



How to Apply for Graduation

Presented by:

Office of the University
Registrar,
Degree Evaluations

Redefine the Possible™

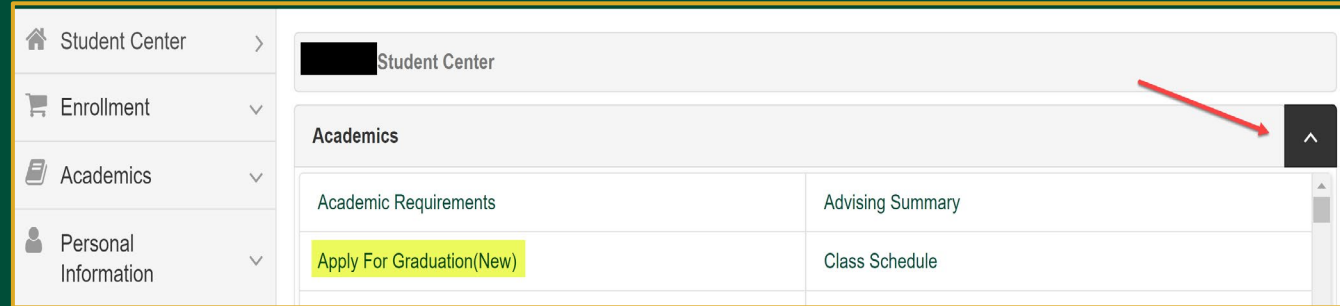
Eligibility to Apply for Graduation

- ✓ 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)'



Step Two

The screenshot shows a web interface for selecting a graduation term. At the top, there is a breadcrumb trail: 'Apply for Graduation > Select Graduation Term'. On the right, there are 'Return' and 'Menu' buttons. Below the breadcrumb, a user profile icon is shown next to a redacted name. A message states: '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.' Below this, instructions say: '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.' The current selection is 'Program: Undergraduate Degree' and 'Sacramento State | Undergraduate'. A section titled 'Graduation Instructions' contains a yellow box with the text: 'Degree: Bachelor of Science', 'Major: Mechanical Engineering BS', and 'Minor: Music (MN)'. Below this is a dropdown for 'Expected Graduation Term' set to 'Fall 2025'. A paragraph explains the application fee: 'Complete the application for the term you expect to finish all degree requirements, including transfer credit. A graduation application fee of \$149 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.' At the bottom right are two buttons: 'Select Different Program' and 'Continue'.

Apply for Graduation > Select Graduation Term

Return

Menu

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

Graduation Instructions

Degree: Bachelor of Science
Major: Mechanical Engineering BS
Minor: Music (MN)

Expected Graduation Term Fall 2025

Complete the application for the term you expect to finish all degree requirements, including transfer credit. A graduation application fee of \$149 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 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

Step Three

Apply for Graduation > Select Graduation Term

Return

Menu

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

Graduation Instructions

Degree: Bachelor of Science
Major: Mechanical Engineering BS
Minor: Music (MN)

Expected Graduation Term: Fall 2025

Complete the application for the term you expect to finish all degree requirements, including transfer credit. A graduation application fee of \$149 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) 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

Program: Undergraduate Degree

Sacramento State | Undergraduate

Graduation Instructions

Degree: Bachelor of Science
Major: Mechanical Engineering BS
Minor: Music (MN)

Expected Graduation Term Fall 2025

Complete the application for the term you expect to finish all degree requirements, including transfer credit. A graduation application fee of \$149 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

