SACRAMENTO STATE

How to Apply for Graduation

Presented by:

Office of the University Registrar,
Degree Evaluations

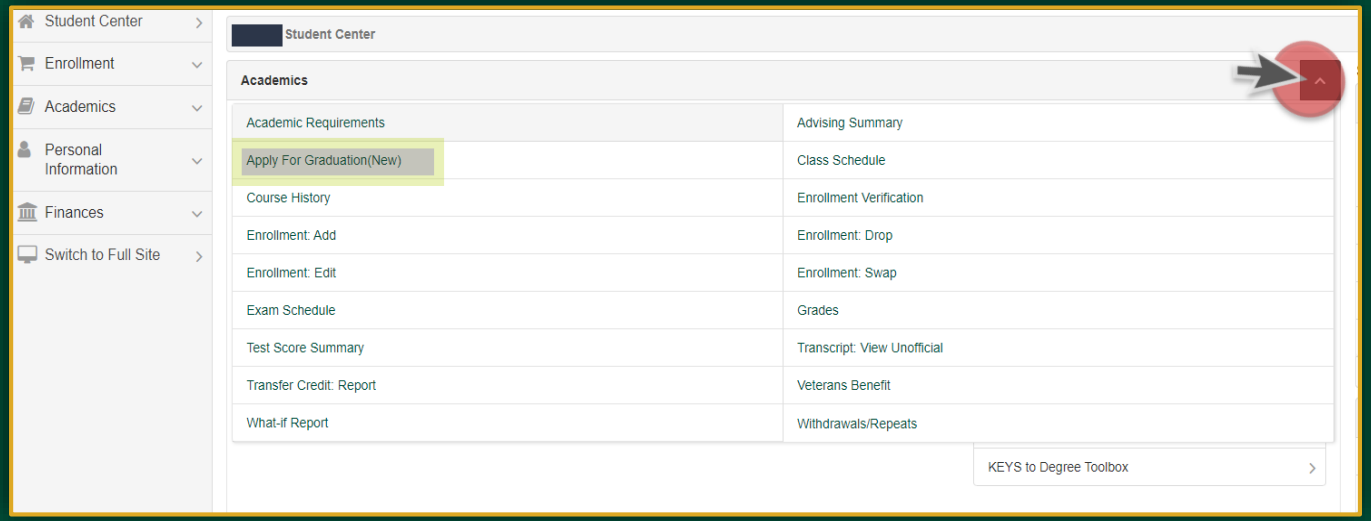
Redefine the Possible™

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 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)’



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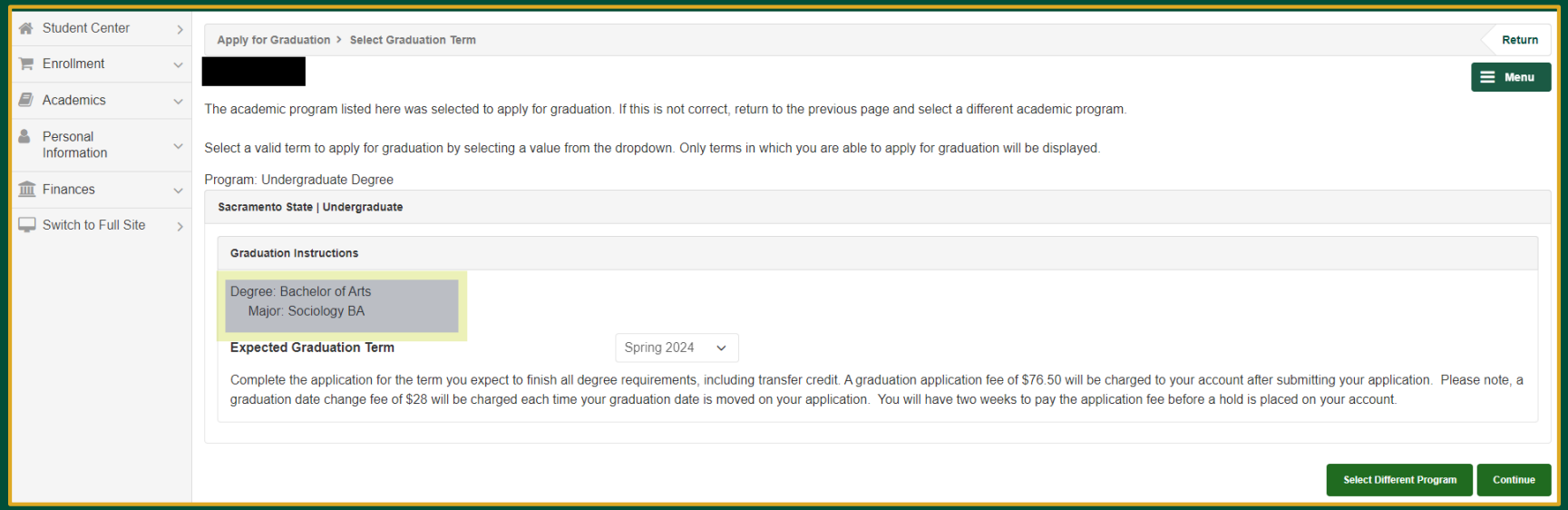
Step Two



