California State University, Fresno
Division of Graduate Studies
Henry Madden Library
Harold Haak Administrative Center, 4th Floor

INSTRUCTIONS

for Spring 2013 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 17, 2013,** 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 Bldg., 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, February 1, 2013**, 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,** Harold Haak Administrative Center, 4th floor of the Henry Madden Library, 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 February 1, 2013, 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
   Harold Haak Administrative Center, 4th Floor
   5200 N. Barton Avenue M/S ML51
   Fresno, CA 93740-8014

   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 BY *MARCH 1, 2013*, 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. It 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 recorded. Check your academic records to be sure all courses, grades, and units are accurately recorded.