

Online Graduation Application

This is a tutorial only. No log in is required.

Introduction

Active CSUN students can now apply for the Graduate Degree and Diploma, **ONLINE!**

1. Log into myNorthridge Portal and the SOLAR Student Center.
2. Select the “Apply/View Graduation App” link.
3. Select the expected term of graduation.
4. Verify major and the graduating term.
5. Click “Submit” and remit the \$47 processing fee online

Eligibility: You may apply to graduate as soon as you are/have:

- Active in program
- Completed 18 units including work-in-progress, and

Notification: When eligible, you will receive an email to your CSUN account that the “Apply/View Graduation App” link is available.

Students should apply 1 year prior to completing their requirements for their degree. A student can choose from the following graduating terms: fall, spring or summer.

Step 1:

CSUN CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Skip to Content | Skip to Portal | Accessibility | Directory | Calendar | A to Z | Webmail

Search

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Five Matadors Among LAUSD Teachers of the Year [Read More](#)

MYNORTHTRIDGE PORTAL | ALUMNI | ATHLETICS | LIBRARY

myNorthridge PORTAL LOGIN

Username:

Password:

[Login](#)

Forgot [User ID](#) [Password](#)

Gmail | Office 365

Moodle | Canvas | Box | Portfolio | Zoom

TECH NEWS

The IT Help Center provides technical support for the CSUN community. Learn how to obtain support by visiting the [IT Help Center](#).

To reset your password, visit [Forgot My Password](#) and log in with your CSUN user ID. Forgot your user ID? Visit [Forgot User ID](#).

1. Go to the CSUN home page at www.csun.edu and:
2. Select the myNorthridge Portal link.
3. Log in with your CSUN User ID and Password.

Step 2:

The screenshot shows the myNorthridge website home page. The navigation bar at the top includes the myNorthridge logo, a search bar, and a LOGOUT button. Below the navigation bar, the 'HOME' tab is highlighted with a green circle. The main content area is divided into several sections:

- My Announcements:** A list of announcements with counts and 'New' indicators.
- Class Registration Tips:** A section with a CSUN logo and a play button icon.
- My Current Classes:** A section with a message: "You are not currently registered for any classes this semester".
- My Checklist:** A section with a "*** Attention ***" header and several sub-sections: "Student Account Summary", "Registration", "Summer Appt/Enrollment", and "Incomplete Tasks".
- My Status:** A section with a "Status" dropdown menu showing "Student" and a message: "You are a Junior for the Spring Semester 2017. Your".
- Quick Links:** A grid of icons for various services: ENROLL IN CLASSES, PAY ACCOUNT BALANCE, BUY/RENT TEXTBOOKS, CHECK GRADES, CSUN EMAIL, CLASS SCHEDULE, MOODLE, CANVAS, DEGREE PLANNING TOOLS, and SOLAR STUDENT CENTER. A green arrow points to the SOLAR STUDENT CENTER icon.

4. The myNorthridge **Home** page displays.
5. In **Quick Links** box, select the **SOLAR Student Center** icon.

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

 You are not enrolled in classes.

 You have no outstanding charges at this time.



6. Under the **Academics** heading, select **Apply/View Graduation App** from the drop-down menu.
7. Then click the  button.

Step 4:

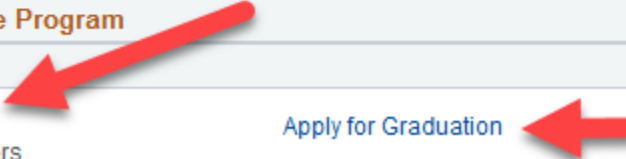
[Apply for Graduation](#)

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	Apply for Graduation



8. View that your graduate program is appearing correctly.
9. 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

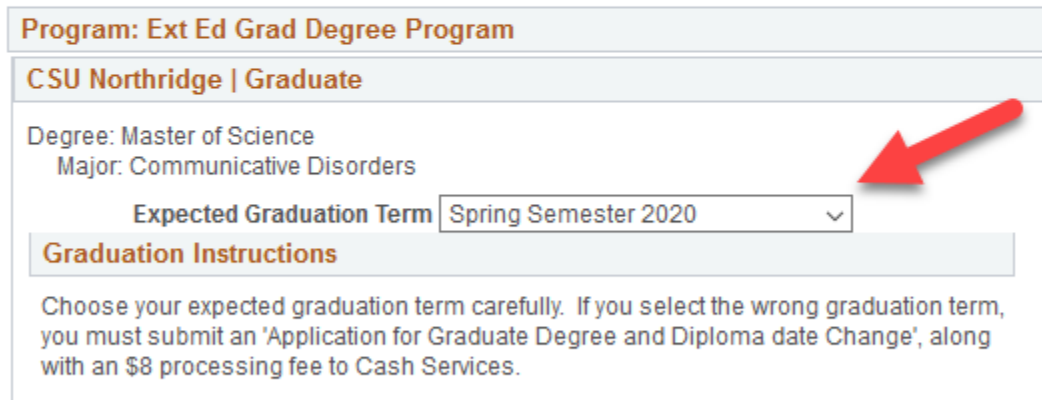
CSU Northridge | Graduate

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



10. Under the **Expected Graduation Term** dropdown box select the appropriate graduation term that you will be completing all requirements.

