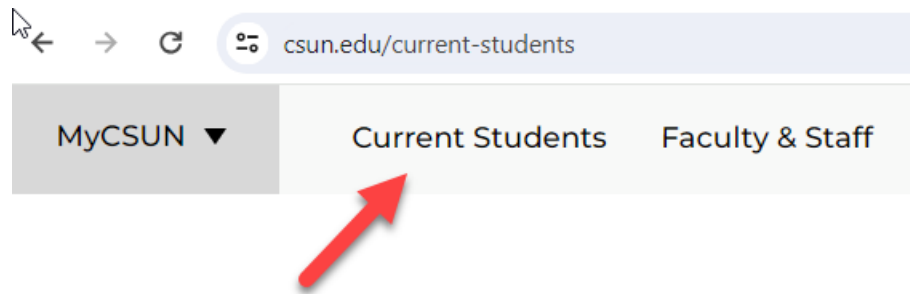


## Step 1:



# Current Students

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.*

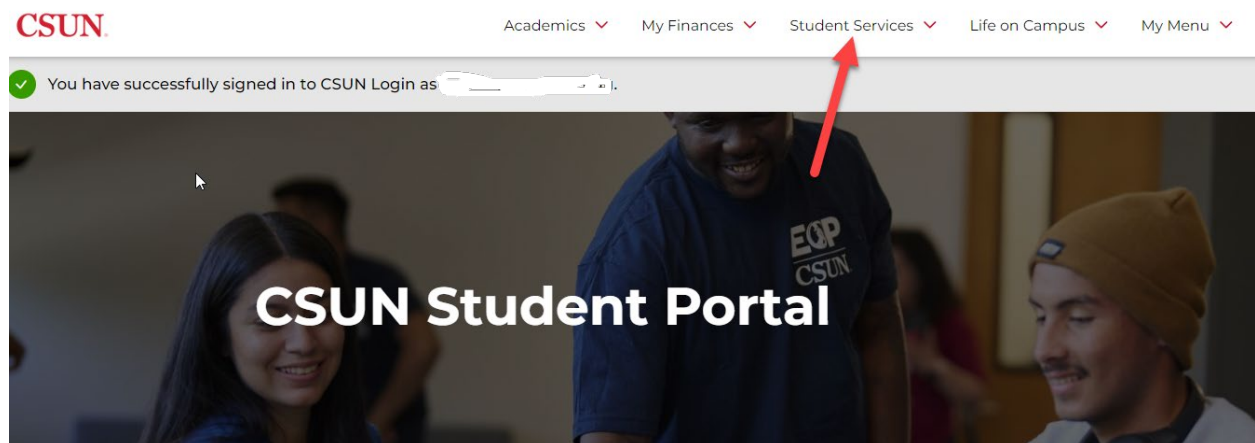
User ID:

Password:  

