Step 1:

1. Log into csun.edu/current-students:
2. Click on Current Students.
3. Scroll down the page and click on the CSUN Portal.

Login

Enter your user ID and password. New applicants should enter the email address and temporary password that you received from the University.

For increased security, your connection will expire after 27 minutes of inactivity.

User ID:  
Password:  

Login

4. Log in with your CSUN User ID and Password.
Step 2:

5. Click on Student Services.

6. Click on SOLAR Student Center
7. Under the **Academics** heading, select **Apply/View Graduation App** from the drop-down menu.

8. Then click the button.
Step 4:

Apply for Graduation

Submit an Application for Graduation

<table>
<thead>
<tr>
<th>Program: CEU/Non-Credit</th>
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<td>Apply for Graduation</td>
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</table>

9. View that your graduate program is appearing correctly.
10. Click on the Apply for Graduation link.
Step 5:

Apply for Graduation

Select Graduation Term

Verify that your program is listed correctly.

Select a valid term in which to apply for graduation by selecting a value from the dropdown menu. Only terms in which you are able to apply for graduation will be displayed.

Program: Ext Ed Grad Degree Program

CSU Northridge | Graduate

Degree: Master of Science
Major: Communicative Disorders

Expected Graduation Term: Spring Semester 2020

Graduation Instructions

Choose your expected graduation term carefully. If you select the wrong graduation term, you must submit an 'Application for Graduate Degree and Diploma date Change', along with an $8 processing fee to Cash Services.

Select Different Program  Continue

11. Under the Expected Graduation Term dropdown box select the appropriate graduation term that you will be completing all requirements.

12. Once you select the appropriate graduation term click on Continue button.
Step 6:

Apply for Graduation

Verify Graduation Data

Program: Ext Ed Grad Degree Program

CSU Northridge | Graduate

Degree: Master of Science
Major: Communicative Disorders

Expected Graduation Term: Spring Semester 2020

Graduation Instructions

Choose your expected graduation term carefully. If you select the wrong graduation term, you must submit an "Application for Graduate Degree and Diploma Date Change", along with an $8 processing fee to Cash Services.

Select Different Program  Submit Application  Select Different Term

**NOTE:** If you submit the incorrect graduation date on your application, you will need to complete the “Application for Graduate Degree and Diploma Date Change” form and pay an $8.00 fee.

13. Click on the Submit Application button.
Step 7:

Payment options:

- Credit card (An additional 2.75% nonrefundable service fee is charged.)
- Electronic check (no service fee).

The summary page displays your selected graduation term, graduate program, and the application fee due. Payment is required to submit the online graduation application.

If you do not have your banking information, please click the cancel button. When you return you will need to start from the beginning.

14. To proceed, select **Pay Now**.
Step 8:

NOTE: You are now entering the Higher One, Inc./CashNet®/SmartPay pages.

Payment options:

- Credit card (An additional 2.75% nonrefundable service fee is charged.)
- Electronic check (no service fee).

15. Select desired payment method - credit card (2.75% service fee) or electronic check (no service fee).
16. Click on the **Continue Checkout** button.
Step 9:

17. To pay by credit card, complete the secure web form. American Express, Discover, MasterCard, Visa and United Community Bank (UCB) are accepted.
18. Select Continue Checkout button.
Step 10:

19. Review and accept the terms and conditions by checking the box. The "Acknowledge Terms and Conditions" page displays and explains the nonrefundable $1.30 credit card service fee (2.75% of the $47 application fee).

20. Either click the button to complete your transaction or you can click on the button not to continue the process.
Step 11:

21. Proofread the payment information you entered.

22. To continue, select the Submit Payment button.

NOTES:

After submitting your payment verify that, your payment was processed.

You will receive an email from "graduate.studies@csun.edu" confirming payment. Please save the receipt.
Step 12:

The Graduation Application Confirmation page displays your expected graduation term, application fee paid, date/time submitted and further instructions.

22. Review the instructions.

23. Print the page for your records. If done, log out.
Step 13:

Once you submit your online graduation application fee, a confirmation email will be sent to your CSUN email from "graduate.studies@csun.edu."

Save the receipt for your records.
Step 14:

NOTE: Immediately after submitting your online graduation application, you can return to the home page to:

24. Click on the **Go Back to Student Center** link, to return to the Student Center.
25. Under the **Academics** heading, select **Apply/View Graduation App** from the drop-down menu.
26. Then click the **Go Back to Student Center** button.
Step 15:

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see Graduate Studies for more information. (UN 275, 818-677-4800)

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View Graduation Status

27. View **Graduation Status**. From the "other academic" drop-down menu, select the Apply/View Graduation App link.

28. On the Application Page Click “View Graduation Status” link.
Step 16:

Congratulations on your upcoming graduation!

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<td>Semester 2020</td>
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Student Information

Your graduation application has been submitted. An email with additional information has been sent to your CSUN email account.

******

Diploma Name

Student name

Diploma Address