



# The New Application for Graduation (Student)

*COMING OCTOBER 15<sup>th</sup>, 2021*

Presented by:  
the Office of the University Registrar,  
Degree Evaluations

*Redefine the Possible™*

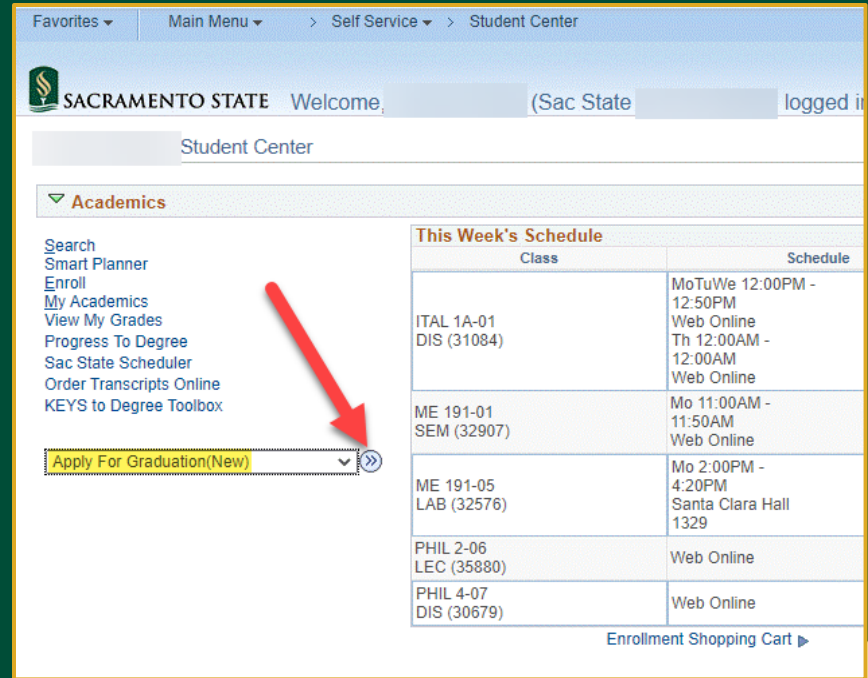
# Eligibility to Apply for Graduation

- ✓ Must be declared in a major (no pre-major, expressed interest or undeclared)
- ✓ Must have a major and minor (if applicable) advisor assigned
- ✓ Must have earned 85 units



# Step One

- 1) Log in to the Student Center
- 2) Go to the drop down menu on the left hand side
- 3) Choose 'Apply for Graduation (New)'
- 4) Click the arrows to the right of the drop down menu



The screenshot shows the Sacramento State Student Center interface. At the top, there are navigation links: Favorites, Main Menu, Self Service, and Student Center. Below this is the Sacramento State logo and a welcome message for a user logged in from Sacramento State. The main content area is titled 'Student Center' and features an 'Academics' section with a list of links: Search, Smart Planner, Enroll, My Academics, View My Grades, Progress To Degree, Sac State Scheduler, Order Transcripts Online, and KEYS to Degree Toolbox. A dropdown menu is open, showing 'Apply For Graduation(New)' as the selected option. A red arrow points to the right-pointing arrow icon at the end of this menu item. To the right of the dropdown is a 'This Week's Schedule' table.

Class	Schedule
ITAL 1A-01 DIS (31084)	MoTuWe 12:00PM - 12:50PM Web Online Th 12:00AM - 12:00AM Web Online
ME 191-01 SEM (32907)	Mo 11:00AM - 11:50AM Web Online
ME 191-05 LAB (32576)	Mo 2:00PM - 4:20PM Santa Clara Hall 1329
PHIL 2-06 LEC (35880)	Web Online
PHIL 4-07 DIS (30679)	Web Online

Enrollment Shopping Cart ►

# Step Two

- 1) Confirm that the major and minor (if applicable) are correct
- 2) If not, please have your major advisor complete a 'major/minor change form' on your behalf or, complete a 'deletion of major/minor' form online.
- 3) Click the 'Apply for Graduation' link

\* If you have not met the eligibility to apply for graduation, the link will not be available \*

The screenshot shows a web interface with a search bar at the top right containing the text "go to ...". Below the search bar are four buttons: "Search", "Smart Planner", "Enroll", and "My Academics". The main heading is "Apply for Graduation". Underneath is a sub-heading "Submit an Application for Graduation". A paragraph of text reads: "Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information." Below this text is a table with two rows. The first row is "Program: Undergraduate Degree" and the second row is "Sacramento State | Undergraduate". The third row contains "Degree: Bachelor of Science" and "Major: Mechanical Engineering BS". To the right of this row is a button labeled "Apply for Graduation" which is highlighted with a red box. A red arrow points from the top right towards this button. At the bottom left of the page is a "Go to top" link.

# Step Three

- 1) Select the appropriate 'Expected Graduation Term' from the drop down menu based on the term that all of your degree requirements will be completed. **\*NOT THE COMMENCEMENT TERM YOU WANT TO PARTICIPATE IN!\***
- 2) Click 'Continue'

go to ...

Search Smart Planner Enroll My Academics

### Apply for Graduation

#### Select Graduation Term

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

**Program: Undergraduate Degree**

**Sacramento State | Undergraduate**

Degree: Bachelor of Science  
Major: Mechanical Engineering BS

Expected Graduation Term: Spring 2021

#### Graduation Instructions

Complete the application for the term you expect to finish all degree requirements, including transfer credit. Be sure to identify and update a degree name and address if different from your preferred name and address in the system.