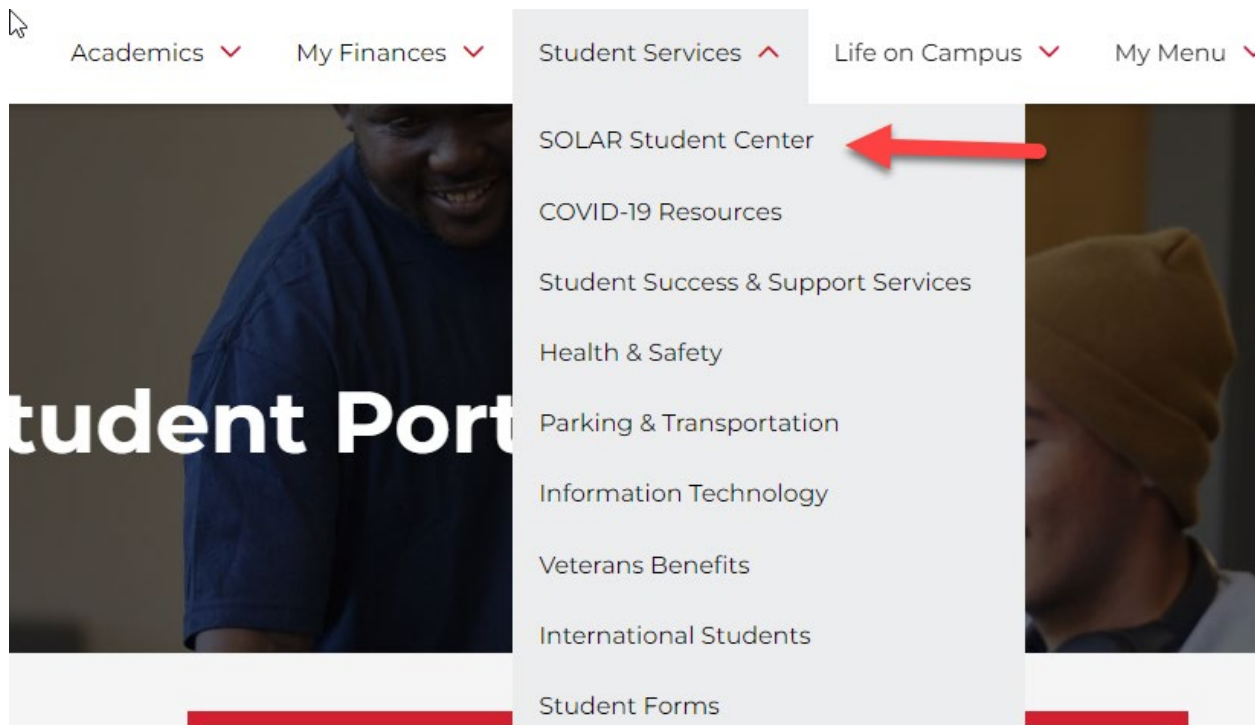
**Login**

4. Log in with your CSUN User ID and Password.

## Step 2:

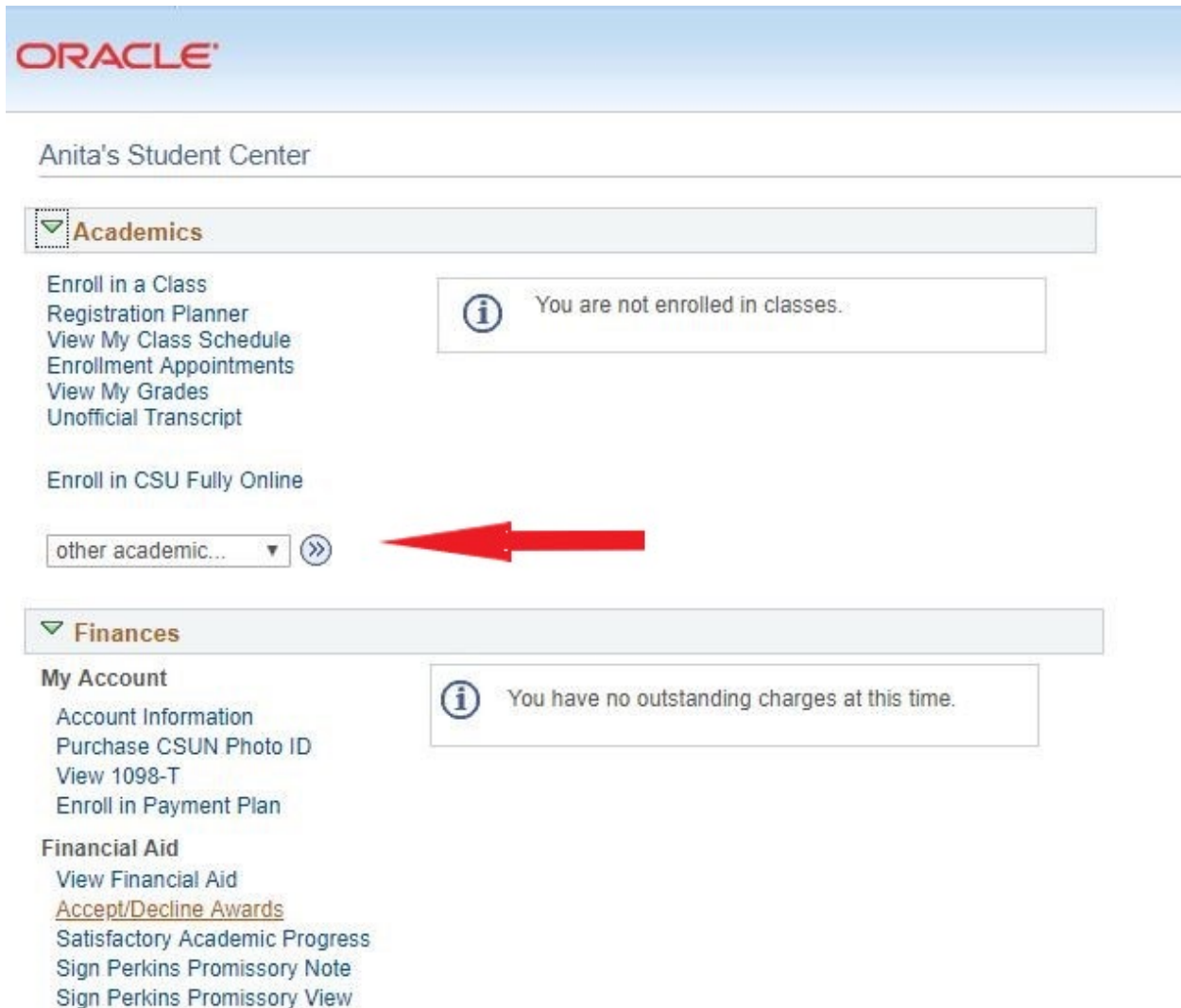


5. Click on **Student Services**.



6. Click on **SOLAR Student Center**

### Step 3:



ORACLE

Anita's Student Center

▼ Academics

Enroll in a Class  
Registration Planner  
View My Class Schedule  
Enrollment Appointments  
View My Grades  
Unofficial Transcript

Enroll in CSU Fully Online

other academic... ▼ »

▼ Finances

My Account  
Account Information  
Purchase CSUN Photo ID  
View 1098-T  
Enroll in Payment Plan

Financial Aid  
View Financial Aid  
Accept/Decline Awards  
Satisfactory Academic Progress  
Sign Perkins Promissory Note  
Sign Perkins Promissory View

Information: You are not enrolled in classes.

Information: You have no outstanding charges at this time.

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

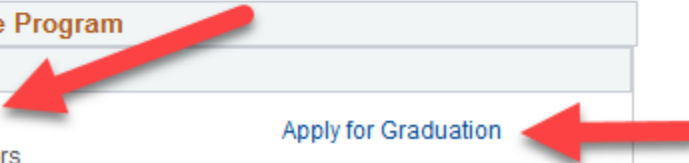
|

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)

Program: CEU/Non-Credit	
CSU Northridge   Extended Education	
Preparation: Extended Learning Plan	

Program: Ext Ed Grad Degree Program	
CSU Northridge   Graduate	
Degree: Master of Science Major: Communicative Disorders	<a href="#">Apply for Graduation</a>



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


**Graduation Instructions**

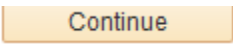
Choose your expected graduation term carefully. If you select the wrong graduation term, you must submit an 'Application for Graduate Degree and Diploma date Change', along with an \$8 processing fee to Cash Services.



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  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).





Arjoyan, Anita Tina

go to ...

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**Online Graduation Application**



Expected Graduation Term	Fall Semester 2019
Degree	Master of Arts Major: SEC EDUC English Education
