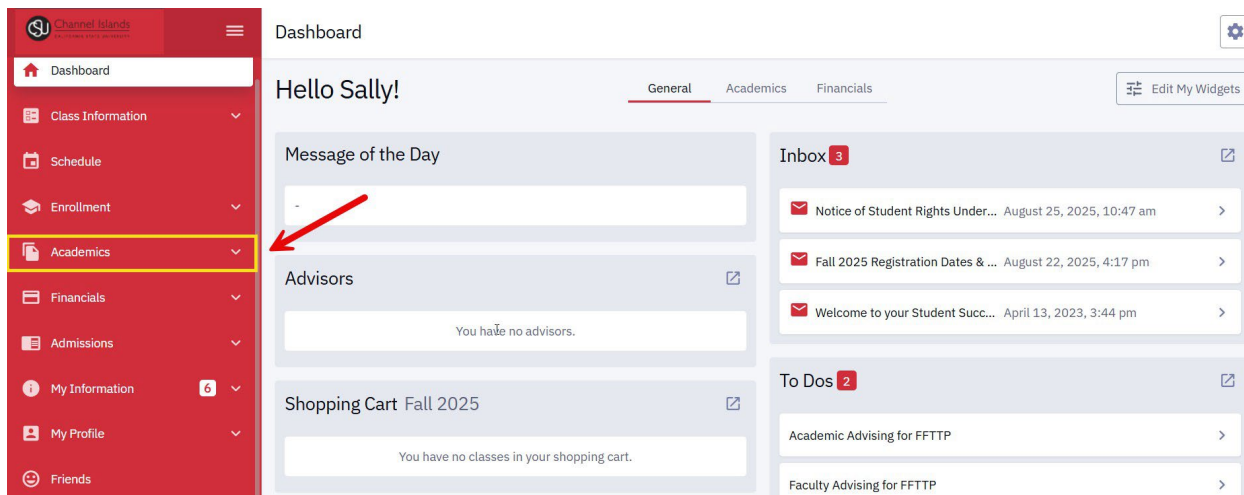


Introduction

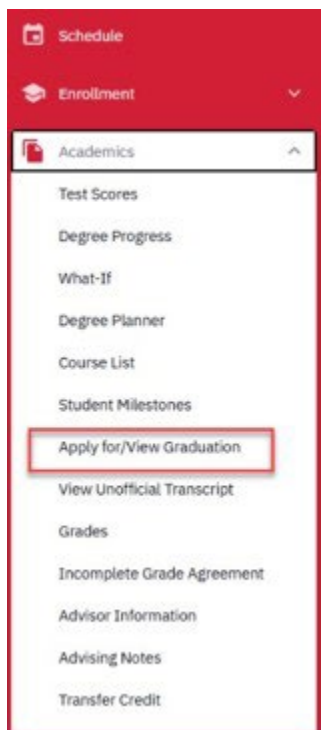
The guide outlines the process for applying for graduation through myCI. Follow the directions below to ensure your application is completed correctly and that all information is accurate.

Navigation:

1. Log into myCI and click the CI Records Tile.
2. From your dashboard, click on Academics drop-down.



3. In the Academics section, use the drop-down menu to select “Apply for/View Graduation”.



4. You will then see the “Apply for/View Graduation” page. Please click on the red “Apply for Graduation” button to then select the term you would like.
 - a. **Please note:** The expected graduation term is a process-generated term for internal purposes; you may apply for any term available to you on the following page.

Apply for/View Graduation ⚙️

Programs

PROGRAM	EXPECTED GRADUATION TERM	STATUS	
> Undergraduate	Spring 2028	Eligible for Graduation	➔ Apply For Graduation

5. On the next “Apply for/View Graduation” page, use the drop-down menu to select the term for which you wish to apply for graduation. Confirm that the information displayed is correct. If the information displayed is not correct, please contact the Registrar’s Office.
 - a. Select “Apply” to confirm the application.

Apply for Graduation ⚙️

Undergraduate

TERM

Term:*
 Fall 2026

GRADUATION APPLICATION AVAILABLE

10/01/2025 - 01/01/2027

A nonrefundable graduation application fee of \$50 will be applied to your account within approximately 24 hours. The expected graduation term you select cannot be changed through self-service after it has been submitted. Instructions for changing your graduation term after you have applied can be found on the website (<https://www.csuci.edu/registrar/graduation.html>). Please be sure that you have consulted your CI Academic Requirements Report (CARR) and/or advisor in regards to your expected graduation term before selecting a term. If you need to change your major or minor, please submit a Change of Major/Minor form to the Registrar’s Office.

Cancel
Apply

6. Select “Apply” to confirm the application.

Apply for Graduation ⚙️

Undergraduate

TERM

Term:*
 Fall 2026

GRADUATION APPLICATION AVAILABLE

10/01/2025 - 01/01/2027

A nonrefundable graduation application fee of \$50 will be applied to your account within approximately 24 hours. The expected graduation term you select cannot be changed through self-service after it has been submitted. Instructions for changing your graduation term after you have applied can be found on the website (<https://www.csuci.edu/registrar/graduation.html>). Please be sure that you have consulted your CI Academic Requirements Report (CARR) and/or advisor in regards to your expected graduation term before selecting a term. If you need to change your major or minor, please submit a Change of Major/Minor form to the Registrar’s Office.

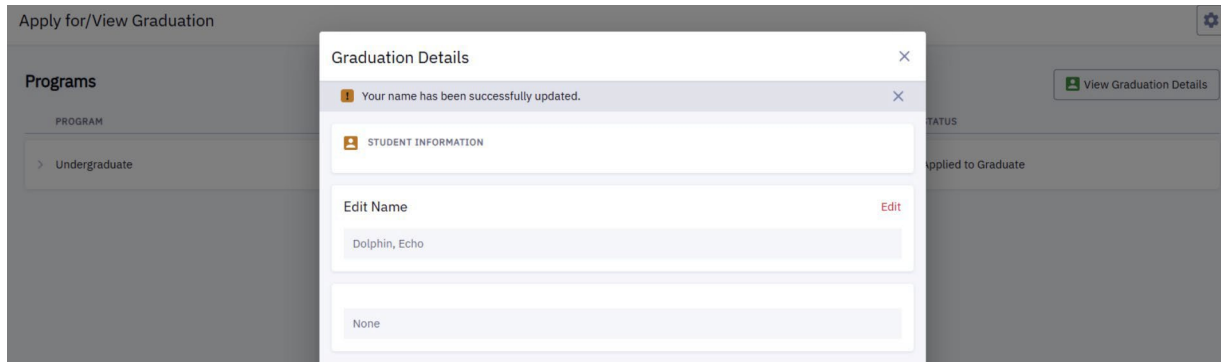
Cancel
Apply

Confirm Application

Are you sure you want to apply for graduation?

Cancel
Apply

7. Make updates to Name, if desired.



8. Once the application has been completed, the status will show “Applied to Graduate”.

Apply for/View Graduation

Programs			View Graduation Details
PROGRAM	EXPECTED GRADUATION TERM	STATUS	
> Undergraduate	Fall 2026	Applied to Graduate	

Note: Please allow a minimum of 24 hours for the Graduation Application Fee to post to your account.

If you need any assistance with enrollment, please contact the Registrar’s Office by [email](#) or phone at 805-437-8500.

