Log into MyCoyote and select the Student Center tile.

Once Student Center has populated, select My Academics from the right hand menu.

If an undergraduate student is at or above 135 units or a graduate student is advanced, he or she is eligible to submit a Graduation Check online by selecting "Apply for Graduation."

Notice the Graduation Status below the Current Academic Objective, currently the student has not submitted a Graduation Requirement Check.

Read the instructions and verify the program. If the program indicated is correct select Apply for Graduation.

Search | Plan | Enroll | **My Academics**

Apply for Graduation

Select Graduation Term

Postbaccalaureate students: Please verify that the correct academic program has been selected. If it is not correct, return to the previous page to select a different academic program.

All students: Select a term to apply for graduation by selecting a value from the drop-down. Only terms for which you are eligible will be displayed. Please note, you may not apply further than one year out.
(14690, 93)

| Program: Undergraduate |
| CSU San Bernardino | Undergraduate |

Degree: Bachelor of Arts
   Major: Psyc - Indust/Org Psyc Conc

Expected Graduation Term [select term ... ▼]

[Select Different Program]   [Continue]

⬆ Go to top

Once again, verify the degree and major then select the expected graduation term for which all degree requirements will be completed. If correct, select "Continue" at the bottom right corner.

Search | Plan | Enroll | **My Academics**

Apply for Graduation

Select Graduation Term

Postbaccalaureate students: Please verify that the correct academic program has been selected. If it is not correct, return to the previous page to select a different academic program.

All students: Select a term to apply for graduation by selecting a value from the drop-down. Only terms for which you are eligible will be displayed. Please note, you may not apply further than one year out.
(14690, 93)

| Program: Undergraduate |
| CSU San Bernardino | Undergraduate |

Degree: Bachelor of Arts
   Major: Psyc - Indust/Org Psyc Conc

Expected Graduation Term [Spring 2019 ▼]

Graduation Instructions

*You are filing for the term in which ALL degree requirements will be completed.
**If this is not the term in which all degree requirements will be completed, please return to the previous page and select a new term.
***Please note, commencement registration is a separate process. For questions regarding commencement please go to https://www.csusb.edu/commencement/preparing-graduate/commencement-registration.

[Select Different Program]   [Continue]

⬆ Go to top

Apply for Graduation

Verify Graduation Data

Program: Undergraduate

CSU San Bernardino | Undergraduate

Degree: Bachelor of Arts
    Major: Psyc - Indust/Org Psyc Conc

Expected Graduation Term   Spring 2019

Graduation Instructions

*You are filing for the term in which ALL degree requirements will be completed.
**If this is not the term in which all degree requirements will be completed, please return to the previous page and select a new term.
***Please note, commencement registration is a separate process. For questions regarding commencement please go to https://www.csusb.edu/commencement/preparing-graduate/commencement-registration.

Select Different Program	Submit Application

Select Different Term

Go to top

If the term selected is incorrect, return to the previous page by selecting "Select Different Term." If the program is incorrect, choose "Select Different Program."

Apply for Graduation

Verify Graduation Data

Program: Undergraduate

CSU San Bernardino | Undergraduate

Degree: Bachelor of Arts
 Major: Psyc - Indust/Org Psyc Conc

   Expected Graduation Term Spring 2019

Graduation Instructions

*You are filing for the term in which ALL degree requirements will be completed.
**If this is not the term in which all degree requirements will be completed, please return to the previous page and select a new term.
***Please note, commencement registration is a separate process. For questions regarding commencement please go to https://www.csusb.edu/commencement/preparing-graduate/commencement-registration.

| Select Different Program | Submit Application |

| Select Different Term |

Go to top

If the expected graduation term and program are correct, select "Submit Application."

| Search | Plan | Enroll | **My Academics** |

Apply for Graduation

Submit Confirmation

✔ You have successfully applied for graduation. Charges will be posted to your account within an hour. Once charges have posted, an online payment can be made from 6:00AM - 12:00AM daily. Payments can also be submitted in person at the San Bernardino campus Student Financial Services Office, UH-035, or at the Palm Desert Campus Administration Office. Once payment has been received, your graduation check will be moved forward for processing.

An email notification will be sent to your CSUSB email account once your graduation check has been completed and is ready for your review.

