



Apply for Graduation (Program Completion)

Overview

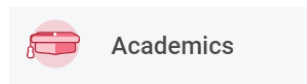
The process to petition to graduate is to **FIRST** complete the online "Pre-graduation Evaluation" form on the Office of the [Registrar website](#) and work with your department(s) to get it evaluated as soon as possible. **SECOND**, you will apply for Program Completion on your Workday profile.

Before filling out the Pre-Graduation Evaluation form, please collaborate with your department to get approval for adding or dropping Program of Studies and ensure it's updated in your Academic Progress Report.

This quick reference guide will cover how to apply for graduation, also known as **Program Completion**.

Process: Apply for Graduation

1. **Undergraduate Students Only:** First complete the [Pre-Graduation Evaluation form](#). Then you need to work with your department(s) to get your requests evaluated.
2. **Second**, you will Apply for Program Complete. From the home screen click the **Academics** application. The Academics dashboard provides links and information about your academic record.
3. Under the *Academic Records* section, click **Apply for Program Completion**. Please note that Undergraduate students can apply only after completing 131 units and reaching senior class standing.



- Academic Records
 - View My Grades
 - View My Holds
 - View My Academic Record
 - Apply for Program Completion**
 - Request Official Transcript
 - Generate Unofficial Transcript

4. If the **Academic Record** field does not default, select the appropriate value in this field. This field is required.

NOTE: You will need to adjust your Expected Completion Date.

5. On the **Apply for Program Completion** page, you will select the program(s) of study to complete or graduate from.
6. In the **Name** field, your Legal name will default. Your Address will default to your home address.

Apply for Program Completion

| | |
|-------------------|--|
| Academic Record * | <div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc;"> - Political ... Science Department/Undergraduate (BS/BA) - 01/01/2021 - Active </div> |
| Name * | <div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc;"> ... </div> |
| Address | <div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc;"> Sunbird Court Valencia, CA 913553505 United States of America </div> |



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7. Change your **Expected Completion Date**. Please enter the corresponding date for the term you plan to graduate in.

Spring 2024: 06/13/2024

Winter 2025: 03/21/2025

Summer 2024: 09/04/2024

Spring 2025: 06/12/2025

Fall 2024: 12/13/2024

Summer 2025: 09/03/2025

5 items

| Apply | Program of Study | Educational Credential | *Expected Completion Date | Student Program of Study Record Status |
|--------------------------|-------------------------|--------------------------|---------------------------|--|
| <input type="checkbox"/> | English Major | BA - Bachelor of Arts | 06/15/2023 | In Progress |
| <input type="checkbox"/> | Political Science Major | BS - Bachelor of Science | 06/15/2023 | In Progress |
| <input type="checkbox"/> | Pre Law Focus | | 06/15/2023 | In Progress |
| <input type="checkbox"/> | Philosophy Minor | | 06/15/2023 | In Progress |

8. Use the **Apply** checkbox to select your primary major; additional programs of study (second majors, minors, and pathway) will be included automatically in the petition process.

9. Check the **Confirm** checkbox. This is required.

NOTE: Please be aware, you will not have a registration appointment for the following term of the expected completion term.

10. Click **Submit** and then **Done**. Your application will now be submitted. Please check your notifications (in the top right corner).