11. 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.*

12. Click on the  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 ... >>


MM□□

Online Graduation Application


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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)

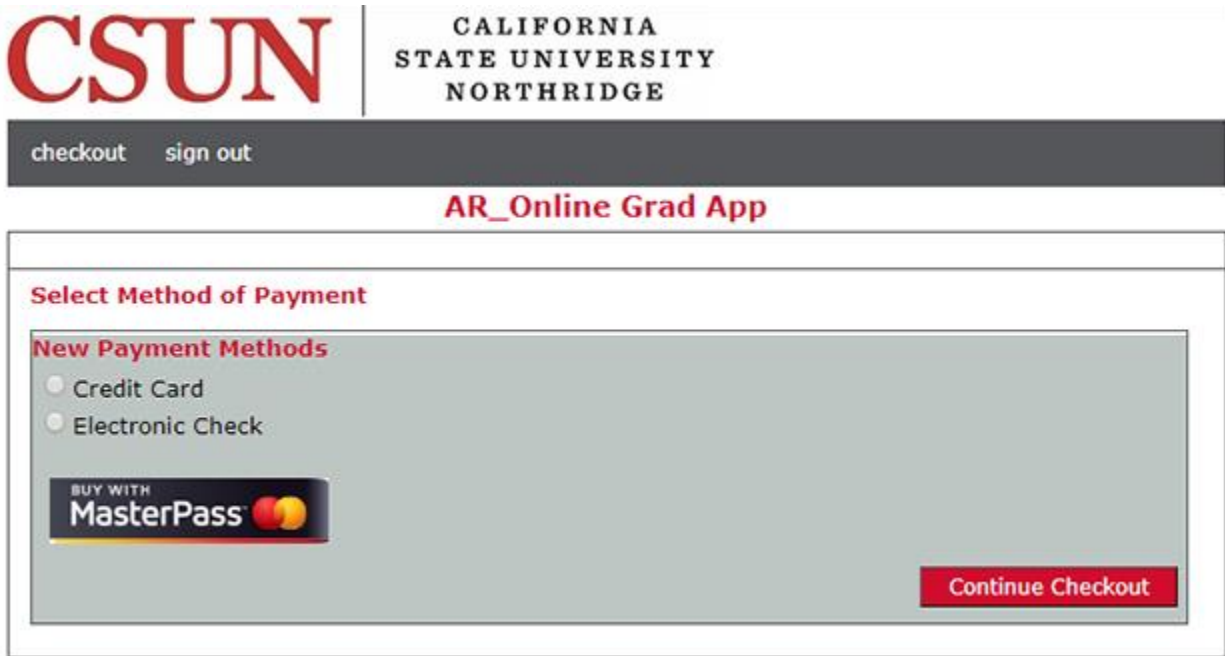
Cancel Pay Now

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.

13. To proceed, select **Pay Now**.

Step 8:




The screenshot shows the CSUN (California State University Northridge) AR_Online Grad App checkout page. At the top left is the CSUN logo. To its right, the text reads "CALIFORNIA STATE UNIVERSITY NORTHRIDGE". Below the logo and text is a dark grey navigation bar with "checkout" and "sign out" links. Below the navigation bar is a red banner with the text "AR_Online Grad App". The main content area is titled "Select Method of Payment" and contains a section for "New Payment Methods" with two radio button options: "Credit Card" and "Electronic Check". Below these options is a "BUY WITH MasterPass" logo. In the bottom right corner of the payment section is a red "Continue Checkout" button.

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).

14. Select desired payment method - credit card (2.75% service fee) or electronic check (no service fee).

15. Click on the  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 <input type="text"/>	*
Expiration Year	Select Year <input type="text"/>	*
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 <input type="text"/>	
Email Address	<input type="text"/>	*

We accept:



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

[Continue Checkout](#)

16. To pay by credit card, complete the secure web form. American Express, Discover, MasterCard, Visa and United Community Bank (UCB) are accepted.

17. 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

18. 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).
19. 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
Total Amount	\$48.30

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](#)

20. Proofread the payment information you entered.

21. 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
Date/Time 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
Total	\$48.30

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

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:

The screenshot shows the Oracle Student Center interface for Anita. The Academics section is expanded, showing options like 'Enroll in a Class', 'Registration Planner', 'View My Class Schedule', 'Enrollment Appointments', 'View My Grades', and 'Unofficial Transcript'. A message box states 'You are not enrolled in classes.' Below these options is a button labeled 'other academic...' with a double-right arrow icon. A red arrow points to this button. The Finances section is also visible, with a message box stating '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](#)

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	View Graduation Status

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

Program: Ext Ed Grad Degree Program	
CSU Northridge Graduate	
Degree: Master of Science Major: Communicative Disorders	Status: Applied for Graduation Expected Graduation Term: Spring Semester 2020
Student Information	
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!