

How To Guide: Apply for Graduation

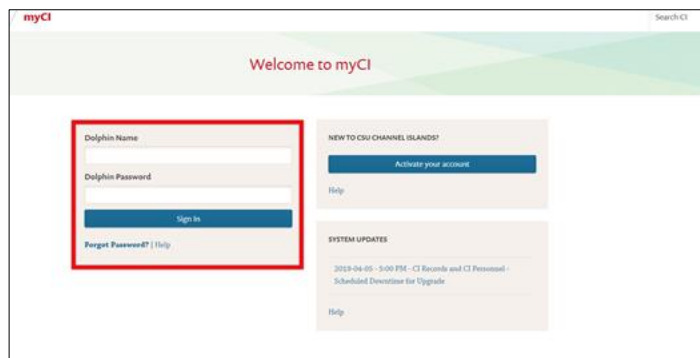
1. Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page:

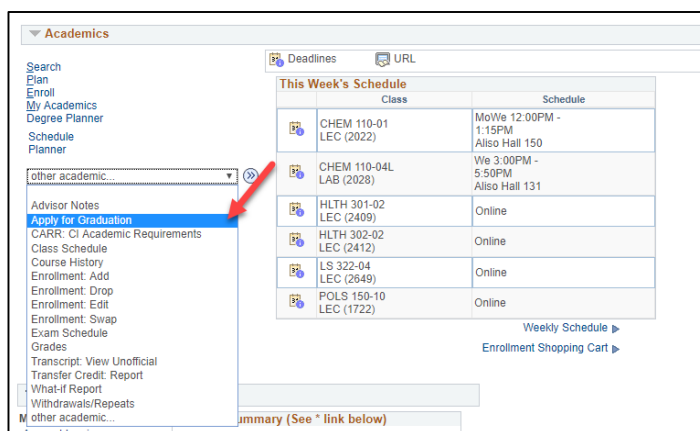
- Enter your Dolphin Name* (ex. first.last)
- Enter your Dolphin Password*
- Click on "Sign in" to log in.

*Both are case sensitive.

3. Once you are logged into myCI, click on **CI Records**

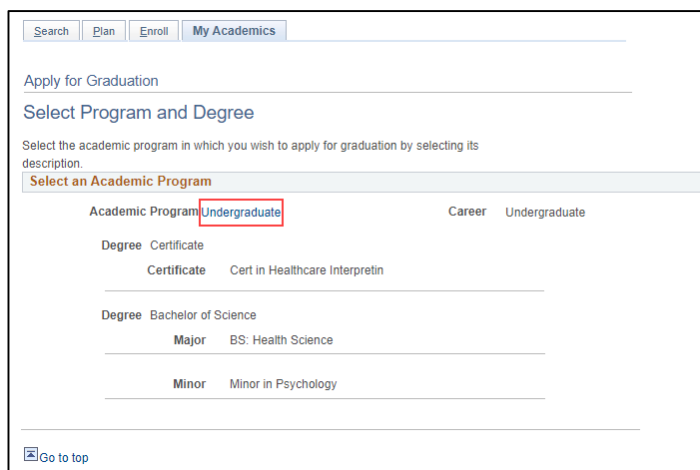


4. In your Student Center, navigate to the **Academics** section and in the dropdown select **Apply for Graduation**



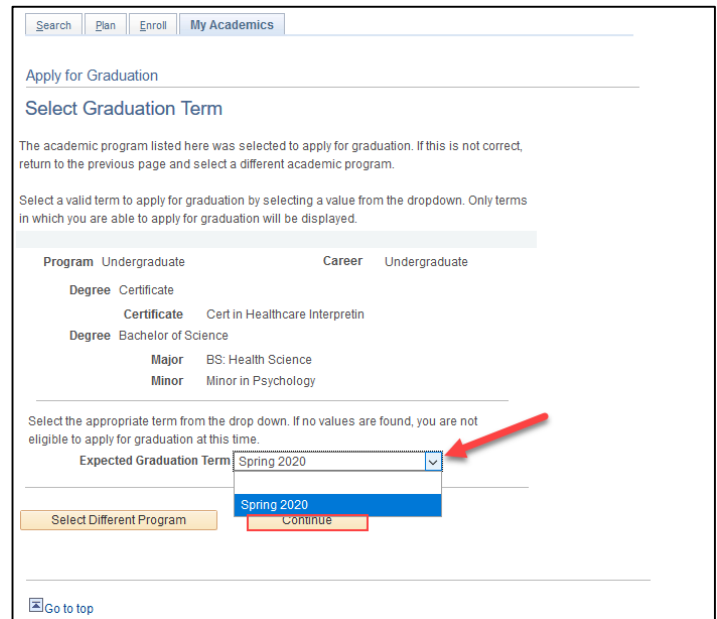
5. You will be presented with the **Program and Degree** page.

