# How to Apply for Graduation Online via BroncoDirect

### Log into BroncoDirect Student Center

alPolyPomona 🕨 Bro	ncoDire	ct			
Student Center	>	Student Center			
i My Communications	>				
Personal Information	~	Academics 4	Finances	Personal Information	Admissions
Classes & Registration	~	0	<b>4</b> <sup>2</sup>	:= <sup>8</sup>	<u> </u>
Financial	~	Search for Classes	Holds	To Do List	Enrollment Dates
Graduation	~				
Academics	~	<b>See</b>		<b>\$</b>	
New Students	~	Advisor	Cal Poly Pomona Links	Student Services	Blackboard, Email&V Reg
Other	~	۲J			
Feedback	>	CSU Initiatives			

### Under Academics, click on the Drop Down, select Apply for Graduation, click on the right arrow

Search	>	DEADLINES	Ç	URL
Plan	>	This Week's S	Schedule	
Enroll	>		CLASS	SCHEDULE
My Academics	>	DEADEINES	CLASS 2	
		<b>=</b>	MHR 3010-08	11:15AM
Schedule Builder (Not	~		LEG (31031)	Room TBA
2021)			MHR 3410-01	MoWe 10:00AM -
			LEC (33065)	Room TBA
			DSV 2205-02	TuTh 1:00PM -
			LEC (32628)	2:15PM Room TBA
			DOV 4611 00	TuTh 2:30PM -
		<b></b>	PSY 4611-08 SEM (33524)	3:45PM

## Click on the <u>Apply for Graduation link</u>

My Academics	
View my degree progress report	>
Create a what-if scenario	>
View my transfer credit report	>
View my course history	>
View my unofficial transcript	>
Apply for graduation	

#### Apply for Graduation : Submit an Application for Graduation

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Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

NOTE: You are eligible if you either have senior standing now, will have senior standing at the end of the current term, or have graduate standing.

Program: Undergraduate Baccalaureate	
Cal Poly Pomona   Undergraduate	
Degree: Bachelor of Arts Major: Psychology	
Apply for Graduation	

### Click on Expected Graduation Term drop down menu, select the term of graduation

#### Apply for Graduation : Select Graduation Term

The academic program listed here 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.

rogram: Undergraduate Bacc	calaureate	
Cal Poly Pomona   Undergra	aduate	
Degree: Bachelor of Arts Major: Psychology	5	
Expected Graduation Term	Select	~
Select Different Program	Select Fall Semester 2020 Spring Semester 2021 Summer Semester 2021 select term	1

### **Click on Continue**

Menu

#### Apply for Graduation : Select Graduation Term

The academic program listed here 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.

Graduation Instructions	
Degree: Bachelor of Art Major: Psychology	S
Expected Graduation Term	Spring Semester 2021 🗸
You can only submit an completed units at the l	application for graduation if you have senior (90 or more earned units) or graduate standing based on your beginning of the current term. You will receive confirmation of this application via email. Please continue to
check your CPP email f	or additional communications on the status of your application.
check your CPP email for Graduation Application You are required to pay business day. To make button. Then select "Gra graduation application.	Free: a \$59 (non-refundable) graduation application fee which will be posted on your BroncoDirect account within the payment, go to your Student Center in BroncoDirect, and in the Finances section, click the "Make A Paym iduation Fees" from the list of items to be paid. Be sure to select the correct semester associated with your

## **Click on Continue**

Apply for Graduation ÷ Verify Graduation Data
Program: Undergraduate Baccalaureate
Cal Poly Pomona   Undergraduate
Graduation Instructions
Degree: Bachelor of Arts Major: Psychology
Expected Graduation Term Spring Semester 2021
Complete this graduation application ONLY if you will be completing ALL degree requirements at the end of the Spring 2021 Semester. You can only submit an application for graduation if you have senior (90 or more earned units) or graduate standing based on your completed units at the beginning of the current term. You will receive confirmation of this application via email. Please continue to check your CPP email for additional communications on the status of your application.
Graduation Application Fee: You are required to pay a \$59 (non-refundable) graduation application fee which will be posted on your BroncoDirect account within 1 business day. To make the payment, go to your Student Center in BroncoDirect, and in the Finances section, click the "Make A Payment" button. Then select "Graduation Fees" from the list of items to be paid. Be sure to select the correct semester associated with your graduation application.
Select Different Program Select Different Term Submit Application

## **Confirmation**

Apply for Graduation : Submit Confirmation

## $\checkmark$

You have successfully applied for graduation.