California State University Northridge

COBAE UNDERGRADUATE GRADUATION APPLICATION
COBAE Student Services Center and EOP Satellite
California State University, Northridge
(818) 677-3537 - www.csun.edu/cobaessc

GENERAL INFORMATION

- Your application for the Bachelor's Degree and Diploma initiates the graduation process, participation in Commencement, and receipt of your diploma.
- You may apply for graduation once you have completed 90 units (including work-in-progress) or approximately one year prior to your planned graduation date. At least one semester of work must be completed in residence at CSUN before the Undergraduate Degree Services may complete a graduation evaluation.
- The first step in this process is to pick up an application packet at the COBAE Student Services Center and EOP Satellite (JH 2113). Seniors who have completed 130+ units must submit their application to their major department for review.

DEADLINES

- Admissions & Records application deadline information is available at www.csun.edu/anr/grad.
- Applying after the filing period deadline may delay receipt of your graduation evaluation and your graduating senior status priority registration appointment time. Commencement participation may be affected. An additional $10.00 late fee will be assessed for late applications.
- Submit your application to JH 2113 at least two weeks prior to the Admissions and Records deadline to ensure timely processing. Applications submitted to JH 2113 after the deadline will be processed as time permits.

APPLICATION PROCESS

- Complete the Application for Bachelor's Degree and Diploma form through the section which indicates your primary Major(s)/Options(s) and your catalog year (available at the top right of your DPR).
- Complete the Graduation Planner. Check your Degree Planner at www.csun.edu/~busadmn to verify all course prerequisites. Please note that incomplete and/or inaccurate Planners will delay the application process.
- If you have had an approved substitution/waiver which does not appear on your DPR, please indicate the substitution/waiver granted on the attached planning sheet. If you have courses in progress that do not appear on the DPR, attach a copy of an unofficial transcript and the appropriate page from www.assist.org indicating course equivalence.
- A separate DPR is required for each major as applicable.
- Submit the Application, DPR(s), the Planner, and any additional documents to JH 2113.
- Pick up your signed Application for Bachelor's Degree and Diploma in JH 2113, attach a copy of your MAP (My Academic Planner), and submit to Bayramian Hall (BH), Room 150. You will then be asked to go to the Student Services Center in Bayramian Hall Lobby to pay the diploma application fee. You may access your MAP through myNorthridge and the SOLAR Student Center. If you need assistance, view the MAP "how to" guide at www.csun.edu/anr/soc/guides/map.html.
- The COBAE Student Services Center /EOP closes at 5:00 pm on Monday and Thursday, 7:00 pm on Tuesday and Wednesday, and 4:00 pm on Friday. Admissions and Records Office hours can be found at www.csun.edu/a&r.

California State University
Northridge

UNDERGRADUATE
GRADUATION PLANNER
COBAE Student Services Center and EOP Satellite
California State University, Northridge
(818) 677-3537 - www.csun.edu/cobaessc

<u>PLEASE PRINT CLEARLY</u>

LAST NAME _____   **FIRST NAME** _____

STUDENT ID _____   **EMAIL** _____

MAJOR(S) _____   **PHONE #** _____

Check Degree Planner(s) at <u>www.csun.edu/~busadmn</u> before completing form.

_____ *(current semester)*	units	_____ *(semester, year)*	units	_____ *(semester, year)*	units
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
5.		5.		5.	
6.		6.		6.	
Total Units		**Total Units**		**Total Units**	

_____ *(semester, year)*	units	_____ *(semester, year)*	units	**Please indicate below any course substitutions/waivers that do not appear on your DPR:**
1.		1.		
2.		2.		**CSUN Course:** _____
3.		3.		
4.		4.		**Substitution:** _____
5.		5.		
6.		6.		**CSUN Course:** _____
Total Units		**Total Units**		**Substitution:** _____

<u>A minimum of 120 total units are required for graduation</u>

Units Completed _____ + **Units In Progress** _____ + **Units Remaining** _____ = **Total Units** _____

I understand that (1) this is a preliminary review and that meeting all degree requirements is my responsibility, and (2) that the advisors can only verify major/option/minor requirements.

Student Signature _____   Date _____