California State University, Fresno
Division of Graduate Studies
Frank W. Thomas Building, room 132

INSTRUCTIONS

for Spring 2014 Graduate Degree Graduation Applicants

SAVE this sheet for future reference.

If you plan to complete all requirements for a graduate degree at California State University, Fresno by **May 16, 2014,** please carefully review the following:

1. **COMPLETE ALL ITEMS ON THE GRADUATE DEGREE APPLICATION. An incomplete application will not be accepted**. All questions regarding the application and/or graduate degree requirements should be directed to the Division of Graduate Studies office at 559.278.2448.

2. **SIGN THE APPLICATION** in the space provided. Take the application to your graduate program coordinator/director for his/her signature. *If you are in the Kremen School of Education and Human Development (KSOEHD), take the application to the KSOEHD Graduate Programs Office (Education Building., room 100) for a signature.*

3. **PAY THE $35.00 NON-REFUNDABLE GRADUATION APPLICATION FEE** made payable to California State University, Fresno at the Cashier's Window in the Joyal Administration Building **by Friday, January 31, 2014**, between the hours of 8:00 a.m. and 4:30 p.m. For verification purposes, you will be asked to present your application at the time of payment.

4. **RETURN THE COMPLETED APPLICATION AND YOUR FEE RECEIPT TO THE DIVISION OF GRADUATE STUDIES,** Frank W. Thomas Building, room 132, between the hours of 8:00 a.m. and 12:00 p.m., and 1:00 p.m. and 5:00 p.m., Monday through Friday. **Applications received after January 31, 2014, will *not* be accepted**. If you are unable to return the application and the Cashier's Receipt to the Division of Graduate Studies in person, you may mail the completed application with the appropriate signatures and the $35.00 fee to:

   California State University, Fresno
   Division of Graduate Studies
   Frank W. Thomas Building, room 132
   5241 N. Maple Ave. M/S TA51
   Fresno, CA 93740-8027

   IMPORTANT NOTE: *Applications received by mail that are incomplete and/or without the $35.00 fee will be returned to the student unprocessed.*

5. **ENTER YOUR DIPLOMA NAME ON-LINE BETWEEN JANUARY 16, 2014 and JANUARY 31, 2014, BY CONNECTING TO "My Fresno State"** at http://my.fresnostate.edu (under "My Menu" select "Student Self Service", then click on "Student Center"). Under "Personal Information" proceed in entering your diploma name as follows: click on "Names"; if a diploma name doesn't already exist, click on "Add a new name"; under the "Name Type" drop-down menu select "Diploma"; enter your diploma name; SAVE. If you have a diploma name already in the system, click on the "edit" button to update, if needed. **IMPORTANT NOTE: The diploma name last entered is the name that will appear only on your diploma. If you do not have a "diploma" name in the system, the name printed on your diploma will default to your "primary" name.**

6. **ENTER YOUR DIPLOMA ADDRESS ON-LINE BY CONNECTING TO "My Fresno State"** at http://my.fresnostate.edu (under "My Menu" select "Student Self Service", then click on "Student Center"). Under "Personal Information" proceed in adding your diploma address under the "other personal" drop-down menu. **The diploma address is used only for the mailing of the diploma. All other university communications will be sent to your mailing address. I**t is your responsibility to maintain the accuracy and currency of these addresses. Diplomas will be mailed to the diploma address you have entered on-line approximately two months after the semester has ended.

7. **MAINTAIN CONTACT WITH YOUR GRADUATE PROGRAM COORDINATOR/DIRECTOR** throughout the semester to determine whether you have met all requirements for the degree to be granted.

8. **NO ADDITIONS, DELETIONS, OR CHANGES TO A STUDENT'S RECORD ARE PERMITTED** after the degree has been posted. Check your academic records to be sure all courses, grades, and units are accurately recorded.