



- 1. Open your browser and go to <u>https://myci.csuci.edu</u> or connect through <u>www.csuci.edu</u> and click on the myCI icon.
- 2. On the sign-in page:
  - a. Enter your Dolphin Name\* (ex. first.last)
  - b. Enter your Dolphin Password\*
  - c. 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**



Search	👪 Dead	llines 🛛 🔲 URL		
Plan	This Week's Schedule			
Enroll My Academics		Class	Schedule	
Schedule	1	CHEM 110-01	MoWe 12:00PM - 1:15PM	
Planner other academic	» B	CHEM 110-04L LAB (2028)	Aliso Hall 150 We 3:00PM - 5:50PM Aliso Hall 131	
Advisor Notes	10	HLTH 301-02 LEC (2409)	Online	
CARR: CI Academic Requirements Class Schedule	<b>P</b>	HLTH 302-02 LEC (2412)	Online	
Course History Enrollment: Add	1	LS 322-04 LEC (2649)	Online	
Enrollment: Drop Enrollment: Edit	8	POLS 150-10 LEC (1722)	Online	
Enrollment: Swap			Weekly Schedule	
Grades Transcript: View Unofficial Transfer Credit: Report			Enrollment Shopping Cart	
What-If Report Withdrawals/Repeats				
other academic	nmary (See	* link below)		

Search Plan Enroll My Acade	mics	
Apply for Graduation		
Select Program and Degree	9	
Select the academic program in which you description.	wish to apply for graduation by selecting its	
Select an Academic Program		
Academic ProgramUndergra	aduate Career	Undergraduate
Degree Certificate		
Certificate Cer	t in Healthcare Interpretin	
Degree Bachelor of Science	ie -	
Major BS:	Health Science	
Minor Min	or in Psychology	
Go to top		

- 5. You will be presented with the **Program and Degree** page.
  - a. Confirm that the information displayed is correct.
  - If the information is not correct, please contact the Registrar's Office.
  - b. Select the Academic Program for which you wish to apply for graduation.



## How To Guide: Apply for Graduation

- 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 N	ly Academics		
Apply for Graduation			
Select Graduation Te	erm		
The academic program listed he return to the previous page and s	re was selected to apply for gr select a different academic pro	raduation. If this is not correct, igram.	
Select a valid term to apply for gr in which you are able to apply for	aduation by selecting a value f graduation will be displayed.	rom the dropdown. Only terms	
Program Undergraduate Degree Certificate Certificate Degree Bachelor of Sc	Career Cert in Healthcare Interpretir ience	Undergraduate	
Major Minor	BS: Health Science Minor in Psychology		
Select the appropriate term from eligible to apply for graduation Expected Graduation	m the drop down. If no values a at this time.	are found, you are not	
Select Different Program	Continue		
I 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.

Search Plan Enroll My Academics					
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					
EGo to top					
Search Plan Enroll My Academics					
Apply for Graduation					
Submit Confirmation					
You have successfully applied for graduation.					

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

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

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