

## Application for Degree and Diploma

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Anticipated Date of Graduation:

*Anticipated date is the term in which all University and major/minor requirements will be completed.*

Term: \_\_\_\_\_ Year: \_\_\_\_\_

### Diploma Name

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

**Note:** The first and last name must be the same as the name on CSU Channel Islands 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 Management, Sage Hall before the end of your final term.

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Degree Objective:  BA  BS  MA  MS  MBA  Certificate

Major/Program/Emphasis: \_\_\_\_\_

Minor/Certificate (if declared): \_\_\_\_\_

Second Major(if declared): \_\_\_\_\_

Second Minor (if declared): \_\_\_\_\_

**\* Note:** Please run your CI Academic Requirements Report (CARR) in CI Records and verify that your major(s)/minor(s) are displaying correctly at the top. If you do not see a major or minor listed, you will need to submit a Change of Major/Minor form to Records and Registration.

**Payment of non-refundable \$50.00 fee to Student Business Services** accompany this form. Form must be submitted to the Enrollment Center located in Sage Hall. *Applications submitted without fee will not be processed.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Administrative Use Only-Enrollment Management/Student Business Services

Initial Fee \$50.00 Check \_\_\_\_\_ Cash \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

(Student Business Services)

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

#### Administrative Use Only-Records & Registration

Processed by: \_\_\_\_\_ PS Update: \_\_\_\_\_  
(Staff Initials) (Date)

Revised 9/20/2017

# Information for Degree Candidates

## Degree Posting

- Expect official degree verification approximately 12-14 weeks after semester grades post.
- All final official transcripts from other colleges or universities, test scores and any approved substitutions/petitions must be on file with Enrollment Management for your degree to be posted.

## Official Transcripts

- Transcripts are the official verification of degrees earned.
- Transcript requests with original signature must be submitted to the Enrollment Center, Sage Hall.
- Students can request for transcripts to be held until degree is posted.

## 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 CSU Channel Islands. Please check CI Records to verify that your mailing address is up-to-date by the end of your last term.
- Diplomas will not be released if there is a hold on your record. Please check CI Records for any holds.

## Requirements not completed

- Undergraduates should run their CI Academic Requirements Report (CARR) in their CI Records account to confirm that all University and Major requirements are complete or in progress.
- If all degree requirements are not completed by the anticipated graduation date listed, or if you complete the requirements earlier, you **must** re-file 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 Management.
- Per Education Code 89708, students may NOT complete remaining coursework through self-supporting special sessions such as CSU Channel Islands' Extended University.

## Commencement

- Commencement is held annually at the end of the spring semester. Students who have completed degree or credential requirements the previous summer or fall terms are eligible to participate along with those who plan to complete their work in the spring or subsequent summer and have filed an Application for Degree and Diploma.
- **Candidates for graduation will be listed in the Commencement program unless a Request to Withhold Directory Information is on file with Enrollment Management.**
- Please visit the CSU Channel Islands website ([www.csuci.edu](http://www.csuci.edu)) for commencement information.

## Questions?

- If you have questions about your CI Academic Requirements Report (CARR) please email us at [records.registration@csuci.edu](mailto:records.registration@csuci.edu) or visit our website at [www.csuci.edu/records-registration/carr.htm](http://www.csuci.edu/records-registration/carr.htm).