Application Fee Due	\$47.00

If you are **NOT** prepared to make the payment at this time, you may click Cancel and apply at a later date. Please visit Graduate Studies website to view the deadlines.

If you are prepared to make the payment at this time, click on Pay now. The application will not be completed until your payment is successfully received. You will receive a confirmation page once your payment has been successfully submitted. (31560, 386)

Cancel

Pay Now

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:

The screenshot shows the top of the CSUN website with the logo and name. Below the navigation bar, the title 'AR\_Online Grad App' is displayed. The main content area is titled 'Select Method of Payment' and contains a section for 'New Payment Methods' with radio buttons for 'Credit Card' and 'Electronic Check'. A 'MasterPass' logo is also visible. A red 'Continue Checkout' button is located at the bottom right of the payment options section.

CSUN | CALIFORNIA STATE UNIVERSITY NORTHBRIDGE

checkout sign out

**AR\_Online Grad App**

**Select Method of Payment**

**New Payment Methods**

☐ Credit Card

☐ Electronic Check

BUY WITH MasterPass

**Continue Checkout**

**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:



CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE

SmartPay  
powered by CASHNet®


[checkout](#) [sign out](#)

### AR\_Online Grad App

**Enter credit card information** Total Amount: \$47.00

Credit Card Number	<input type="text"/>	*
Expiration Month	Select Month ▾	*
Expiration Year	Select Year ▾	*
Cardholder Name	<input type="text"/>	*
Address	<input type="text"/>	* Enter the address where you receive the bill for this card.
City	<input type="text"/>	*
State/Province/Region	<input type="text"/>	*
Zip/Postal Code	<input type="text"/>	*
Country	United States ▾	
Email Address	<input type="text"/>	*

We accept:



(You'll have a chance to review your order before it's final.)

