To: Stoner, Mark R
Subject: Graduation Application Acceptance Request

One or more advisees have applied for graduation and are requesting your acceptance. To review their application, go to http://my.csus.edu/, click Faculty Center, select the Advisor Center tab, and click the View My Graduation Apps button.
```
2. The faculty advisor will navigate to their Advisor Center, clicks on “My Advisees” then ‘View my Graduation Apps” button located at the bottom of the page to begin the acceptance process.
3. After clicking the “View My Graduation Apps” button, a list of their advisees who have applied for graduation will be displayed. The advisor will begin the application acceptance process by clicking the Application link and the student’s application will appear.
4. The advisor will use the advising links to review students’ degree program and courses by selecting the View Academic Requirements or the View Advising Summary links.

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### Graduation Application

| Address 1:  |  |
| Address 2:  |  |
| City:       |  |
| State: CA   |  |
| Country: USA | Zip: 95747-4036 |

**Application Status:** Applied  
**Application Status Date:** 04/01/2015  
**Application Fee:** Not paid  
**Requirement (Catalog) Term:** 2011 Fall  
**Expected Graduation Term:** 2015 Spring

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Below are the course substitutions/waivers submitted by your advisee.

<table>
<thead>
<tr>
<th>Major/Minor</th>
<th>Course Substitutions, Waivers, and Notes</th>
<th>Acceptance Status</th>
</tr>
</thead>
</table>
| Kinesiology (Exercise Sci) BS Major  
Degree: Bachelor of Science  
Department: Kinesiology and Health Science  
Advisor: Daryl Parker | Math 26A at CSUS = Math 20 at CSUS (elective) | Pending Advisor Acceptance 04/01/2015 |

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**Application Acceptance**

Below is the section for course substitutions and/or waivers requested by the student and accepted by the advisor. You may either accept their application or defer for further advising using the “Advising Required” button. If you accept the noted substitutions/waivers, please click “Accept w/o Changes.” If you do not accept the noted substitutions/waivers, please specify in the comment box below and click “Accept w/ Changes.” Your notes will be reviewed by the Degree Evaluations office and reflected in the graduation evaluation.

<table>
<thead>
<tr>
<th>Major/Minor</th>
<th>Name</th>
<th>Notes</th>
<th>Acceptance Status</th>
<th>Actions</th>
</tr>
</thead>
</table>
| Kinesiology (Exercise Sci) BS Major  
Degree: Bachelor of Science  
Department: Kinesiology and Health Science | Parker, Daryl L  
Role: Advisor | Math 26A at CSUS = Math 20 at CSUS (elective)  
You have 2000 characters left. | Pending Advisor Acceptance 04/01/2015 | Advising Required  
Accept w/o Changes |

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This area indicates substitutions and/or waivers submitted by students.
5. The advisor may insert any comments, substitutions, and/or waivers in the “Notes” area.

6. At the point of accepting the application, the advisor is given two “Accept” buttons:

**Accept with Changes:** This button will be used if the advisor makes any corrections or notations regarding the student-entered substitutions or waivers.

**Accept without Changes:** This button will be used if no corrections by the advisor are needed.

If the advisor clicks the Advising Required button an email is automatically sent to the student informing them that their application has not been accepted and additional advising is required.

**Please Note:** The student’s application will remain in “Applied” status until the application is accepted by their advisor. The application will not be on any list however the advisor may access/locate the application by entering the student’s ID on the list and clicking Search.

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**Your Graduation Application has NOT been approved**

Your Graduation Application has been received and reviewed by your major/minor department. Please contact the department to schedule a time to review the substitutions/waivers noted on your application.

If it is determined that you need to update or make changes to your application after meeting with your advisor, please navigate to the Graduation Application on your Student Center to update and resubmit for department approval.

Advisor: Mr. Bob Advisor  
Major/Minor: Business
7. Once the student meets with the advisor, the student will access their application, make the necessary changes if any and click the **update** button to resubmit to the advisor **OR** the advisor has the option to accept the application by accessing it and clicking the appropriate acceptance button.

8. Once the advisor accepts the application, an email is automatically sent to the Department Chair requesting their acceptance. The navigation, functionality and acceptance are the same for Advisor and Chair.
9. The Department Chair has the added feature of accepting the application in lieu of the Advisor. Notes may be entered prior to accepting.
10. After the Department Chair accepts, the application will be forwarded to the Degree Evaluations Office for final review.