How to Apply for Graduation

Presented by:
Office of the University
Registrar,
Degree Evaluations
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) Click the arrow to the right of ‘Academics’
3) Choose ‘Apply for Graduation (New)’
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 in your OnBase Forms before proceeding

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

1) Click ‘Submit Application’ and see the confirmation message.
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 Degree Evaluations in the Office of the University Registrar and may remain in ‘Pending Registrar Review’ status until the end of your semester of graduation

Degree Evaluations reviews for graduation eligibility

* You will receive an email every time the status changes *
Graduation Application Fee

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

*This fee is charged shortly after you apply for graduation. Once it has posted, you have two weeks to pay the fee before a hold is placed on your account.*
Changing your Graduation Term

1) If changes need to be made to your term of graduation, go back into the graduation application through the Student Center
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
5) Your account will be charged $28 for a graduation date change fee
Questions?

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

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