

Summer 2014 Baccalaureate Degree Application

Filing Period: Starting May 19, 2014 - Ending June 13, 2014

If you will be completing degree requirements Fall 2014, do not file at this time.

Fee Payment Instructions:

1. Pay the \$35.00 **Non-Refundable Fee** at Cashier's Window. Cashier's Window closes at 3:00 pm daily. **Your application must be in hand.**
2. Submit the application with **cashier's receipt** to: Degree Advising Office, Joyal Administration Building, Room 115, office hours are 7:00 am - 3:30 pm; closed for lunch 12-12:30 for lunch.

OR

To submit your application by mail, send the completed application with the \$35.00 fee in check or money order only (**payable to California State University, Fresno**) to:

DEGREE ADVISING OFFICE
CALIFORNIA STATE UNIVERSITY, FRESNO
5150 NORTH MAPLE AVENUE, M/S JA-57
FRESNO CA 93740-8026

NOTE: Applications received by mail that are incomplete and/or without the \$35.00 fee will be returned to the student. It is the student's responsibility to meet the deadline for this filing period.

Degree Application Instructions:

1. Complete the Degree Application. Please **TYPE or PRINT** in **DARK BLUE** or **BLACK INK ONLY** on the form.
2. List **ALL** coursework from all colleges and universities **NOT** previously filed with California State University, Fresno. **If you change your program after you have filed the Degree Application, please come to the Evaluations Office and make the appropriate changes on the Degree Application.**
3. **DIPLOMA NAME:** - Students are responsible for entering their diploma, name. Enter your diploma name on-line at "My Fresno State" portal (<https://my.csufresno.edu>) Student Center > Personal Information > Names > **Add a New Name Record** > select Diploma Name Type; Save) as soon as possible but no later than June 13, 2014. (NOTE: If the name you are requesting is not the same as your permanent record, you must submit a copy of your Social Security Card to verify your current legal name.)
4. **ADD DIPLOMA MAILING ADDRESS:** Students are responsible for maintaining the accuracy and changes of their Diploma/Mailing addresses. Enter your diploma address online at "My Fresno State" portal (<https://my.csufresno.edu>) Student Center > Personal Information > Address > **Add a NEW Address Record** > select Diploma Address Type; Save). If your Diploma address changes, you must update your diploma address online at "My Fresno State" portal immediately.
5. If you withdraw your degree application or receive official notice regarding graduation deficiencies, it is your responsibility to **re-file** for graduation.

NOTE: Liberal Studies Majors must submit a major approval form before their applications will be processed. Contact your Advisor. All approvals must be received by August 8, 2014.

NOTE: **Campus policy requires a student to submit official transcripts from all colleges they have attended. All coursework must be completed by the graduation date (August 8, 2014) and all transcripts must be received by the document deadline (September 5, 2014).**