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

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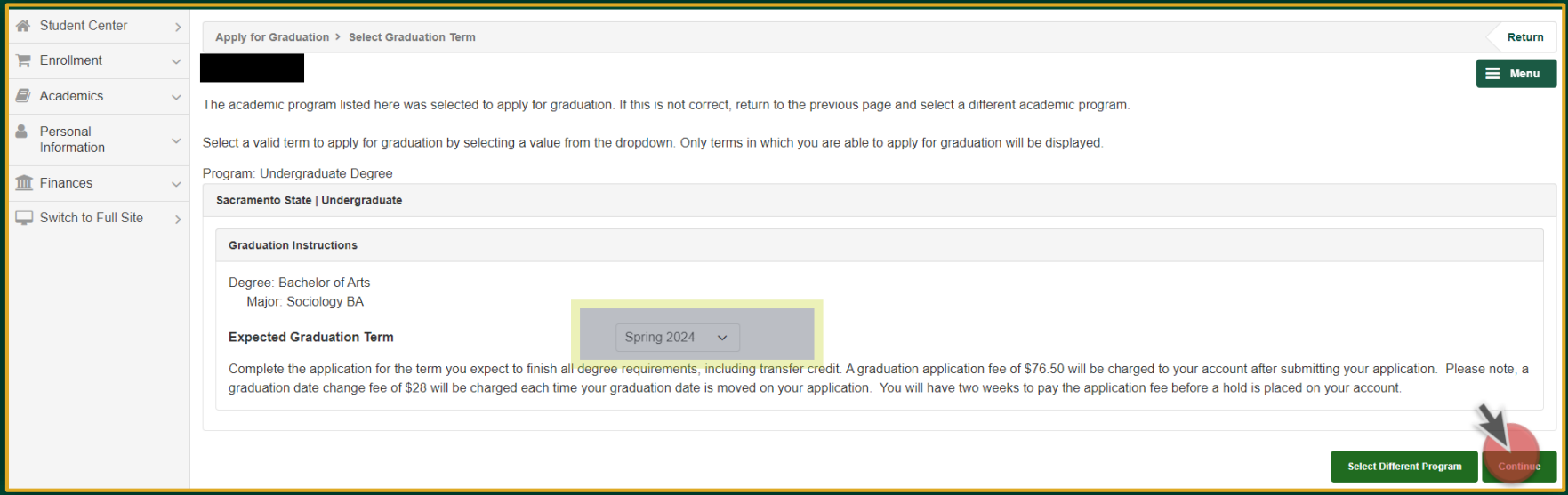
Step Three



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'

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Step Four

1) Click ‘Submit Application’ and see the confirmation message

Student Center
Enrollment
Academics
Personal Information
Finances
Switch to Full Site

Apply for Graduation > Verify Graduation Data

Return

[redacted]

Menu

Program: Undergraduate Degree

Sacramento State | Undergraduate

Graduation Instructions

Degree: Bachelor of Arts
Major: Sociology BA

Expected Graduation Term Spring 2024

Complete the application for the term you expect to finish all degree requirements, including transfer credit. A graduation application fee of $76.50 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 | Select Different Term | Submit Application

Student Center
Enrollment
Academics
Personal Information
Finances
Switch to Full Site

Apply for Graduation > Submit Confirmation

[redacted]

You have successfully applied for graduation.