- Confirm that the information displayed is correct.
 - If the information is not correct, please contact the Registrar's Office.
- Select the Academic Program for which you wish to apply for graduation.



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6. You will now be presented with the **Select Graduation Term** page.
 - a. Select your Graduation date from the dropdown.
 - b. Click Continue



Search Plan Enroll My Academics

Apply for Graduation

Select Graduation Term

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	Career	Undergraduate
Degree	Certificate		
	Certificate	Cert in Healthcare Interpretin	
Degree	Bachelor of Science		
	Major	BS: Health Science	
	Minor	Minor in Psychology	

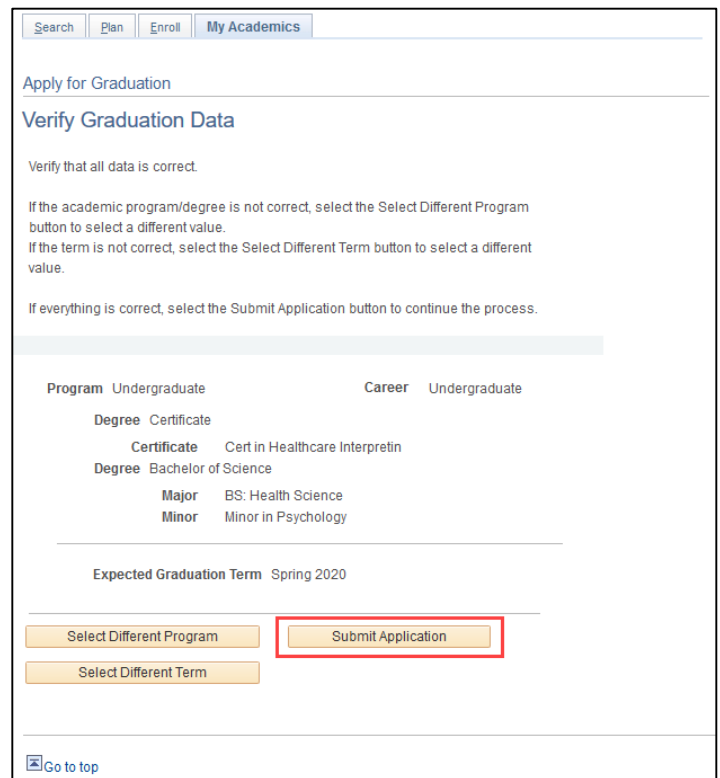
Select the appropriate term from the drop down. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term Spring 2020

Select Different Program Continue

Go to top

7. The final page is the **Verify Graduation Data** page.
 - a. Verify that all information is correct.
 - If the Program or Term are not correct, click *Select Different Program/Term* button to choose a different Value.
 - b. Once you have verified, click Submit Application to process.



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Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, select the Select Different Program button to select a different value.

If the term is not correct, select the Select Different Term button to select a different value.

If everything is correct, select the Submit Application button to continue the process.

Program	Undergraduate	Career	Undergraduate
Degree	Certificate		
	Certificate	Cert in Healthcare Interpretin	
Degree	Bachelor of Science		
	Major	BS: Health Science	
	Minor	Minor in Psychology	

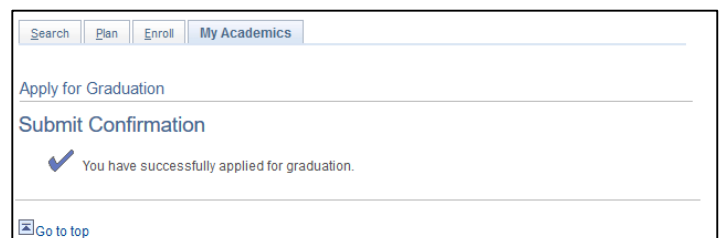
Expected Graduation Term Spring 2020

Select Different Program Submit Application

Select Different Term

Go to top

8. You will receive confirmation that you have successfully applied for graduation.



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Apply for Graduation

Submit Confirmation

✓ You have successfully applied for graduation.

Go to top

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