

APPLICATION FOR DEGREE AND DIPLOMA

Student's Name: _____ Student ID #: _____
Phone: Work: _____ Home: _____ Cell: _____

Anticipated Date of Graduation: Fall _____ (Yr) Spring _____ (Yr) Summer _____ (Yr)
Anticipated date is the term in which all University and major/minor requirements will be completed.

Diploma Name

PRINT name exactly as you wish it to appear on you diploma.

Note: The first and last name must be the same as the name on CSUCI records. First and middle names may vary in length. If you have legally changed your name you must submit a Name Change form and documentation to Enrollment Services as soon as possible.

_____ (First) _____ (Middle) _____ (Last)

Degree Objective: BA BS MA MS MBA Certificate

Major / Program: _____

Option /Emphasis: _____

Liberal Studies Teaching & Learning, Concentration:

Major Catalog Year: _____ **GE Catalog Year:** _____

Minor (if declared): _____

Minor Catalog Year: _____

Second Major: _____

Option/Emphasis: _____

Second Major Catalog Year: _____

Second Minor: _____

Second Minor Catalog Year: _____

Payment of non-refundable \$45.00 fee, Preliminary Major Graduation Evaluation, Graduation Progress Worksheet, and any supporting documentation must accompany this form. The complete packet must be submitted to the Enrollment Center. Applications submitted without fee will not be processed.

Applicant's Signature: _____ **Date:** _____

Administrative Use Only- Enrollment Services Cashier

Initial Fee \$45.00 Check _____ Cash _____ CC _____ By: _____ Date: _____
(Cashiering)

*** PLEASE SEND COMPLETED APPLICATION TO RECORDS AND REGISTRATION FOR PROCESSING***

Administrative Use Only- Records & Registration

Processed by: _____ PS Update: _____ Degree Check Completed: _____
(Staff Initials) (Date) (Date)

Information for Degree Candidates

Degree Posting

- Degrees will be granted after verification of all degree and residency requirements.
- Expect official degree verification 6-8 weeks after semester grades post.
- All final official transcripts from other colleges or universities and any approved substitutions/petitions must be on file with Enrollment Services for your degree to be posted.

Official Transcripts

- Transcripts are the official verification of degree(s) earned.
- Transcripts must be requested in writing, or in person at the Enrollment Center, Sage Hall, and can be ordered ahead of time to be held for degree posting.

Diplomas

- Following verification of degree, diplomas will be ordered. Expect delivery approximately 1-2 months after degree posts.
- Diplomas will be sent to the mailing address on record with CSUCI. Please check your MyCSUCI to verify that your mailing address is correct and up-to-date.
- Diplomas will not be released if there is a hold on your record. Please check your MyCSUCI for any holds.

Requirements not completed

- If all degree requirements are not completed by the anticipated graduation date listed above, or if you complete the requirements earlier, you **must** refile your application for the appropriate term.
- Registration in the term following the anticipated date of graduation is not permitted unless a Request for Change of Graduation Term form, along with processing fee, is received and processed by Enrollment Services.

Commencement

- The commencement ceremony is held at the end of each spring semester. Participation in the ceremony is voluntary. Students may participate in the commencement ceremony if they are within 10 units of completion of all graduation and residence requirements.
- **Candidates for graduation will be listed in the Commencement program unless a Request to Withhold Directory Information is on file with Enrollment Services (Sage Hall, # 146-147).**
- For commencement information, please contact Student Affairs at 437-8536

Questions?

- If you have questions regarding your degree requirements, please contact the Degree Evaluator listed on your degree check. You may need further consultation with an academic advisor or your Program Coordinator.
- Helpful Campus telephone numbers:
 - Enrollment Services: (805) 437-8500
 - Academic Advising Center: (805) 437-8571
 - Student Affairs: (805) 437-8536