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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 **

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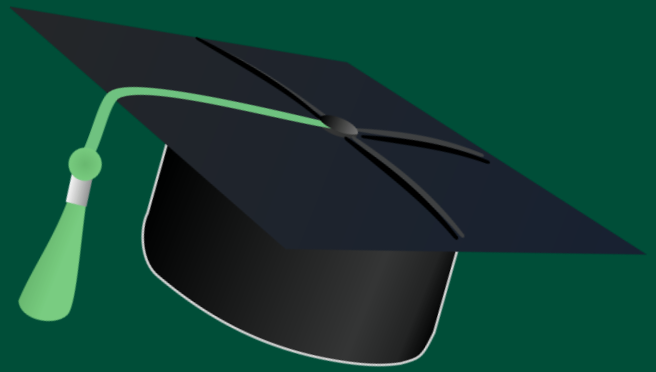
Graduation Application Fee

$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.

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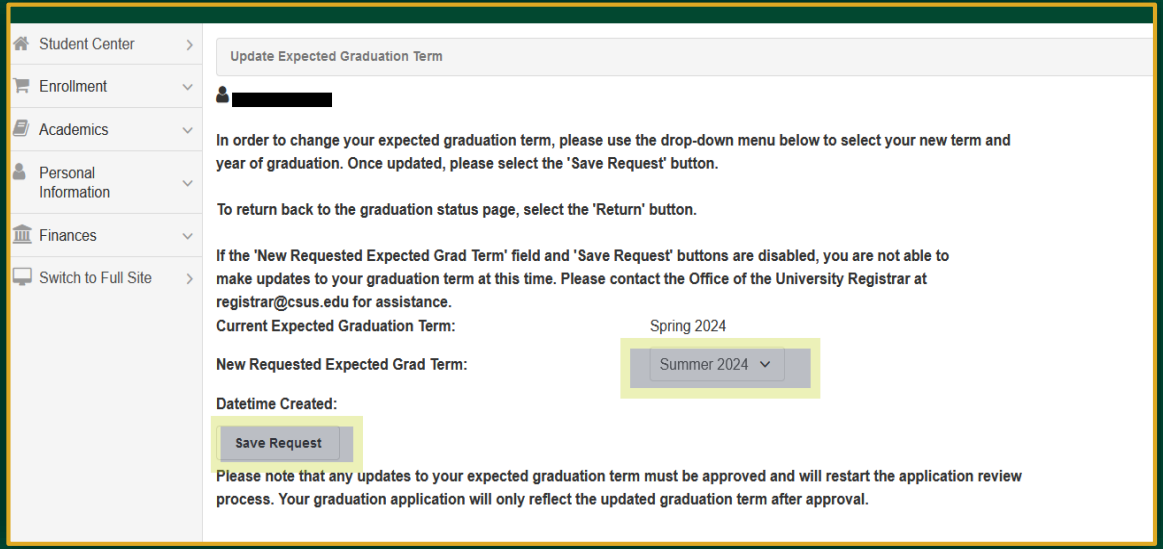
Changing your Graduation Term

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



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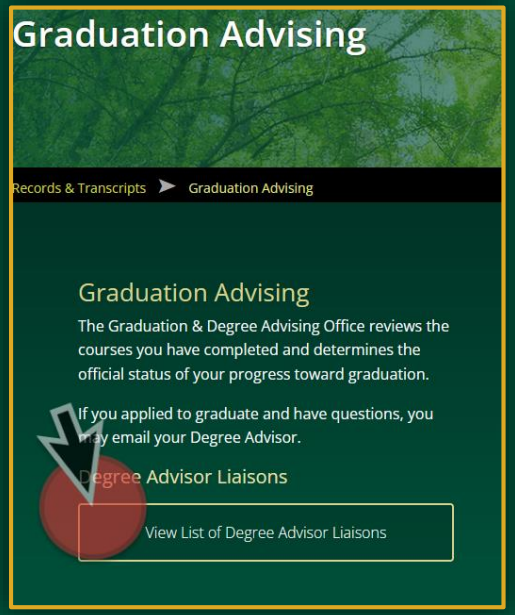
Questions?



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

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

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