

# CHECKLIST FOR SENIORS PREPARING TO APPLY TO GRADUATE



\_\_\_\_\_ **Review your Degree Audit Carefully:** Log on to your academic history on Tritonlink and click on "View Degree Audit". Report any GE discrepancies to ERC Advising; report major discrepancies to your department advisor.

\_\_\_\_\_ **Understand your Unit Requirements:** **VERY IMPORTANT! PLEASE READ CAREFULLY!** Unit totals are indicated at the top your degree audit. To graduate, you must complete a minimum of 180 quarter units. Of these 180 units, at least 60 units (fifteen 4-unit courses) must be upper division (courses numbered 100-199). Of the 60 upper division units, a "minimum" of 48 units must be in your major. Elective units if needed may come from an optional minor, internships, courses of interest, etc. There are **NO exceptions** to these unit requirements. Remember, if you repeat a course for which you have previously received a "D", you will **NOT** receive additional units for the repeat (regardless of the grade) because you already received the units when you completed the course previously. Courses "repeatable for credit" vary in the number of times they may be repeated. Always check the general catalog, a counselor or department advisor before repeating a course; you may not credit for it! **IT IS YOUR RESPONSIBILITY TO DOUBLE and TRIPLE CHECK THE CALCULATION OF YOUR UNITS!!**

\_\_\_\_\_ **Review Work in Progress:** Review the courses listed as "Work In Progress" found towards the bottom of the middle column on the audit. This was your enrollment as of the date the degree audit was updated. Changes in your schedule, after the date shown on your audit, could alter your graduation status.

\_\_\_\_\_ **Confirm Major Completion:** Show your degree audit to your major department undergraduate coordinator (advisor) for verification that the courses appearing under your major are accurate (left column). Confirm that you are on the right track to completing all your major requirements and that the courses you intend to take are offered during your final quarter as planned. Petitions and **ANY questions regarding your major requirements must be directed to your major department not ERC.**

\_\_\_\_\_ **Address your Requirement Deficiencies:** Review all red notations on your audit. These summarize your deficiencies in each particular requirement e.g. GEs, major(s), declared minor(s), units, etc. To complete these requirements, you may have to adjust your enrollment and/or submit petitions for non-UCSD courses.

\_\_\_\_\_ **Declare any Minors:** If you have completed the appropriate courses for a minor and wish to have this noted in your final transcript you must file the appropriate form(s). Submit the ERC Minor form to ERC Academic Advising. Submit the departmental minor petition form to that department's undergraduate coordinator. Departmental minors must be signed approved by the department and received by ERC Academic Advising on or before finals week of your graduating quarter (preferably much earlier) to ensure posting onto the transcript. It is your responsibility (not ERC's) to follow your petition's status at the minor department. Upon graduation, minors will appear on your final transcript only, not the diploma. ERC and departmental minor forms are available in Academic Advising.

\_\_\_\_\_ **Resolve any Incompletes and NRs:** Grades of "I" (Incomplete) and NRs (no grade reported) must be resolved promptly; you can not graduate with an NR on your record.

\_\_\_\_\_ **Monitor your GPAs:** Your overall AND major GPAs must be 2.0 or above to graduate.

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**Submit your Upper Division Writing Requirement:** Submit a 10-12 page graded upper division research paper or 12-14 page portfolio of graded upper division papers ERC Academic Advising. If you intend to complete this requirement from a class you are taking during your final quarter, you must submit the graded original paper(s) to ERC Academic Advising no later than one week after final exams.

**Fulfill (or waive) the Senior Residency Requirement:** 35 of the last 45 units for your degree must be completed at Eleanor Roosevelt College. A petition form is necessary to waive this requirement but there is no automatic approval unless the reason is Study Abroad (for ERC students only). Forms available in ERC Advising.

**Apply for Part Time Study if you are eligible: Need only 10 or fewer units to graduate? You may be eligible for reduced fees:** As a graduating senior enrolled in your final quarter at UCSD, you can apply for Part-Time Study status. This allows you to pay part-time (or reduced) fees, provided that your enrollment is 10 or fewer units by the end of the second week of the quarter. The graduating senior eligibility for part-time study is granted only once with no exceptions. Be sure you need only 10 or less units to graduate – see your degree audit. If you are receiving financial aid, you must consult a financial aid counselor on how the Part-Time Study status could affect your financial aid package. Part-Time Study Applications are available at the college advising office or the Office of the Registrar. Forms are due in the ERC Advising Office on or before Friday of Week 2.

**Request transcripts be sent to UCSD Admissions:** If you have taken courses outside UCSD (including UCSD Extension) that you wish to use for your requirements, and they are not yet noted on your academic history in Tritonlink, you must have all institutions send official transcripts directly to: Office of Admissions, UCSD, La Jolla, CA 92093-0021A. DO NOT send transcripts to Eleanor Roosevelt College.

**Curious about Honors at Graduation?:** University Honors for Cum Laude, Magna Cum Laude or Summa Cum Laude is awarded upon completion of all courses for your degree. Each year, GPA ranges vary slightly according to the top 14% standard adopted by the Academic Senate. To be eligible, you must have completed a minimum of 80.0 graded units at the University of California. If you think you are eligible, you may check your year's GPA ranges with ERC Academic Advising. Departmental Honors information must be obtained from your major department.

**Need more information? Come to Help Desk Hours:** If you have questions about GE and university requirements, ERC counselors are available every day, 1:30-3:30 pm, 3<sup>rd</sup> Floor ERC Administration Building.

**Have you checked all of the above and WebReq'd for your final quarter?** Then you are ready to apply to graduate! Log on to <http://degree.ucsd.edu> to access the Degree & Diploma Application Wizard. Congratulations!



ERC Academic Advising  
3<sup>rd</sup> Floor ERC Admin. Bldg.  
(858) 534-9864