
How to Make a Payment For a Graduation Check Online

Office of the Registrar Fees

Note:

- Students are responsible for making the owed payment according to additional major and/or refile fee charges. If you are uncertain on what amount is owed for the graduation check filed, please visit:

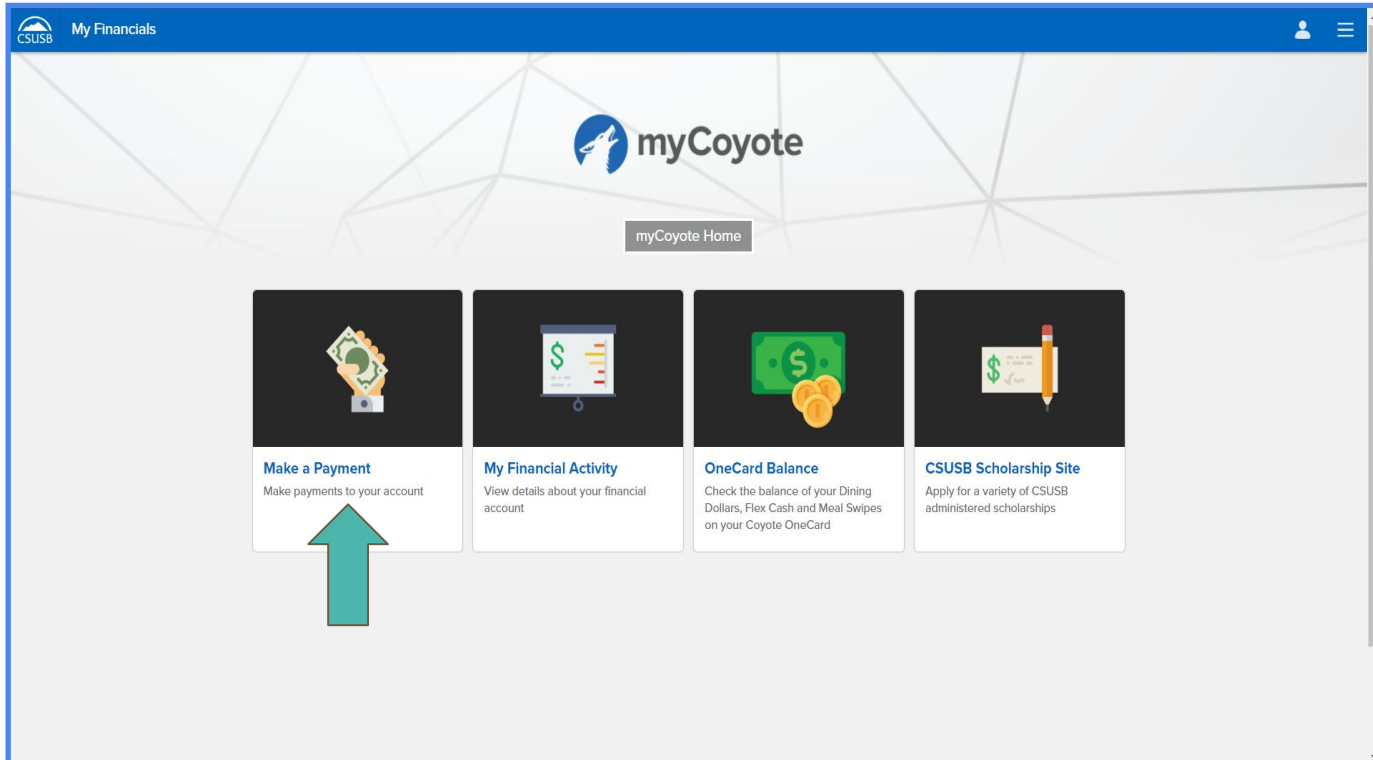
<https://www.csusb.edu/registrar/evaluations/graduation-requirement-check>

