Log into MyCoyote and select the Student Center tile.

Once Student Center has populated, select My Academics from the right hand menu.
If an undergraduate student is at or above 135 units or a graduate student is advanced, he or she is eligible to submit a Graduation Check online by selecting “Apply for Graduation.”

Notice the Graduation Status below the Current Academic Objective, currently the student has not submitted a Graduation Requirement Check.

Read the instructions and verify the program. If the program indicated is correct select Apply for Graduation.
Once again, verify the degree and major then select the expected graduation term for which all degree requirements will be completed. If correct, select “Continue” at the bottom right corner.
If the term selected is incorrect, return to the previous page by selecting “Select Different Term.” If the program is incorrect, choose “Select Different Program.”
If the expected graduation term and program are correct, select “Submit Application.”
After the application is submitted the “Submit Confirmation” page will populate with the fee at the bottom left and instructions on how to view the status of the graduation check, verify the diploma name, and verify the diploma mailing address.
After the graduation check is submitted the fees will post onto Student Center within the hour submitted.

Wait for the fee to post before making the payment.

Under Finances in the Student Center the student can make a payment online.

The next page will prompt the student to select “Next.”
After the fee has posted onto Student Center pay for the graduation check by selecting “Pay” in the “Your Account” tab. The current balance should state the amount of the graduation check indicated at the bottom of the “Submit Confirmation” page.
Once the student has selected “Pay” the student can checkout for “Tuition and Fees” from the shopping cart and pay for the graduation check.
To view the graduation check status the student can return to Student Center and select “My Academics.”

Below “Apply for graduation” select “View my graduation status.”

The student can also view the term filed for above “Graduation Status.”
The status of the graduation check appears above the expected graduation term on the top right.

If the student needs to cancel the graduation check or change the term of the graduation check they must return to My Academics and select “Apply for Graduation.”
If the student has already applied for graduation, the “Apply for graduation” option within My Academics will differ from the original “Apply for graduation” page.

Now, it will give the student the option to cancel, change term, or view status. If the student wants to pursue any of these options they will select the drop down bar next to “Grad Check Option.”

However, once the graduation check has been paid for and it has been dispersed to a transfer and graduation counselor the student will not be able to cancel or change the term of the graduation check unless permitted by the transfer and graduation counselor.