

How to Apply for Graduation

Presented by:

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 <u>earned</u> 85 units





1) Log in to the Student Center Click the 2) arrow to the right of 'Academics' Choose 'Apply 3) for Graduation (New)'

Student Center	>	Student Center		
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-		Academics	^	
Academics	\sim	Academic Requirements	Advising Summary	
Personal		Annha Ean One duation (News)		
Information	\checkmark	Apply For Graduation(New)	Class Schedule	





😤 Student Center	>	Apply for Graduation > Select Graduation Term						
📜 Enrollment 🗸	ř.							
Academics ~	~	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.						
Personal Information	-	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.						
🟦 Finances 🗸	-	Program: Undergraduate Degree						
I Finances ✓	>	Sacramento State Undergraduate Graduation Instructions Degree: Bachelor of Arts Major: Psychology BA Expected Graduation Term Fall 2024 Complete the application for the term you expect to finish all degree requirements, including transfer credit. A graduation application fee of \$115 will be charged to your account after submitting your application. Please note, a graduation date change fee of \$28 will be charged each time your graduation date is moved on your application. You will have two weeks to pay the application fee before a hold is placed on your account.						
		Select Different Program Continue						

- 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





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Academics ~	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.						
Personal Information	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.						
finances ~	Program: Undergraduate Degree						
Switch to Full Site	Sacramento State Undergraduate						
	Graduation Instructions Degree: Bachelor of Arts Major: Psychology BA Expected Graduation Term Complete the application for the term you expect to finish all degree requirements, including transfer credit. A graduation application fee of \$115 will be charged to your account after submitting your application. You will have two weeks to pay the application fee before a hold is placed on your account.						

 Select the appropriate 'Expected Graduation Term' from the drop down menu based on the term that <u>all of your</u> <u>degree requirements will be completed</u> *NOT THE COMMENCEMENT TERM YOU WANT TO PARTICIPATE IN!*
 Click 'Continue'



Step Four

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

Program: Undergraduate Degree					
Sacramento State Undergraduate					
Graduation Instructions					
Degree: Bachelor of Arts Major: Psychology BA					
Expected Graduation Term	Fall 2024				
Complete the application for the term you expect to finish all degree requirements, including transfer credit. A graduation application fee of \$115 will be charged to your account after submitting your application. Please note, a graduation date change fee of \$28 will be charged each time your graduation date is moved on your application. You will have two weeks to pay the application fee before a hold is placed on your account. Select Different Program					
Submit Application Select Different Term					
	✓ You have successfully applied for graduation.	SACRAMENT STATE			

What happens to the Graduation Application after submission?



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 <u>department</u> <u>Chair</u> 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 <u>Degree</u> <u>Evaluations</u> in the <u>Office of the</u> <u>University Registrar</u> and may remain in <u>Pending Registrar</u> <u>Review status</u> 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

\$115 Graduation Application Fee

\$35 Diploma Fee +\$80 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

 Student Center Enroliment Academics Personal information Finances Switch to Full Site Switch to Full Site Requested Expected Grad Term: Current Expected Graduation Term: Spring 2024 New Requested Expected Grad Term: Summer 2024 Detetime Created: Save Request Pease note that any updates to your expected graduation term must be approved and will restart the application review process. Your graduation will only reflect the updated graduation term after approval. 					
 Enrollment Academics Personal Information Finances Switch to Full Site Switch to Full Site Requested Expected Grad Term: Spring 2024 New Requested Expected Grad Term: Spring 2024 New Requester Expected Grad Term: Sprin	Student Center >	Update Expected Graduation Term			
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 Personal Information Personal Information Finances Switch to Full Site Switch to Full Site Requested Expected Grad Term' field and 'Save Request' buttons are disabled, you are not able to make updates to your graduation term at this time. Please contact the Office of the University Registrar at registrar@csus.edu for assistance. Current Expected Graduation Term: Spring 2024 New Requested Expected Grad Term: Summer 2024 Datetime Created: Save Request Please note that any updates to your expected graduation term must be approved and will restart the application review process. Your graduation application will only reflect the updated graduation term after approval. 	Academics ~	In order to change your expected graduation term, please us	e the drop-down menu below to select your new term and		
 Finances Finances Switch to Full Site Please note that any updates to your expected graduation term must be approved and will restart the application review process. Your graduation application will only reflect the updated graduation term after approval. 	Personal ~	year of graduation. Once updated, please select the 'Save Request' button. To return back to the graduation status page, select the 'Return' button.			
If the 'New Requested Expected Grad Term' field and 'Save Request' buttons are disabled, you are not able to make updates to your graduation term at this time. Please contact the Office of the University Registrar at registrar@csus.edu for assistance. Current Expected Graduation Term: Spring 2024 New Requested Expected Grad Term: Datetime Created: Save Request Please note that any updates to your expected graduation term must be approved and will restart the application review process. Your graduation application will only reflect the updated graduation term after approval.	Finances ~				
	Switch to Full Site	If the 'New Requested Expected Grad Term' field and 'Save Re make updates to your graduation term at this time. Please con registrar@csus.edu for assistance. Current Expected Graduation Term: New Requested Expected Grad Term: Datetime Created: Save Request Please note that any updates to your expected graduation ter process. Your graduation application will only reflect the upd	Request' buttons are disabled, you are not able to contact the Office of the University Registrar at Spring 2024 Summer 2024 ✓ Iterm must be approved and will restart the application review pdated graduation term after approval.		



Questions?



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

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

Or, contact: Registrar@csus.edu