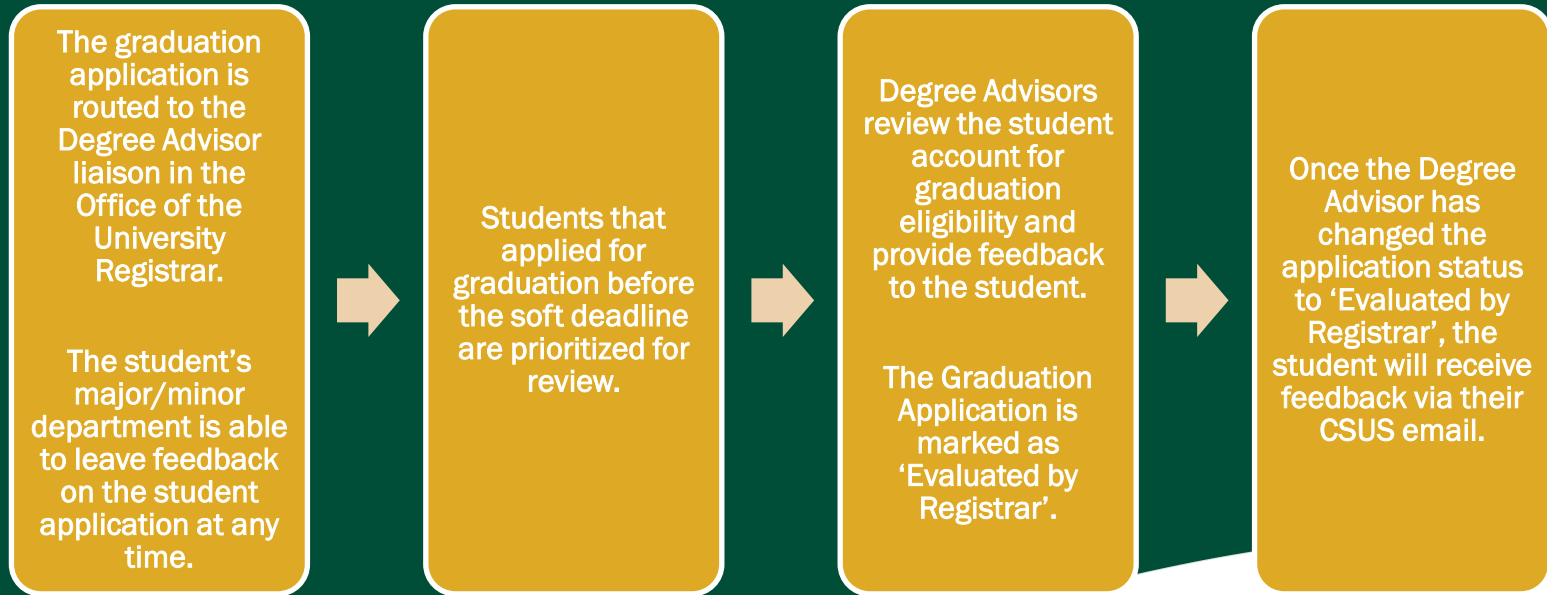
Apply for Graduation > Submit Confirmation



You have successfully applied for graduation.

What happens to the Graduation Application after submission?



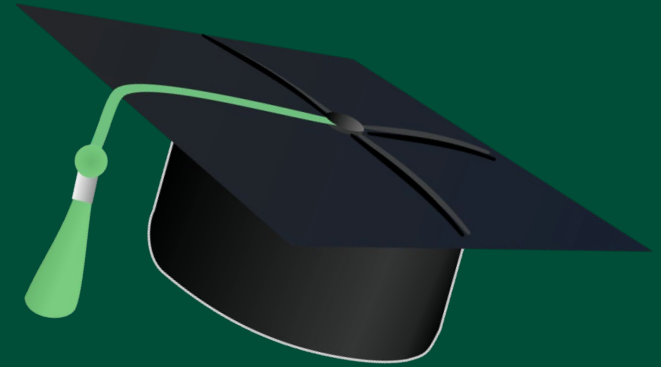
Graduation Application Fee

\$149 Graduation Application Fee

=

\$51 Diploma Fee +

\$98 Commencement Fee



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



SACRAMENTO
STATE

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

The screenshot shows the 'Student Center' interface with a sidebar on the left containing links: Student Center, Enrollment, Academics, Personal Information, Finances, and Switch to Full Site. The main content area is titled 'Update Expected Graduation Term' and includes a user profile icon. It contains instructions on how to change the graduation term using a drop-down menu and a 'Save Request' button. The current term is 'Spring 2024' and the new requested term is 'Summer 2024'. A 'Save Request' button is highlighted with a yellow box. Below the button, a note states that updates require approval and will restart the application review process.

Student Center > Update Expected Graduation Term

Enrollment > Academics > Personal Information > Finances > Switch to Full Site >

In order to change your expected graduation term, please use the drop-down menu below to select your new term and 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

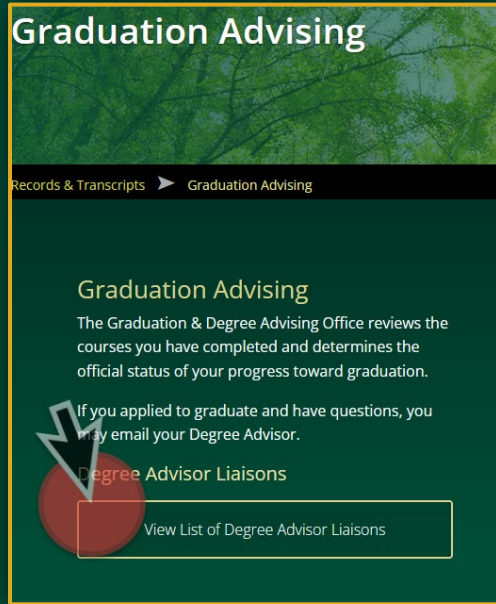
New Requested Expected Grad Term: Summer 2024

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.



Questions?



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

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

Or, contact: Registrar@csus.edu