[Continue Checkout](#)

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:

checkout sign out

**AR\_Online Grad App**

This site is owned and operated by Higher One, Inc.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$1.30.

This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.

☐ I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$1.30 for the use of CASHNet® SmartPay.

Cancel My Transaction Continue Checkout

terms privacy security

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 **Continue Checkout** button to complete your transaction or you can click on the **Cancel My Transaction** button not to continue the process.

## Step 11:

[checkout](#) [sign out](#)

**AR\_Online Grad App**

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

If you do not successfully complete this step, you will need to re-submit your graduation application, including payment, at a later date.

Items Selected	Amount
Online Graduation Application Fee	\$47.00
SERVICE FEE	\$1.30
<b>Total Amount</b>	<b>\$48.30</b>

**Payment Information**  
Credit Card Number: MasterCard XXXXXXXXXXXX  
Expiration Date:   
Cardholder Name: Tester  
Address: 1234 Main St  
City: Awesome Town  
State/Province/Region: CA  
Zip/Postal Code: 91351  
Country: United States  
Email Address:   
  
[Submit Payment](#)

21. Proofread the payment information you entered.

22. To continue, select [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:

Payment Process Completed


Close Window



Graduation Application Confirmation



Expected Graduation Term	Fall Semester 2019
Degree	Master of Arts Major: SEC EDUC English Education
Application Fee Paid	\$47.00
DateTime Submitted	08/21/2019 11:06AM

Print This Page

***Congratulations on your upcoming graduation!***

Please check your CSUN email for a message from your graduate evaluator informing you that your graduation evaluation has been completed. Additionally, please take note of the following:

- **Check your Degree Progress Report regularly.** This will give you personal assurance that you are on track for graduation.
- **Update your Home Address.** Include the address where you would like your diploma to be mailed. You may update your address via your myNorthridge Portal
- **Diploma Name.** The FIRST and LAST name must be the SAME as the name on your university records. Middle names can be listed as an initial or full name.

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:

**From:** graduate.studies@csun.edu  
**Sent:** Monday, August 28, 2017 10:10 AM  
**Subject:** Thank you for your payment

Receipt Number: 1472209  
Customer: [REDACTED]  
AR-OGA  
Current Date: 08/28/2017

Term Code: 2183

Description	Amount
Processing Fee - Grad App	\$0.75
Base Application Fee	\$36.25
Diploma Fee	\$10.00
SERVICE FEE	\$1.30
<b>Total</b>	<b>\$48.30</b>

