Online Graduation Application Process

For Students

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<th>Contact Us:</th>
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<tr>
<td>web</td>
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<tr>
<td><a href="http://www.csus.edu/irt/acs/services/cms/training/reference.stm">www.csus.edu/irt/acs/services/cms/training/reference.stm</a></td>
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<tr>
<td>phone</td>
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<tr>
<td>(916) 278-7337 University Service Desk</td>
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Overview

This manual will show you how to:

- Apply for Graduation
- Review your Degree Progress Report
- List Course Substitutions and Waivers
- Pay Graduation Application Fee
Online Graduation Application Process for Students

Navigation

1. You can access the Online Graduation Application page by navigating to your Student Center.

2. Click the Graduation Application link on the other academics drop-down menu.

3. If you are not eligible to apply for graduation, a message will be displayed explaining why you are not eligible to apply.

Criteria for applying for graduation:

- You must have 85 units completed at the point of applying for graduation
- You must have an assigned Advisor for Major/Minor on record
- You must be enrolled in an undergraduate program
- You must have a declared Major/Minor on record
4. The Graduation Application Instruction page will display. Please read the instructions prior to completing your Application for Graduation. If you need a printed copy of the instructions, a Print Page link has been provided.

**Graduation Application Instructions**

Please read instructions prior to completing the Application for Graduation. It is important to read and follow the steps below to prevent any delay in accepting and processing your application.

1. Once you have read the instructions, you may begin the application process by clicking "Continue to Application" to access the Application for Graduation page.

2. Verify that all your personal information is correct; this information is critical for successful review, processing, and notification of degree requirements. The name that appears on this page will be listed on your diploma.

   **Please Note:** Formally changing your name on your student record requires official documentation and must be initiated at the Office of the Registrar. Please refer to the Office of the Registrar website for information on the necessary steps. If you are receiving Financial Aid and want to change your name, you must visit the Financial Aid Office to initiate the process.

3. Once you have completed the form, click the Evaluation button to request your Graduation Evaluation link.

4. If you have questions concerning your completed Degree Evaluation, please call (916) 278-3901 to speak with a Degree Evaluator.

   **Graduation Application Fee $63.50**

5. Click the Continue to Application button.

6. The top portion of the Graduation Application page lists all of your personal information on record. Several change links have been provided to allow you to update your address, phone number, and email.
7. **Application Status** indicates the stage of your application. Below are the status types describing the various stages of your online graduation application:

- Applied
- Pending Advisor Acceptance
- Pending Chair Acceptance
- Accepted with Changes
- Accepted Without Changes
- Advising Required
- Pending Graduation Evaluation
- Graduation Evaluation Complete
- Degree Awarded
- Degree Denied

8. **Application Status Date** reflects the most recent activity of the status types listed above.

9. **Application Fee** field indicates whether the graduation fee has been paid. You will have the option to pay your graduation fee during the application process. It is recommended you pay the graduation filing fee prior to submitting your application.
10. The **Requirement (Catalog) Term** indicates your catalog rights for your major/minor. Please be sure your application reflects the correct catalog you are following. Catalog rights determine requirements needed for graduation in both your major and General Education.

11. Select the **Expected Graduation Term** for which you are applying. Use the pull down to select the term and year.

12. Several Links have been provided to assist you with your graduation application:
**View Instructions:** Allows you to access the instructions page with questions regarding a particular field without navigating away from the page.

**View Degree Progress:** Reflects your academic progress in General Education (GE), Graduation requirements, along with your major/minor requirements.

**View Advising Summary:** This is a custom page that houses a multitude of information including transfer schools attended and units transferred, test credit, internal and external courses, upper division courses along with Sac State and Overall cumulative statistics.

2. Click the View Degree Progress link

3. Select a Report Type from the drop down menu and click Go.

4. Two new options have been added to the Degree Progress Report.
   - Click the **Hide met requirements** checkbox to view only missing requirements
   - Click the **Hide non-major/minor requirements** checkbox to view only major/minor requirements.
Substitutions and Waivers

1. Place all substitutions and/or waivers in the Course Substitution and Waivers field for approval by your Major Advisor and Department Chair.

Please do not list Substitutions or Waivers already reflected in the Academic Requirements.

2. Example of how to enter a course substitution:
   - Chem 305 at CRC = Chem 6A at CSUS
   - Chem 400 at SCC = Chem 1A at CSUS

3. Example of how to enter a course waiver:
   - Waive Bio 131 and substitute with Bio 430 & 431 from CRC.
5. The **Acceptance Status** field indicates the status of your application in terms of department approval. The two “acceptance status” types that may be displayed are:
   - Pending Advisor Acceptance
   - Pending Department Chair Acceptance.

6. To complete the application process, click either **Submit and Pay Now** or **Submit and Pay Later**. This will take you to a confirmation page indicating that you have successfully submitted your graduation application.

Noting substitutions/waivers does not guarantee that your Major/Minor advisor and/or Department Chair will approve. It is imperative for you to obtain approvals from your major/minor advisor before submitting your application for graduation.
7. To pay your application fee click the CASHNet SmartPay link.

8. Your CashNet Account Page will display showing the Graduation Application Fee. Click the link to make a payment.

9. You can change your graduation date by navigating to your graduation application and clicking the “Change” button. Select the new graduation date and save.

If your application has already been reviewed by the Degree Evaluations Office, then a $28.00 fee will be charged.
After you have completed the Graduation Application, you will receive a confirmation email like the one shown below.

**PLEASE NOTE:**

If you receive the email below, it has been determined that you need additional advising and must schedule an appointment with your advisor. Your application will **NOT** be forwarded to the Degree Evaluations office until you meet with your advisor, update your application per advisor instructions, and resubmit by hitting the **UPDATE BUTTON**.
Major/Program Changes

If you make a change to your program you must submit the department approved change of major/minor or deletion of major/minor form to the Registrar's Office. Once the update has been made, you must return to the Graduation Application and resubmit your application by hitting the SUBMIT button. Your Evaluation will be reviewed and adjusted appropriately to reflect the change(s).

Summary

You may check the status of your application by navigating to your student center. The approval process may take several weeks before it is forwarded to the Degree Evaluations office for review.

We recognize how important it is to have an evaluation of your remaining graduation requirements in a timely manner but a thorough review of your requirements takes careful review and possible discussion with major/minor departments. We thank you for your patience and hope the new online process was easy to use.

**If any of your programs are not available via the on line application process, you will receive a message that you must file a paper application. Please be aware that if you do not file the paper application, you will not receive a degree evaluation and your registration and ability to graduate may be delayed or denied.**