GRADUATION & COMMENCEMENT 101

By: Eleanor Roosevelt College Academic Advising

(adapted from a version by Revelle College Academic Advising)

UCSD

Congratulations!

You are probably viewing this because you are close to completing your requirements for graduation. We hope that this presentation will help clarify the graduation process and answer any questions you might have about what you need to do concerning graduation and commencement.

Terms to Know

First, here are some terms that we need to clarify:

Graduation from the university and commencement are two distinct terms.

- **Graduation** is the official conferral/posting of the degree to the official transcript. This is done by the Office of Registrar after receipt of the final degree audit signed by the major department and ERC Office of the Provost.

- **Commencement** is the annual ceremony in which students who are eligible to graduate may participate in. Participation in the commencement ceremony DOES NOT constitute official graduation from the university.

Terms to Know

▫ **Graduation quarter:** Your graduation quarter is the quarter that you last complete any courses. For example, if you will still be taking courses in the Summer (at UCSD or another institution), you will be considered a Summer graduate. This is what appears on your diploma. As a summer graduate, you may still walk (participate in Commencement) in June.

NOTE: All graduates from the academic year (Fall to Summer) are included in the Commencement program. If you are a fall grad choosing to participate in the previous June commencement, be aware that your name will be included in the following June's commencement program. This means that your name will not be included in the commencement you are walking in. You may obtain a copy of the commencement program with your name in it, the following June. For more information, please contact ERC Office of Student Affairs.

Terms to Know

- **DDA** stands for Degree & Diploma Application and can be accessed on TritonLink or http://degree.ucsd.edu. This is where you file for graduation.

- **Degree Audit** is the document used to monitor completion of university, college, major, minor, and unit requirements for your degree. It can be accessed on Tritonlink. You must monitor your degree audit for accuracy. It is also the document which will be signed by your major department and ERC Office of Provost to verify completion of all requirements for your degree.

When do I need to file by?

If your graduation quarter is...	Online DDA filing is open between: (specific dates are posted on the DDA filing site)
Fall quarter	Webreg Time for Fall – Finals of Fall quarter
Winter quarter	Webreg Time for Winter – Finals Winter qtr
Spring quarter	Webreg Time for Spring – Finals Spring qtr
Summer Session (either Session)	Webreg Time for Summer– Finals of Session II

If you have passed the filing period for your graduation quarter, please come in to Eleanor Roosevelt College Academic Advising to file a "Retroactive-DDA" application form.

Filing for the wrong graduation quarter or the Retro-DDA will delay the processing of your degree!

What do I need to do first?

WebReg for your final quarter and file your diploma application (DDA).

- Submit your DDA at http://degree.ucsd.edu.

  Be sure you have met with your major and college advisors to review your degree audit.

- The online diploma application will ask you to select your *graduation quarter.* Remember, your *graduation quarter* should be the quarter that you last take any courses for graduation.

What do I do after I file?

You will receive an email notice from ERC Academic Advising to view a message, on the Virtual Advising Center (VAC), confirming the receipt of your DDA and instructing you to review your degree audit.

Review your Degree Audit

Access your degree audit on Tritonlink.

Take care of deficiencies noted in "red" on your degree audit immediately

For major requirements in the 1st column, please see a major advisor

For ERC and University requirements in the 2nd and 3rd columns, please see an ERC Academic Counselor

What Happens After I File My DDA?

The processing of your degree and diploma application involves three main campus offices.

1. **ERC Advising**: monitors and receives eDDAs, verifies completion of ERC/GE and university requirements
2. **The Major Department**: verifies completion of major requirements
3. **Office of the Registrar**: posts conferral of degrees to official transcripts, orders and authorizes delivery of diplomas

Here is a table of approximate completion time periods for each step in the degree and diploma process.