1. Log onto myCoyote and locate “My Financials”.

The screenshot displays the myCoyote dashboard interface. At the top left, the CSUSB logo and 'myCoyote' text are visible. A notification banner at the top left reads: 'at 3 pm on Friday, 4/24/2020 through 8 am on Monday, 4/27/2020 CSUSB Employees: Please refrain from running/scheduling any processes in PeopleSoft CS production that will NOT complete before 3 pm on Friday, 4/24/2020. Services NOT available →'. The dashboard is organized into a grid of tiles. The 'My Financials' tile, located in the second row, fourth column, is highlighted with a large green arrow pointing to it from the right. The 'My Financials' tile contains the text: 'My Financials' and 'Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site'. Other visible tiles include 'Student Center', 'Personal Messages', 'My Academics', 'My Personal Information', 'My Employment', 'My Tasks', 'Degree Progress', 'Library Resources', 'Quarter to Semester Conversion', and 'My Status'.

Tile Title	Description
Student Center	Access student related self services
Personal Messages	Directly access your personal messages.
My Academics	Student Center, Faculty Center, Advisor Center, and related student, faculty, and staff services
My Personal Information	View and/or update items such as your email addresses, phone numbers, and addresses
My Employment	Time & Attendance, Benefits, Paycheck, Travel, CSULearn, LinkedIn Learning, and more
My Tasks	My Holds, My To-Do's, Orientation Registration, End Sexual Violence Training, AlcoholEdu for College
My Financials	Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site
Degree Progress	PAWS, myCAP, Unofficial Transcripts, and Commencement Registration
Library Resources	Find books, articles, media, textbooks, reserve study rooms, and more.
Quarter to Semester Conversion	Fall semester classes begin August 24, 2020!
My Status	Application Status, Admission Transcript Status, and Training Status

2. Click “Make a Payment”.



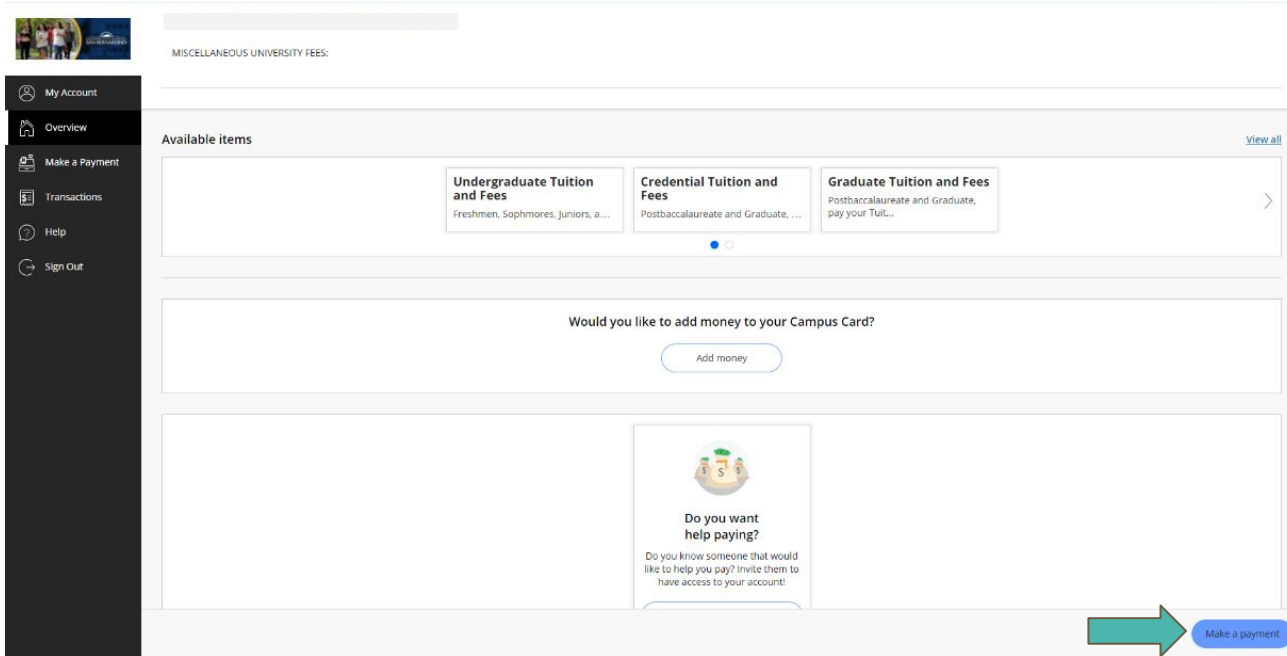
The screenshot shows the myCoyote financial portal interface. At the top left, there is a blue header with the CSUSB logo and the text "My Financials". On the top right, there are icons for a user profile and a menu. The main content area features the myCoyote logo and a "myCoyote Home" button. Below these are four main navigation cards:

- Make a Payment**: Make payments to your account. This card is highlighted with a large green arrow pointing upwards.
- My Financial Activity**: View details about your financial account.
- OneCard Balance**: Check the balance of your Dining Dollars, Flex Cash and Meal Swipes on your Coyote OneCard.
- CSUSB Scholarship Site**: Apply for a variety of CSUSB administered scholarships.

3. Once you have reached CASHNet, you will notice a \$75 charge available in your balance under tuition and fees. This is the charge for your graduation check.

The screenshot displays the CASHNet 'Overview' page for a user at CSU San Bernardino. The page features a dark sidebar with navigation options: My Account, Overview, Make a Payment, Transactions, Help, and Sign Out. The main content area is titled 'Overview' and includes a user profile section with a circular profile picture and the name 'CSU San Bernardino'. To the right of the profile, the word 'Balance' is displayed with a green arrow pointing to it. Below the profile, there is a 'Summary' section with a progress bar and the text 'MISCELLANEOUS UNIVERSITY FEES:'. The 'Available items' section contains three cards: 'Undergraduate Tuition and Fees' (Freshmen, Sophomores, Juniors, a...), 'Credential Tuition and Fees' (Postbaccalaureate and Graduate, ...), and 'Graduate Tuition and Fees' (Postbaccalaureate and Graduate, pay your TUI...). A 'view all' link is located to the right of the 'Available items' section. At the bottom of the page, there is a question 'Would you like to add money to your Campus Card?' with an 'Add money' button and a 'Make a payment' button in the bottom right corner.

4. Proceed to make a payment.



The screenshot displays a user interface for a university's student portal. On the left is a dark sidebar with navigation options: My Account, Overview, Make a Payment (highlighted), Transactions, Help, and Sign Out. The main content area is titled 'MISCELLANEOUS UNIVERSITY FEES:'. Below this, there is a section for 'Available items' with a 'view all' link. Three items are listed: 'Undergraduate Tuition and Fees' (for Freshmen, Sophmores, Juniors, a...), 'Credential Tuition and Fees' (for Postbaccalaureate and Graduate, ...), and 'Graduate Tuition and Fees' (for Postbaccalaureate and Graduate, pay your Tuil...). Below the items is a prompt: 'Would you like to add money to your Campus Card?' with an 'Add money' button. At the bottom, there is a promotional message: 'Do you want help paying? Do you know someone that would like to help you pay? Invite them to have access to your account!' with a 'Make a payment' button. A green arrow points to the 'Make a payment' button.

MISCELLANEOUS UNIVERSITY FEES:

Available items [view all](#)

- Undergraduate Tuition and Fees**
Freshmen, Sophmores, Juniors, a...
- Credential Tuition and Fees**
Postbaccalaureate and Graduate, ...
- Graduate Tuition and Fees**
Postbaccalaureate and Graduate, pay your Tuil...

Would you like to add money to your Campus Card?

[Add money](#)

Do you want help paying?
Do you know someone that would like to help you pay? Invite them to have access to your account!

[Make a payment](#)

Note:

- If the balance in your account for tuition and fees is greater than \$75, you will need to edit the item to reflect the amount owed.