Please go to your Student Center and click on Apply / View Graduation Check to:
-View the status of your grad check
-Verify your diploma name
-Verify your diploma mailing address
(message catalog 14690, 97)

This is the total charge: $75

🔺Go to top

After the application is submitted the "Submit Confirmation" page will populate with the fee at the bottom left and instructions on how to view the status of the graduation check, verify the diploma name, and verify the diploma mailing address.

Finances ☰

Account Summary

- **Due Now**   75.00
- **Future Due**   0.00

You owe 75.00.

** You have a past due balance of 75.00. **

Currency used is US Dollar.

*Important Student Fee Information

Make a Payment

My Account

Account Inquiry   >

Enroll In Direct Deposit   >

Enroll in Payment Plan   >

Financial Aid

View Financial Aid   >

Accept/Decline Awards   >

After the graduation check is submitted the fees will post onto Student Center within the hour submitted.

Wait for the fee to post before making the payment.

CSUSB

Make a Payment Online

View Full Site   ☰ Menu

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

- By clicking "Next", you are acknowledging that you have read the above disclaimer.

Next

Under Finances in the Student Center the student can make a payment online.

The next page will prompt the student to select "Next."

ePayments

Please select "Make Payment" from the blue toolbar above to continue to payment and shopping menu.

Your Account		
Current Balance	$75.00	Pay

Select "Make Payment" from the blue tool bar above to pay
an outstanding balance or to shop for items.
The last payment received was for $114.00 on 9/12/2018.

Your Recent Payments	
	View All
	View
	View
	View

Parent PINs	
	Add New

You currently have no Parent PINs set up.

Select the "Add New" link to grant access to your
parents or other authorized users to make payments
on your behalf.

Saved Accounts	
	Add New

The delete link will not appear if the saved account is

designated for use by an upcoming automatic payment

or eRefund deposit.

	Edit Delete
	Edit Delete

After the fee has posted onto Student Center pay for the graduation check by selecting
"Pay" in the "Your Account" tab. The current balance should state the amount of the
graduation check indicated at the bottom of the "Submit Confirmation" page.

ePayments

Item Code	Edit	Delete	Amount
Tuition and Fees (Term: 2194 - Spring 2019)	Edit Item	Delete Item	$75.00
		Total Amount	**$75.00**

Continue Shopping   Checkout

(webce-3c1b)

Once the student has selected "Pay" the student can checkout for "Tuition and Fees" from the shopping cart and pay for the graduation check.

To view the graduation check status the student can return to Student Center and select "My Academics."

Below "Apply for graduation" select "View my graduation status."

The student can also view the term filed for above "Graduation Status."

Graduation Status

Program: Undergraduate

CSU San Bernardino | Undergraduate

Degree: Bachelor of Arts
  Major: Psyc - Indust/Org Psyc Conc

Status: Applied for Graduation
Expected Graduation Term: Spring
2019

Student Information

Please verify your name and address. Edit your diploma address via the Student Center Demographic Data link under Personal Information. Changes to your Diploma Name must be submitted in person with supporting documentation at the Office of the Registrar.
****

⏫Go to top

The status of the graduation check appears above the expected graduation term on the top right.

If the student needs to cancel the graduation check or change the term of the graduation check they must return to My Academics and select "Apply for Graduation."

View Full Site		
View my course history		>
View my unofficial transcript		>
Request enrollment verification		>
Apply for graduation		>
View my graduation status		>
View my Advisor Notes		>

Current Academic Objective

CURRENT ACADEMIC OBJECTIVE		
Career:	Undergraduate	Fall 2017
Program:	Undergraduate	Fall 2017
Plan:	Psyc - Indust/Org Psyc Conc	Fall 2017
Graduation Status:		
Last Term Registered:	Fall 2018	

If the student has already applied for graduation, the "Apply for graduation" option within My Academics will differ from the original "Apply for graduation" page.

Now, it will give the student the option to cancel, change term, or view status. If the student wants to pursue any of these options they will select the drop down bar next to "Grad Check Option."

However, once the graduation check has been paid for and it has been dispersed to a transfer and graduation counselor the student will not be able to cancel or change the term of the graduation check unless permitted by the transfer and graduation counselor.