



***Important Notice***  
**Degree Application Online Instructions**  
**Spring 2012**

***Graduating Seniors***

The university has implemented an online process to **Apply for the Undergraduate Degree**. You can apply via your Student Center and pay the graduation fee at your convenience without visiting the Evaluations or Cashier's offices!

If you are a senior planning to graduate Spring 2012, you must apply to graduate during the filing period for spring graduation.

***The filing period is January 17, 2012 through February 3, 2012***

During the filing period, you will file your degree application and pay the filing fees by using our new online Undergraduate Degree Checkout Process through your Student Center. Click on the green arrow titled, **My Academic Records & Registration**. Click on the **Apply for Undergraduate Degree** link. After you have clicked on the link, the first box has a banner **Student Details**, the second box has a banner **Undergraduate Degree Checkout Completion Steps**. Follow the Undergraduate Degree Checkout Completion Steps until you receive a message that you have successfully submitted your degree application.

**Undergraduate Degree Checkout:**

This feature allows you to view your major, access your DARS degree audit and enter the name that you want printed on your diploma. You can also access a "Senior" DARS which shows only the remaining courses needed for your degree and areas with courses in progress.

**Graduation Status:**

*After you apply for graduation for Spring 2012 and your application has been reviewed, the Evaluations Office will send you an email at your Fresno State email account with your graduation status.*

If you have any questions, please call the Evaluations Office at 559-278-4076. Best wishes for a successful fall semester.