Graduation Requirement Self Check

Are you getting ready to graduate? Use this self-check list to make sure that you don’t miss anything.

1. Will your degree requirements be complete?
   - Register for final quarter courses
   - Check your degree audit. If your progress bar is below 98% after your final registration or if you notice a problem, follow up with your Academic Advisor.
   - Submit any petitions to your Academic Advisor.
   - Some things to look for:
     - Is my major(s) correct?
     - Is my minor on my record? Must be declared at least 2 quarters prior to graduation.
     - Do I have 180 units minimum?
     - Do I have a 2.0 + cumulative GPA?
     - Are my breadth requirements complete?
     - Are my major requirements complete?
     - Do I have a 2.0 + upper division GPA?
     - Is my transfer work on my record?

2. Apply to graduate for the quarter that you will be completing your requirements. If you completed your degree requirements already and only need to apply for graduation, please follow the same process.

Graduation Application Deadlines:

<table>
<thead>
<tr>
<th>If you want to graduate in:</th>
<th>Submit your application by:</th>
<th>Application available on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>4 p.m., August 15, 2019</td>
<td>May 21, 2019</td>
</tr>
<tr>
<td>Winter 2020</td>
<td>4 p.m., December 1, 2019</td>
<td>November 4, 2019</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>4 p.m., March 1, 2020</td>
<td>February 10, 2020</td>
</tr>
<tr>
<td>Summer 2020</td>
<td>4 p.m., July 1, 2019</td>
<td>April 1, 2020</td>
</tr>
</tbody>
</table>

3. Applying for Graduation

Applying to graduate is a 2-step process. You must submit both online Banner and CHASS graduation applications. Double majors must submit a Banner application for EACH major. Click this link to see a tutorial on “How to Apply for Graduation”: [https://youtu.be/nvleepHjlrM](https://youtu.be/nvleepHjlrM)

Start at R’Web ➔ Step1. Banner ➔ Step 2. CHASS Application
If you are participating in EAP/OAP/UCDC, your application may be deferred to the following graduation term due to the processing time of your transfer work. If you have questions, please follow up your contact for that program.

When completing your graduation application, it is important that you report any pending transfer work, EAP credit, Incomplete grades or Grade Delays. Failure to report any pending transfer work or grades could cause your application to be denied and deferred to another quarter. Refer to the transfer work transcript deadlines below.

**Transfer Work Transcript Deadlines:**

If you completed transfer work required for graduation, you must submit transcripts reflecting this work to Undergraduate Admissions by these deadlines or your application may be denied and deferred to the next quarter:

<table>
<thead>
<tr>
<th>If you want to graduate in:</th>
<th>Submit your transcript by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2019</td>
<td>September 17, 2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>December 17, 2019</td>
</tr>
<tr>
<td>Winter 2020</td>
<td>March 24, 2020</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>June 16, 2020</td>
</tr>
</tbody>
</table>

https://registrar.ucr.edu/graduation-guide/deadline

### 4. Check the Status of Your Application

It is each student’s responsibility to follow up and confirm that everything is going as planned. In addition:

- You will receive a confirmation email after submitting your CHASS application.
- After your Academic Advisor reviews your application, they will send you an email with the status of your application. Please check your UCR email account.
- You can check the status of your Banner application through R’Web.
5. Check your grades!

After your final grades post, check your degree audit to confirm that all is complete.

a. After grades, your degree audit progress bar should be at 100%.

b. Follow up with your advisor as soon as possible if there is a problem or if you did not pass a required course.

c. Request your transcripts from off campus schools ASAP. Have your transcripts mailed to UCR Undergraduate Admissions for processing. Delay in processing of your transcripts may cause your application to be denied.

6. Your Diploma

Your diploma will be directly mailed at no cost (starting Spring 2018 and later). Your diploma will be mailed to your permanent address on R'Web. Make sure your address is up-to-date! You can change your permanent address by clicking on the “Personal Information” icon in R’Web.

For more information, visit the Registrar’s Office website:
https://registrar.ucr.edu/graduation-guide/diplomas

7. Walking in Commencement

Look out for an email from the Commencement Office to submit your Intent to Participate in Commencement. This is separate from your graduation application and will ensure that you can participate in the ceremony. Delays in submitting your Intent may cause your name to be left out of the commencement program or being denied participation in the ceremony.

For more information, visit the Commencement Office website:
https://commencement.ucr.edu/

Congratulations! You are on your way to becoming a UCR graduate. If you have any questions or concerns, please remember to consult with your Academic Advisor.