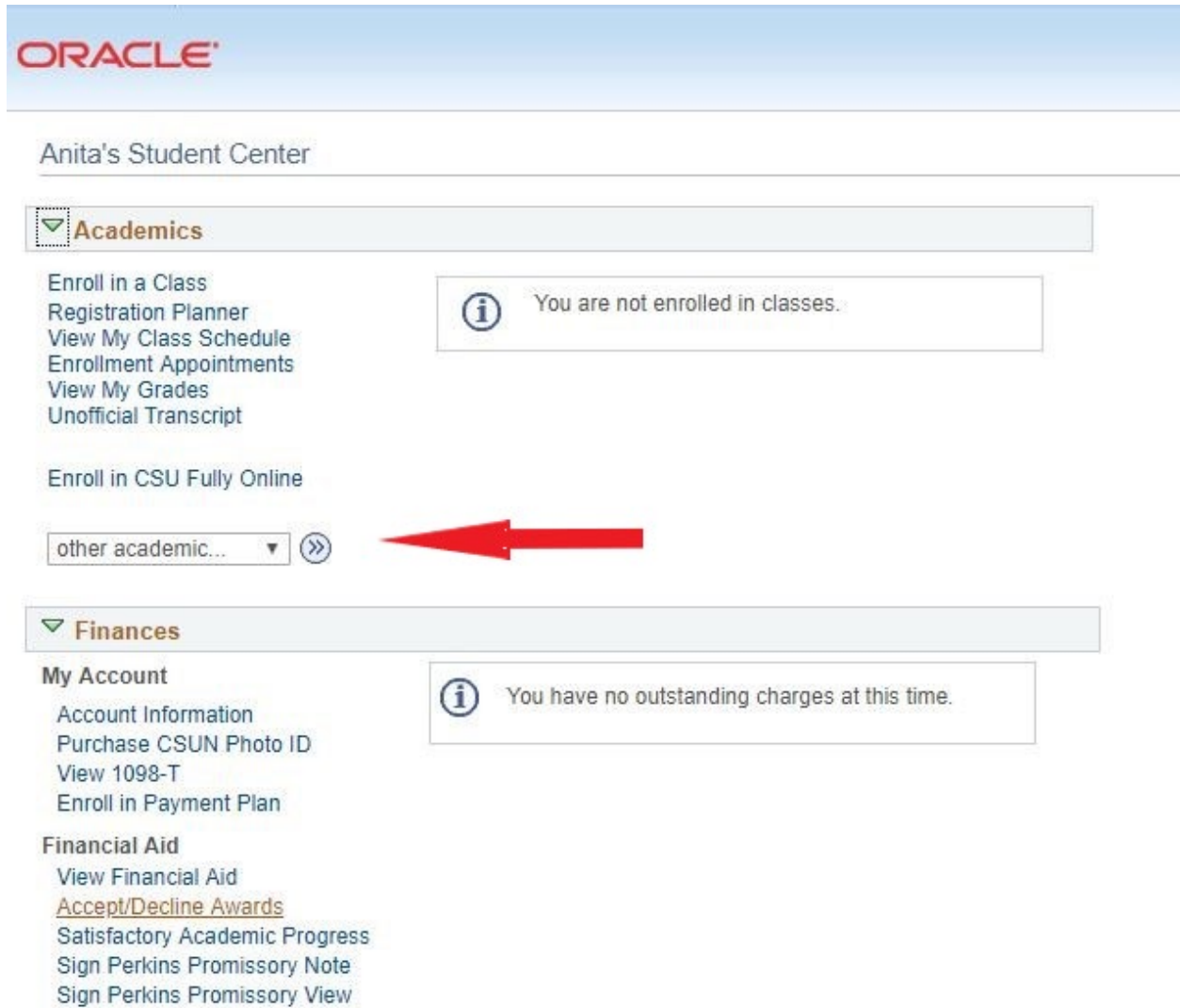
Payments Received	Amount
CSUN SmartPay Payments	\$48.30
MasterCard XXXXXXXXXXXX [REDACTED]	
Authorization # TEST09	
<b>Total</b>	<b>\$48.30</b>

Thank you for the payment.

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:



**ORACLE**

Anita's Student Center

**Academics**

- Enroll in a Class
- Registration Planner
- View My Class Schedule
- Enrollment Appointments
- View My Grades
- Unofficial Transcript

Enroll in CSU Fully Online

other academic... >>

**Finances**

**My Account**

- Account Information
- Purchase CSUN Photo ID
- View 1098-T
- Enroll in Payment Plan

**Financial Aid**

- View Financial Aid
- [Accept/Decline Awards](#)
- Satisfactory Academic Progress
- Sign Perkins Promissory Note
- Sign Perkins Promissory View

**Information:** You are not enrolled in classes.

**Information:** You have no outstanding charges at this time.

**NOTE:** Immediately after submitting your online graduation application, you can return to the [Go Back to Student Center](#) home page to:

24. Click on the [Go Back to Student Center](#) 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 >> button.

## Step 15:



[Apply for Graduation](#)

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### 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)

<b>Program: CEU/Non-Credit</b>	
<b>CSU Northridge   Extended Education</b>	
Preparation: Extended Learning Plan	
<b>Program: Ext Ed Grad Degree Program</b>	
<b>CSU Northridge   Graduate</b>	
Degree: Master of Science Major: Communicative Disorders	<a href="#">View Graduation Status</a>

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:

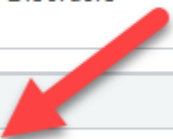
### Graduation Status

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<b>Program: Ext Ed Grad Degree Program</b>	
<b>CSU Northridge   Graduate</b>	
Degree: Master of Science Major: Communicative Disorders	Status: Applied for Graduation Expected Graduation Term: Spring Semester 2020

<b>Student Information</b>
Your graduation application has been submitted. An email with additional Information has been sent to your CSUN email account. *****
Diploma Name <input type="text" value="Student name"/>
Diploma Address



**Congratulations on your upcoming graduation!**