Graduation Update Request

NAME____________________________________________________________________ Net ID:___________
______________________________________________________________________________________________________
Address        City   State  Zip
___________________________________  ____________________________________________________________
Day Phone Number             CSU East Bay  Horizon Email
Guidelines:
1. Complete this form if you have officially filed for graduation.
2. Degree candidacy forms and major checks are valid only for FOUR consecutive quarters. If you have exceeded the maximum four terms that you are eligible for graduation, Enrollment Management will cancel your candidacy for graduation. To re-apply for graduation, you must submit a new application for graduation on MyCSUEB (http://my.csueastbay.edu/), pay filing fee (which may be paid on-line through Mycsueb or make check payable to CSU East Bay).
3. Students who move their quarter of graduation ahead may not move it back to a previous quarter if they happen to change their minds.
4. To update your graduation term for access to register for classes, do the following:
   4a: Send an email from your Horizon account requesting to update your graduation term to reg@csueastbay.edu. This is an overnight process, you will have access to register the next business day.
   <or>
   4b: Complete the bottom portion of this form and turn in to the Student Information Lobby located on the first floor of Warren Hall or fax to 510-885-3816. Concord Campus students may submit this form to the Academic Services Office or fax. Once your quarter of graduation is updated, you will be able to confirm your new expected term of graduation in Mycsueb.

My original term of graduation was:    ☐ Fall    ☐ Winter    ☐ Spring    ☐ Summer    Year: ______
I wish to update my graduation term to:    ☐ Fall    ☐ Winter    ☐ Spring    ☐ Summer    Year: ______
I wish to cancel my current graduation application:    ☐ Fall    ☐ Winter    ☐ Spring    ☐ Summer    Year: ______

_________________________________________     ________________________________
Student’s Signature     Date

For Enrollment Management Use:
Coded by:_________________  Date:___________