Graduation Term Update: Undergraduate

After updating your Degree Planner/My Planner use this form to update the anticipated graduation term you originally submitted on your Graduation Application. Please use the Degree Completion Worksheet if unsatisfied requirements (Red Squares) still appear after you have updated your Degree Planner/My Planner. Do not submit another graduation application. You will not be eligible to enroll in terms beyond your anticipated graduation term until this form is processed. This form must be accompanied by a $25 late submission fee. Complete information about commencement ceremonies is available at: http://www.calstatela.edu/ commencement.

STUDENT IDENTIFICATION

Use your **Cal State L.A. issued email** when submitting this form online to the Graduation Office **(GraduationOffice@calstatela.edu)**

CIN:		Name:	

INDICATE THE TERM IN WHICH YOU WILL COMPLETE YOUR DEGREE REQUIREMENTS

Spring _____ Year **Summer** _____ Year **Fall** _____ Year

STEPS TO COMPLETING THE GRADUATION TERM UPDATE FORM

Graduation Fast-Track

Graduation Term Update Steps

1 Create/Update Degree Planner or My Planner

Use your Degree Planner or My Planner located in GET via your Student Center page to indicate and update the remaining courses you plan to complete to meet your degree requirements. Instructions on how to use the Degree Planner can be found at www.calstatela.edu/degreeplanner. Instructions on how to use My Planner can be found at **http://www.calstatela.edu/degreeplanner/my-planner**

2 Run your Advising Report Planned and verify there are no Requirements that are not Satisfied (Red Squares)

Run your Advising Report Planned to see if your plan will meet all remaining degree requirements. ***Are there any Requirements that are not Satisfied by these courses (indicated by Red Squares)?***

3 Complete the Graduation Term Update Form

No *- Congratulations! Your plan shows you are on track to complete your remaining degree requirements by the expected graduation term.*

Yes *- There are a number of situations that require the assistance of an Academic Advisor to ensure you will meet all graduation requirements.* ***You will need to complete the Degree Completion Worksheet to show how you will meet the Degree Requirements that are not satisfied by your planned courses. Requirements that are not satisfied are indicated by Red Squares.***

4 Pay the Graduation Application Fee online via CashNet

Pay the $25 fee online via CashNet (**commerce.cashnet.com/csulapay**). In person via the Financial Services Office (Student Services Bldg. 2nd Fl., Room 2380).

Using your **Cal State LA issued email,** attach and email the completed Graduation Term Update Form, Degree Completion Worksheet (if needed), and payment receipt to the Graduation Office email **(GraduationOffice@calstatela.edu)**

The Graduation Office will review your plan and if it does not show that you are on track to complete the remaining degree requirements by the expected graduation term, your graduation application will be placed on hold. You will become a graduating candidate once you submit revisions that indicate how the deficiencies (indicated by red squares) will be satisfied.

Return to: Graduation Office email (GraduationOffice@calstatela.edu), In person at the Student Services Bldg. 1st Fl Lobby.