

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? Or am I over 216 units? (if over 216, see your advisor)
 - ☐ Are you repeating a class? How will that impact your overall unit count?
 - ☐ 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 major GPA?
 - ☐ Am I enrolled for UC Online/UC Cross Enrollment? If so, please inform your advisor.
 - ☐ 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 can be found on the Registrar's website:

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

☐ 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://www.youtube.com/watch?v=9qdAG_jERNw

Start at R'Web  Step1. Banner  Step 2. CHASS Application

- If you are participating in EAP/OAP/UCDC/UC Online/UC Cross Enrollment, your application may be deferred to a future graduation term due to the processing time of your transfer work. If you have questions, please follow up your contact for that program and keep your academic advisor informed.
- 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 and the grades to Undergraduate Admissions by these deadlines or your application may be denied and deferred to a future quarter.

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

Fun Fact

Did you know that graduating and participating in the Commencement Ceremony are different?

***Commencement** is a ceremony for students to walk and celebrate graduation with other degree candidates.

***Graduating** is completing all your degree requirements and having your degree conferred.

You must apply for graduation to participate in commencement AND to graduate.

☐ 4. Check the Status of Your Application

It is each student's responsibility to follow up and confirm that everything is going as planned with their graduation requirements.

- 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.

- After grades, your degree audit progress bar should be at 100%.
- Follow up with your advisor as soon as possible if there is a problem, if you did not pass a required course or if you have a pending grade (Grade Delay or Incomplete).

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

University of California, Riverside
Undergraduate Admissions
900 University Ave.
3106 Student Services Building
Riverside, CA 92521

☐ 6. Your Diploma

Your diploma will be directly mailed at no cost. Diplomas 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.

Please be sure that your name is as you want it reflected on your diploma.

For more information, visit the Registrar's Office website:

<https://registrar.ucr.edu/graduation-guide/diplomas>

☐ 7. Participating 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 affect your eligibility to participate in the ceremony. When you register for Commencement, please check that the name you want read is reflected on your form.

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.**