

Applying for Graduation Online - BroncoDirect Guide

1. Click on Student Center

Billy's Student Center

Academics

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

Academic History
[Grades](#)
[Degree Progress](#)

other academic... [v] [»]

Deadlines URL

This Week's Schedule

	Class	Schedule
	HST 370-08 LEC (34550)	TuTh 7:00PM - 8:50PM 24C 1228
	MHR 410-05 SEM (32187)	MoWe 8:00PM - 9:50PM 9 271

weekly schedule ▶

2. From the “other academic” drop down menu, select *Apply for Graduation* and click on the right arrow button [»].



3. Click on the Undergraduate Baccalaureate hyperlink.

Billy Bronco

Apply for Graduation

This online graduation application is for undergraduates only. Graduate students who wish to apply for graduation must obtain a Graduation Application Form from the Registrar's Office (Bldg. 98, 2nd floor.)

Undergraduates: To apply for graduation, you must have:

- first obtained a graduation check
- earned a minimum of 140 units

Once you submit your graduation application for a specific term, registration following the quarter of your expected graduation term will not be possible unless you have been accepted to a Cal Poly Pomona post-baccalaureate program (e.g., master's, credential).

For more information regarding the graduation application process, go online at the Registrar's Office website at: <http://www.dsa.csupomona.edu/registrar/graduation.asp>

To start your application process, click on the 'Undergraduate Baccalaureate' link below.

Select an Academic Program

Academic Program **Undergraduate Baccalaureate** Undergraduate

Degree Bachelor of Science

Major Business Administration

Option Mgmt & Human Resources Opt

4. Select your graduation term from the *Expected Graduation Term* drop down menu.

Apply for Graduation

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program Undergraduate Baccalaureate **Career** Undergraduate

Degree Bachelor of Science

Major Business Administration

Option Mgmt & Human Resources Opt

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term Summer Quarter 2008

5. Click on the *Continue* button at the bottom of the page.

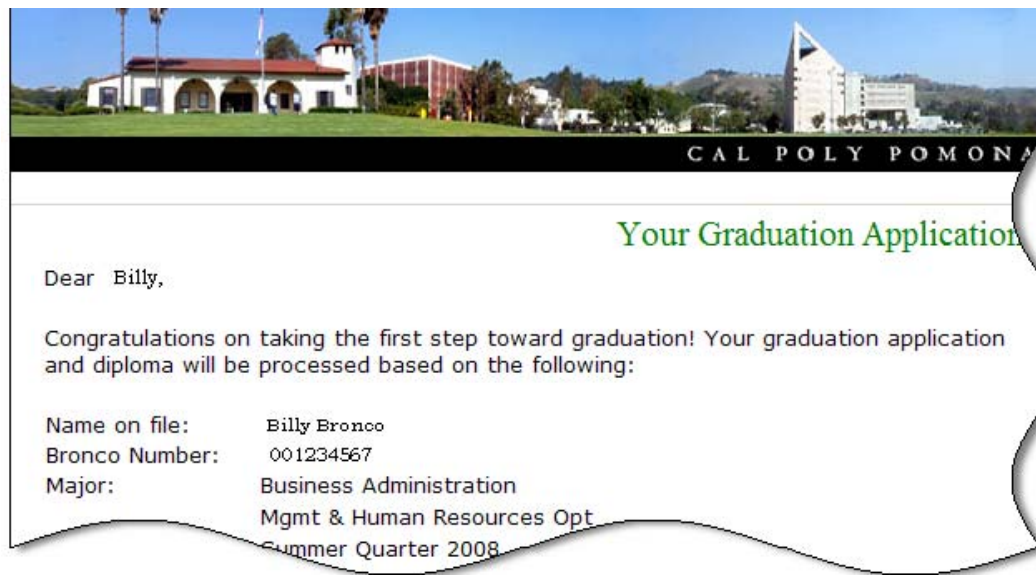
SELECT DIFFERENT PROGRAM CONTINUE

6. The next screen that appears will contain information regarding your academic program and the term for which you are applying for graduation. After verifying that all information is correct, click the *Submit Application* button to complete the process. If you find that you've selected the wrong term, click on the *Select Different Term* instead.

SELECT DIFFERENT PROGRAM SUBMIT APPLICATION

SELECT DIFFERENT TERM

7. Watch for an email confirmation in your Cal Poly Pomona email account. This email contains important information pertaining to the entire graduation process.



8. Pay for the Graduation Application Fee. See instructions contained in the email confirmation.

IMPORTANT: Students applying for graduation will receive a registration hold effective the quarter immediately following the quarter for which the students have applied to graduate. For examples, students who apply for spring graduation will receive a registration hold will block registration in summer (and future) classes. Students who apply for graduation and later find that they need to take additional classes at Cal Poly Pomona must see their evaluator in the Registrar's Office for advise and to have their holds removed.