SONOMA STATE UNIVERSITY Apply to Graduate Online Instructions

Minimum Requirements

In order to apply to graduate you must meet the following criteria:

- 90 units completed or in progress
- 15 units in residence completed

Instructions

1. From your MySSU homepage, click on the Student Center tile
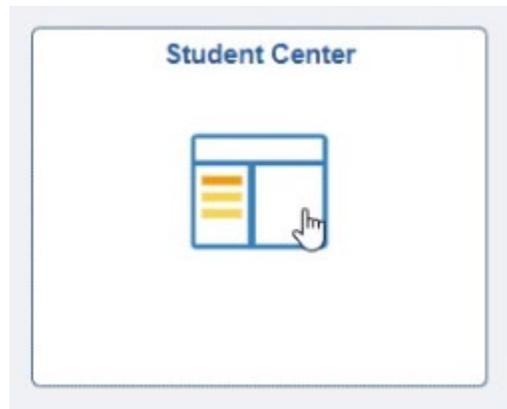
2. Under Academics, click the drop-down menu titled "Other Academic Information"
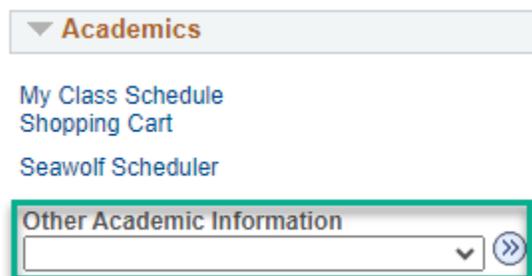
3. Select "Apply for Graduation" and then the blue button to the right of the drop-down menu.
   a. If this option is not on your drop-down menu, it may be because you do not meet the minimum requirements listed above. If you have met the requirements above, please email registrar@sonoma.edu.
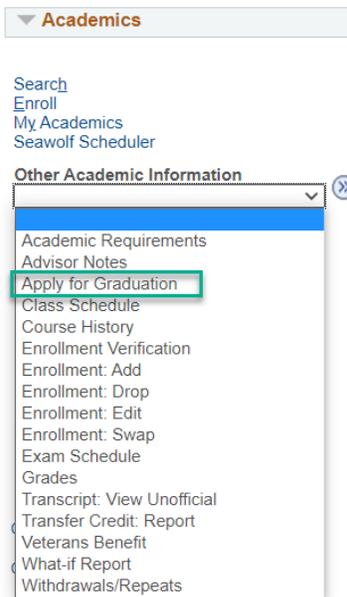
4. Review the information on the page. They go over your majors, minors and concentrations. If everything looks correct select **Apply for Graduation.**
   a. If anything is incorrect, it is best to speak to your advisor as soon as possible. Though these things can be changed after you have applied to graduate, it can affect your graduation requirements on your ARR. If you forget to drop or change something by graduation, it can potentially affect whether or not your degree is cleared. It is best to tackle the issue before it's too late.
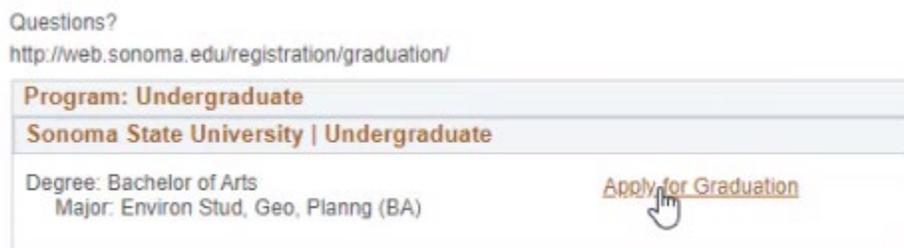
5. Select a term from the **Expected Graduation Term** drop-down menu.
   a. The term you select is the term you plan on finishing all your graduation requirements. This includes your major requirements, the minimum 120 units to graduate, etc.

Your graduation date is the deadline by which all requirements must be completed. For example, if you file for Spring graduation, you must complete all requirements by the last day of spring semester.

6. Click **Continue** button.

7. This page is time to review your graduation information including your degree and expected graduation term.
   a. If you want to change your expected graduation term, select the **Select Different Term** button.

   b. If everything looks correct, select the **Submit Application** button.

Verify Graduation Data

Program: Undergraduate

Sonoma State University | Undergraduate

Degree: Bachelor of Arts
Major: Environ Stud, Geo, Planng (BA)

Expected Graduation Term   Spring 2024

[Select Different Program]   [Submit Application]
[Select Different Term]

c.   If you are not sure, you can select **Student Center** on the top left of the screen, just know that you will not have officially applied to graduate unless you select **Submit Application**.

< Student Center

Sandy Sonoma

[Search]   [Enroll]   **My Academics**

Apply for Graduation
Verify Graduation Data

Verifying Submission of Graduation Application

1. Select **Student Center** on the top-left of your screen
2. Under Academics, click the drop-down menu titled "Other Academic Information"
3. Select "Academic Requirements" and then the blue button to the right of the drop-down menu.

Search
Enroll
My Academics
Seawolf Scheduler

Other Academic Information
Academic Requirements

4. Under **Current Academic Objective** you should see your Expected Graduation term and Graduation Status as "Applied for Graduation"

Current Academic Objective   1 of 1

		Requirement (Catalog) Term
Career:	Undergraduate	Fall 2021
Program:	Undergraduate	Fall 2021
Plan:	Environ Stud, Geo, Planng (BA)	Fall 2021

Expected Grad Term: Spring 2024
Graduation   Applied for Graduation
Status:

Additional Steps

1. Complete the **Stay on Track to Graduate Activity Guide**
   a. This guide is required. The Registrar's Office cannot award your degree without getting some additional information from you, and we are asking for that information in the activity guide
   b. This guide is located on your to-do list on your Student Center as well as the To-Do list tile on your Student Self Service Homepage.

2. Speak to your Advisor(s)
   a. We at Sonoma State want to make sure you graduate when you intend to. Having regular conversations with your advisors can help to ensure that you are on track to graduate
3. Check your SSU email regularly
   a. We will send you updates and reminders, so please look out for those.

Questions

If you have any questions, please check out the Office of the Registrar Graduation page at registrar.sonoma.edu/graduation/faq or email us at registrar.sonoma.edu.

Congratulations!