Select Different Program Continue

# Step Four

- 1) Click 'Submit Application' and see the confirmation message

go to ...

Search Smart Planner Enroll My Academics

Apply for Graduation

Verify Graduation Data

Program: Undergraduate Degree

Sacramento State | Undergraduate

Degree: Bachelor of Science  
Major: Mechanical Engineering BS  
Expected Graduation Term Spring 2021

Graduation Instructions

Complete the application for the term you expect to finish all degree requirements, including transfer credit. Be sure to identify and update a degree name and address if different from your preferred name and address in the system.

Select Different Program **Submit Application** Select Different Term

Go to top

go to ...

Search Smart Planner Enroll My Academics

Apply for Graduation

Submit Confirmation

✓ You have successfully applied for graduation.

Go to top

# What happens to the graduation application after submission?

Application is routed to the major/minor Advisor(s) for review:

Further Action Required status = see notes/make an appointment with your Advisor

Pending Department Chair Review status = moved to the next step



Application is routed to the department Chair for review:

Further Action Required status = see notes/make an appointment with your Advisor

Pending Registrar Review status = moved to the next step



Application is routed to the Degree Evaluations Office

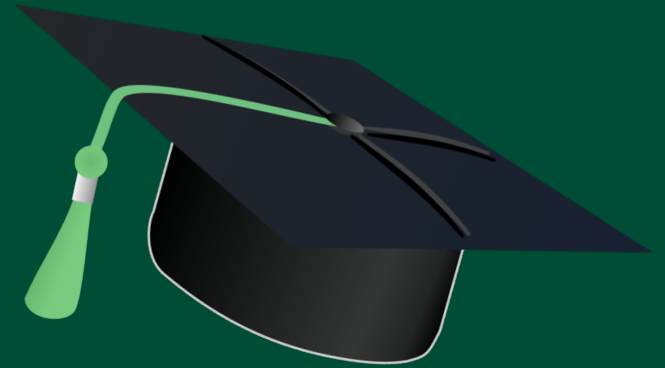


Degree Evaluations reviews for graduation eligibility



# Graduation Application Fee

\$76.50 Graduation Application fee  
=  
\$28 Diploma fee +  
\$48.50 Commencement Fee

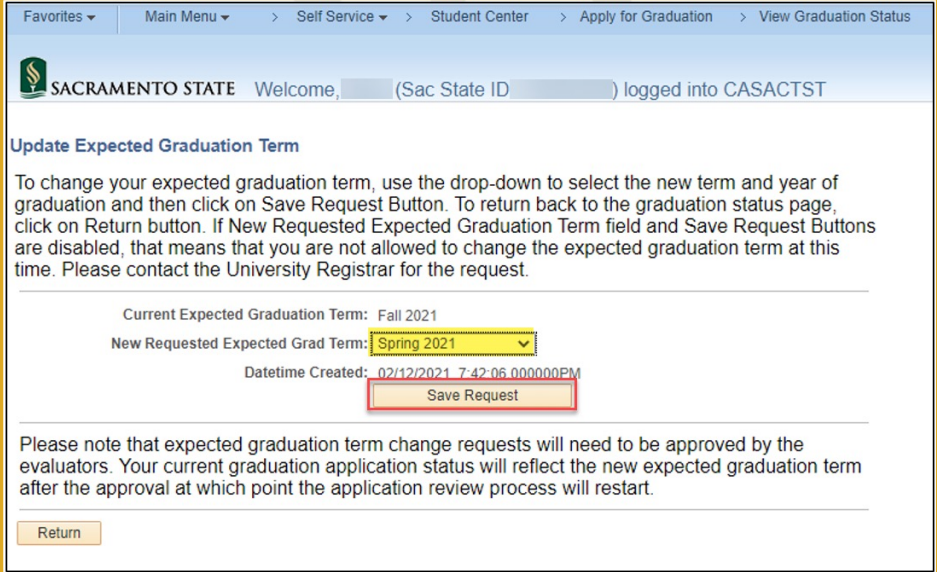


\*This fee is charged at the time you complete your application. You have two weeks to pay the fee before a hold is placed on your account preventing registration\*



# Changing your Graduation Term

- 1) If changes need to be made to your term of graduation after submission, go back into the graduation application through the Student Center drop down
- 2) Click 'Update Expected Grad Term' and select the new graduation term
- 3) Click 'Save Request'
- 4) The application will go back to the first step in the review process



The screenshot shows the CASACTST interface for Sacramento State. The breadcrumb trail is: Favorites > Main Menu > Self Service > Student Center > Apply for Graduation > View Graduation Status. The user is logged in as (Sac State ID [redacted]).

### Update Expected Graduation Term

To change your expected graduation term, use the drop-down to select the new term and year of graduation and then click on Save Request Button. To return back to the graduation status page, click on Return button. If New Requested Expected Graduation Term field and Save Request Buttons are disabled, that means that you are not allowed to change the expected graduation term at this time. Please contact the University Registrar for the request.

Current Expected Graduation Term: Fall 2021  
New Requested Expected Grad Term:

Datetime Created: 02/12/2021 7:42:06 000000PM

Please note that expected graduation term change requests will need to be approved by the evaluators. Your current graduation application status will reflect the new expected graduation term after the approval at which point the application review process will restart.

# Questions?

Refer to your Degree Evaluations liaison for your major found at:

<https://www.csus.edu/student-life/records-transcripts/graduation-advising/>

OR

Call the Degree Evaluations Phonenumber

Tuesdays and Wednesdays

9 a.m. – 1 p.m.

(916) 278 - 1000, option 6