

Checklist for ERC Seniors

Preparing to Apply to Graduate

(Note: Do not apply for the diploma until AFTER you WebReg for your last quarter/term at UCSD.)



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 (some majors require more). 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 consult the UCSD general catalog, an ERC counselor, or department advisor before repeating a course. **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 (WIP)” found towards the bottom of the middle column on the audit. This is your enrollment as of the date the degree audit was updated. Changes in your schedule after the date shown on your degree 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 degree 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 declare the minor online ASAP using Tritonlink. It is your responsibility (not ERC's) to track the approval status of your minor(s) with respective department(s). Upon graduation, minors will appear on your final transcript only, not the diploma.

Resolve any Incompletes and NRs: Grades of “I” (Incomplete) and NRs (no grade reported) must be resolved promptly; you can not graduate with an these notations 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 original graded upper division research paper OR 12-14 page portfolio of original graded upper division papers to ERC Academic Advising. Read the specifics on this requirement in our website. If you intend to complete this requirement from a class you are taking during your final quarter, you must submit the paper(s) to ERC Academic Advising no later than one week after final exams.

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 are available and filed in ERC Academic Advising.

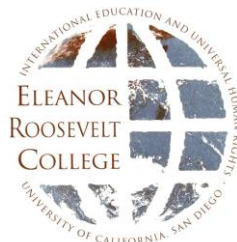
Part Time Study: Need only 10 or fewer units to graduate? You may be eligible for reduced fees as a part time study student during your final quarter at UCSD: If you have submitted your online application to graduate (DDA) and you are graduating senior enrolled in your final quarter at UCSD, you can apply for Part-Time Study status. This status 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 ERC Academic Advising or the Office of the Registrar. Applications are due in the ERC Academic 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 request to have official transcripts sent directly to: Office of Admissions, UCSD, La Jolla, CA 92093-0021A. DO NOT send transcripts to Eleanor Roosevelt College.

University Honors: 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. GPA ranges for graduates of Fall 2009-Summer 2010 are: Cum Laude: 3.623-3.773; Magna Cum Laude: 3.774-3.884; Summa Cum Laude: 3.885-4.000. 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 academic counselors are available every day during fall, winter, and spring quarters, 1:30-3:30 pm, 3rd Floor ERC Administration Building.

Have you checked all of the above and WebReg'd for your final quarter/term at UCSD? Then you are ready to apply to graduate! Log on to <http://degree.ucsd.edu> to access the Degree & Diploma Application Wizard. Be sure to click on the correct graduating quarter. Congratulations!



ERC Academic Advising
3rd Floor ERC Admin. Bldg.
(858) 534-9864