

IMPORTANT INFORMATION & DEADLINES FOR GRADUATING

➔ **STEP 1: File a Grad Check**

Students must request a graduation requirement check (grad check) through the Office of the Registrar* prior to the end of the term of their expected graduation. However, to avoid late fees, the grad check should be filed by the established deadlines listed below. Students should not request the grad check until they have accumulated 135 quarter units toward their degree. This may include work in progress.

***PDC Students can submit and pay for their grad check in the RG Admin Office (RG 203)**

Graduation Term	File Date (first business day)
Winter Quarter	May 1, 2019
Spring Quarter	November 1, 2019
Summer Quarter	January 2, 2020
Fall Quarter	February 3, 2020

Graduation Fee

Filing for the first time (on time):	\$75
Re-file (on time):	\$20
Late Fee:	\$20

(Fees include grad check and commencement fee)

***** Majors or minor added/changed must be done before filing a Grad Check. Processing time is 2-3 weeks.**

Once Grad Check has been processed, you will receive a packet from the Office of the Registrar containing a Graduation Requirement checklist, which includes a copy of your Grad Check form. You will also receive a PAWS report. Please verify that all courses have been completed on PAWS report.

➔ **STEP 2: Register for Commencement**

***** Participation in commencement activities is voluntary and is separate from completing a grad check. *****

April - May 2019 Register for Commencement via MyCoyote, Commencement Registration.

**Registration is open to those who are cleared to graduate by the Office of the Registrar. Students who wish to walk early (finishing requirements in Fall 2020) must request to participate early. Request form available beginning April 1 in RG Admin Office and must be submitted before the last business day in April.*

➔ **STEP 3: Attend and Enjoy Commencement Activities**

April 23, 2020 Attend Grad Day, your one-stop-shop for all Grad needs (cap, gown, tassels, etc.) and record your shout-out to your family, friends, staff and faculty!

June 2, 2020 Attend the RMSC PDC Senior Send-off Party

June 11, 2020 CSUSB Palm Desert Campus Commencement at THE SHOW at Agua Caliente

For more information visit: <https://www.csusb.edu/commencement/preparing-graduate>