

## Graduation Information

Graduating and participating in the commencement ceremony (walking across the stage) are two distinctly different things. When you have completed all requirements for your degree, applied to graduate with the Office of the Registrar and have your application approved, you have graduated and will receive your diploma in the mail. Visit the following web links for detailed information about the graduation process, [http://reg.ucsc.edu/navigator/2009-10\\_Navigator/chapter7.pdf](http://reg.ucsc.edu/navigator/2009-10_Navigator/chapter7.pdf) and <http://reg.ucsc.edu/faqs/graduation.htm>.

Participating in the commencement ceremony is a celebratory event honoring graduating students' accomplishments. Participating in the ceremony does not necessarily mean you have completed the requirements for graduation and/or have applied for graduation. While students can apply and graduate each quarter, the commencement ceremony happens only once a year, at the end of spring quarter. Students who will complete all graduation requirements within two quarters after the spring quarter can participate in the commencement ceremony. Students who wish to participate in the commencement ceremony need to sign-up via the Merrill College website. Sign-up begins in late January at <http://www2.ucsc.edu/merrill/studentlife/commencement.php>.

### Preparing for Graduation

At the beginning of your senior year it is a good idea to verify that you will have met all graduation requirements. Students can monitor their progress on the Student Advisement Report on my.ucsc.edu. For assistance reading this report please consult the following website - <http://advising.ucsc.edu/student/degreeaudit/index.html>. If you have questions about university and general education requirements, please see a Merrill College advisor and/or if you have questions about major requirements, please see your department advisor(s). It is important to evaluate your progress toward degree and determine which requirements you still need to fulfill. This way you will have two quarters to finish any remaining requirements needed to graduate.

### During your Graduation Quarter

**STEP 1** - Check to see that you have completed (or in progress of completing) all the requirements for graduation. Verify that you have completed 180 units and have a minimum UC GPA of 2.0.

Verify that you have satisfied:

- American History and Institutions requirement
- Entry Level Writing Requirement (formerly Subject A)
- General Education requirements
- College requirement(s)
- All Major(s) and Minor(s) requirements
- Senior Exit Requirements for your major(s)

Verify that you have satisfied the Senior Residence Requirement.

**STEP 2** - Apply to graduate on my.ucsc.edu before the published deadline available at <http://reg.ucsc.edu/calendar/index.html>. **Only apply to graduate during the quarter you are completing all requirements needed to graduate.** If you apply to graduate after the published deadline, you will be assessed a \$40 late fee and may not be eligible for college and department honors. For more information about honors please see the Office of the Registrar's website at <http://reg.ucsc.edu/faqs/honors.htm>.

Please note - If you are not able to complete all the requirements for graduation, you will need to reschedule your graduation by completing the Reapply for graduation form found at [http://reg.ucsc.edu/graduation\\_announcerequest.htm](http://reg.ucsc.edu/graduation_announcerequest.htm). This form must be submitted by the last day of the quarter.

**STEP 3** – If you choose to participate in the Merrill College Commencement Ceremony, sign up on the Merrill College website at <http://www2.ucsc.edu/merrill/>. Look for sign-up information to be available late January. For more information about the Commencement Ceremony, please go to the Merrill College website at <http://www2.ucsc.edu/merrill/studentlife/commencement.php> or contact the Merrill College Activities Office at (831) 459-3357.

### General Information

You will have access to your student portal and email for approximately six months after your last quarter of attendance.

To view your graduation status, log into my.ucsc.edu. Select Student Center and click Student Advising Summary at the top of the Student Center. Click the Degree tab. Your degree status will be displayed.

Once your degree is awarded, it will be noted on your unofficial transcript. If you need documentation of your degree you can print out an unofficial copy of your transcript from the portal or you may order an official transcript at <http://reg.ucsc.edu/students/ordering.htm>.

A Certificate of Completion is available to any student who has received a degree or has completed all requirements for the degree and has applied to graduate for a future quarter. Currently enrolled students or students who have not had all transcripts from other institutions evaluated are not eligible for a Certificate of Completion. These students should order an official transcript once their degree has been posted. Certificates of Completion indicate the student's name, the date the degree was or will be awarded, and the student's major, college, and honors, if any. If you wish to request a Certificate of Completion, forms are available at [http://reg.ucsc.edu/students/e\\_cert.pdf](http://reg.ucsc.edu/students/e_cert.pdf). Include a check for \$5 for each certificate you request. Certificates are available while you wait if you have earned your degree or, for future degrees, within 10 working days after notification is received by the student's major department that all major requirements have been completed.

Diplomas are mailed **three to five months** after the graduation date to the permanent mailing address on record with the Office of the Registrar. Be sure to check the student portal and update this address if necessary.

The name on your diploma will appear exactly as it does on university records. Accents, tildes, etc., can be added to your diploma if you notify the student records section of the Office of the Registrar. Your name may not be changed or corrected after you graduate or are no longer in attendance. College and major honors, if awarded, are printed on the diploma. Minors are not printed on the diploma.

**Congratulations!**