

Overview of Graduation Process

Apply For Graduation

- 90 semester units completed. This does not include in progress units and can include no more than 70 units from a community college.

See Advisors

- See a Major Advisor for advising on requirements specific to your major
- See an Academic Advisor for General Education/Graduation Requirement advising

Register for Classes

- Registration will be blocked for terms beyond the graduation term that is listed in MyCSUEB. Postpone your graduation term if you will not complete your degree requirements at the end of your expected term of graduation.
- Complete a Request to Postpone Graduation form to postpone graduation.

While You Are Taking Classes

- Keep checking your Horizon email account. Important graduation notices will be sent via email.
- When you have questions, contact your Academic Advisors (major and GE advisors) to ensure you are on the right track.

In Review – Office of the Registrar

- The graduation evaluator will conduct a final evaluation of your GE, unit and graduation requirements. Additionally, they will interpret and summarize your major requirements based on notification from the major department.
- An email listing all requirements necessary to graduate will be sent to your Horizon email account.
- Your file is now considered “in Review” and will stay that way until you graduate or your graduation candidacy expires.

Graduation

(Walking across the stage does NOT mean that you earned your degree)

- At the end of your term of graduation, your graduation evaluator will verify that you have completed all degree requirements.
 - If you have completed all requirements, then your degree will be posted 4-6 weeks after grades are official for the term. A diploma will be mailed to your permanent/Home address listed in the university system within 6 weeks. Diplomas are not handed out at commencement.
 - If you do not complete all requirements, your graduation evaluator will postpone your term of graduation, if possible. Students can only postpone one semester. If you do not graduate in that amount of time, your graduation candidacy will be cancelled and you will **MUST** apply again for graduation!