Action	Fall Grads	Winter Grads	Spring Grads	Summer Grads [2]
Students begin to file eDDA[1]	May	November	February	Mid April
End of Filing Period [3]	December	March	June	September
ERC processes applications, reviews and updates degree audits, notifies students to view degree audits, regular filing continues[4]	Early May through Mid December	Early November through Mid March	Mid February through Mid June	Mid April through Early September
Major departments begin to e-approve audits [5]	Early November	Mid February	Early to Mid May	Mid-Late August
ERC reviews grades, obtains Provost signatures on audits[6]	Early January	Mid April	Early July	Mid September
ERC sends finalized degree audits to Academic Records (Office of the Registrar)	Mid January	Late April	Mid to Late July	Late September
Academic Records posts conferral of degrees (officially graduated)	Mid March	Early June	Mid August	Mid November
Diplomas mailed to students	Early April	Mid-late June	Early September	Late November

1. File eDDA when you register for your classes
2. Summer Session I and II are processed together after Session II grades are official (early September)
3. Early filing ensures student's audit is reviewed before start of graduation quarter
4. Students are solely responsible for viewing their degree audits on Tritonlink, and notifying the appropriate offices of any audit discrepancies
5. Students may or may not be notified by department if the degree audit is not approved (i.e. requirements not completed)
6. Students will be notified via Virtual Advising Center (VAC) if degree deficiencies are found after final grades have been reviewed

What about Commencement?

- You must complete an Intent to Participate survey in order to walk in commencement. Sometime during each winter quarter, all seniors eligible to graduate will receive notification of this survey from the ERC Office of Student Affairs. Access the Student Affairs section of the ERC website for more information. http://roosevelt.ucsd.edu

- All information regarding date, time, guest accommodations, cap and gown rentals, etc. will be included in the notification to seniors.

Note: Cap and gown rentals and other graduation purchases can be made at the UCSD Bookstore during the Grad Fair in April. Please direct all purchasing inquiries to the UCSD Bookstore or visit http://bookstore.ucsd.edu

Some FAQs…..

- I am trying to file for graduation, but my minor is not showing up on the DDA. What do I do?

  - It is ok. You should still complete the DDA by selecting YES when it asks you if your major(s) and minor(s) are correct. The DDA system is not recognizing your minor either because:

    a) you have not yet declared the minor online even though you have completed all courses; do so ASAP on Tritonlink.

    Declare Major or Minor ⟶

    (**You may declare a minor during senior year <u>only if</u> you have confirmed that you will not be going over maximum unit limitation, see an ERC academic counselor if necessary**).

    b) you declared the minor before the online tool was implemented; notify ERC Advising via VAC to enter your minor on your degree audit

FAQs

- How do I add my name to the Commencement program?

  - You can add your name to the program by submitting a DDA. Make sure you select YES on the question "Do you want your name added to the Commencement program?"

  Remember, if you are a fall grad choosing to participate in the previous June commencement, your name will be included in the following June's commencement program. This is a policy enforced by the ERC Office of Student Affairs. For more information, please contact that office at (858) 534-2237 or visit the ERC website, http://roosevelt.ucsd.edu.

FAQs

- Can I still walk (participate) in June Commencement even if I take classes in the Fall to complete my degree?

  - Yes, you may still participate in Commencement in June. However, only Fall, Winter, Spring and Summer graduates of that previous academic year are automatically included in the program.

FAQs

How do I get my diploma?

- Your diploma will be mailed to your permanent address as seen on your address page of Tritonlink. Diplomas are mailed shortly after your degree is posted to your record by the Registrar's Office (approximately three months after the end of the your quarter of graduation (November for Summer grads).

- You are responsible for keeping your permanent address updated on TritonLink under "Addresses."

Addresses ⟶

Questions not answered here?

- Please use the Virtual Advising Center at http://vac.ucsd.edu .
- Congratulations from the Staff of ERC Academic Advising!!

Cyril   Mitzy   Melissa   Sarah   Clare   Gloria   Melanie   Cindy