Graduation Application

College of Natural and Social Sciences

Updated for 2018/2019 Academic Year
After going through the NSS Graduation PowerPoint, students will:

- **Evaluate** Your Academic Requirements Report for remaining University, Lower Division & Upper Division General Education and Major requirements needed to graduate.

- **Articulate** missing requirements in the Academic Requirements Report by developing an academic plan with the remaining requirements to graduate.

- **Analyze** and determine which term you can apply eligible to apply for graduation, **complete** the graduation application, and obtain the proper signatures.
Graduation vs. Commencement

What’s the Difference?

**Graduation**

- Official graduation from the university means that you have met all requirements for:
  - University requirements
  - General Education
  - Major
  - GPA’s

- Degree will not be awarded if you are not meeting any one or more of the criteria

**Commencement**

- Ceremony to celebrate students who have filed for graduation, and are on track to meet all the graduation requirements

- “Walking” does not ensure degree. You must meet all requirements to get awarded your diploma

- NSS AAC does not plan commencement

[www.calstatela.edu/commencement](http://www.calstatela.edu/commencement)  
[commencement@calstatela.edu](mailto:commencement@calstatela.edu)
Graduation Deadlines and Fees
EXAMPLE: Graduating Spring 2019?

Application must be turned in to Cashier’s Office (ADM 128) and fees paid by the posted deadline – October 15th, 2018 (second column on the chart)
Missed the Deadline?

You can still file! You will simply be charged a late fee. See totals below:

Filed before or on Deadline:
- $10 Fee
- $20 Diploma
- $30 Total

Filed AFTER Deadline:
- $10 Fee
- $20 Diploma
- $25 Late Fee
- $55 Total
Graduation Application

What Next?

- Advisor will review records and sign
- Email to pick up

Pay Fees

- Take to Admin 128
- Pay Fees

Verify

- Grad Dept. will review after grades post

Degree

- Diploma mailed to address in GET (June/July 2019)

Commencement May 2019
Graduation Application Status

What Happens After You Turn in Your Application?

Your application status is found in CAAR report as noted above!
Application Denied

What Do I Do?

What Happens If I am Missing a Requirement?

Common reasons graduation applications are denied:

- Missing units to reach graduation requirements
- Not passing a course
- Missing GE coursework
- GPA’s below 2.0
- Transcripts from other colleges not turned in

If your graduation application is denied:

- Meet with an advisor to review academic records
- File a graduation term update form if applicable (there is a $25 Fee to update your grad term)
Commencement
When Do I Walk?!!

If you file for the following:

- Fall 18, Winter 19, Spring 19 & Summer 2019
- Grad Fair - March 2019
- Buy Cap & Gown
- Guest Ticket Reservation
- Walk in May 2019
- CELEBRATE!!!

You walk in MAY 2019

If you file for:

- Fall 2019 & Beyond
- Grad Fair – March 2020
- Buy Cap & Gown
- Guest Ticket Reservation
- Walk in May of 2020
- CELEBRATE!!!!

You walk in MAY 2020
Am I Ready to File?

Using CSU Academic Requirements Report
Graduation Application
First Question - Am I Ready to File?

Review your CAAR (CSU Academic Advisement Report)

- 90 Semester Units Completed
- 2.0 GPA in your overall, CSULA, and cumulative GPA’s
- On track to complete all requirements
- Review any areas that have a red square (areas that are missing requirements)

*Tip for Next Step:* **Red Boxes** indicated what you have left to complete. You will need this to fill out the graduation application.
### Degree Audit Icons

Below are the symbols that tell you the status of each requirement.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Requirement Satisfied</td>
</tr>
<tr>
<td>⚪</td>
<td>In Progress</td>
</tr>
<tr>
<td>★</td>
<td>Planned</td>
</tr>
<tr>
<td>🔴</td>
<td>Requirement Not Satisfied</td>
</tr>
<tr>
<td>❱</td>
<td>Exception Made</td>
</tr>
</tbody>
</table>

### Course Icons

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Source of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Course Completed</td>
</tr>
<tr>
<td>⚪</td>
<td>In Progress</td>
</tr>
<tr>
<td>★</td>
<td>Planned</td>
</tr>
<tr>
<td>←</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>?</td>
<td>Simulation Only</td>
</tr>
</tbody>
</table>
CAAR Review

Reminder

Expand all feature allows you to view each section.

Look for any RED BOXES.
Now That You Are Ready: How To Fill Out the Application!
Graduation Application

Please Fill Out:

• Your name
• CIN
• Major
• Option if applicable
• Minor if applicable
• Which term you are applying for
Graduation Application – Worksheet

Please Fill Out with Your Basic Information
- Your name
- CIN
- Major
- GE Catalog Year (See Next Slide)
- Major Catalog Year (See Next Slide)

How to Complete this part of the Worksheet:
- List any areas that are incomplete on your grad application (red boxes in CAAR)
- Include course substitutions/exceptions that may be pending
- Avoid listing course by course – instead, make a general note of the area you are missing

EXAMPLE:

<table>
<thead>
<tr>
<th>Requirement Not Satisfied</th>
<th>When will you complete (term)?</th>
<th>How will you complete (course)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Elective Class</td>
<td>Spring 2019</td>
<td></td>
</tr>
</tbody>
</table>

Advisor Notes:
Will pick a SOC 3000-4000 level class
For this example:
GE Catalog Year is Fall 2009 & Major Catalog Year is Fall 2013
## UPPER DIVISION CORE

- **Course:** 3 required, 2 taken, 1 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Notes</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 308</td>
<td>HISTORY AND SYSTEMS OF PSYCH</td>
<td>4.00</td>
<td>Winter Quarter 2016</td>
<td>B</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>PSY 3020</td>
<td>STATISTICS IN PSYCHOLOGY</td>
<td>4.00</td>
<td>Fall Semester 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 3040</td>
<td>RESEARCH METHODS IN PSYCHOLOGY</td>
<td>4.00</td>
<td>Full, Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## METHODOLOGY GROUP

- **Course:** 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Notes</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 4110</td>
<td>ADV RESEARCH METHODS IN PSY</td>
<td>3.00</td>
<td>Fall, Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 4140</td>
<td>ANALYSE OF VARIANCE</td>
<td>3.00</td>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 4170</td>
<td>SINGLE CASE RESEARCH DESIGN</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 4310</td>
<td>STAT METHODS IN PSY ASSESSMENT</td>
<td>4.00</td>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 4650</td>
<td>MULTICULTURAL PSYCHOLOGY</td>
<td>3.00</td>
<td>Fall, Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 4910</td>
<td>MULTIVARIATE STATISTICS</td>
<td>4.00</td>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Requirement Not Satisfied

**UD Core**

- **When will you complete (term)?** Spring 2018
- **How will you complete (course)?** PSY 3040

**Advisor Notes:**

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**Methodology**

- **When will you complete (term)?** Spring 2018
- **How will you complete (course)?** PSY 4650

**Advisor Notes:**
Any Questions?
Contact the NSS Academic Advisement Center
Contact Us

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