

Checklist for ERC Seniors

Preparing to Apply to Graduate

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



Review your Degree Audit Carefully: Log on to Tritonlink and click on Tritonlink Tools and click on Degree Audit. Report any GE inaccuracies to ERC Advising; report major inaccuracies to your department advisor.

Understand your Unit Requirements: VERY IMPORTANT! PLEASE READ CAREFULLY! Unit totals are indicated at the top of your degree audit. To graduate, you must complete a minimum of 180 quarter units which must include at least 60 units (fifteen 4-unit courses) of 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, a repeat of a course for which you have previously received a “D”, will NOT earn additional units. 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!!**

Completing your requirements OUTSIDE UC San Diego during your final term? This is ok, however, it is strongly recommended that you consult an academic counselor in the ERC Academic Advising office regarding a possible delay in the processing of your degree.

Review Work in Progress: Review the courses listed as “Work In Progress (WIP)” found towards the bottom half of the degree audit. This is your enrollment as of the date indicated at the top of the audit. Changes in your schedule after the date shown on your degree audit could alter your graduation status.

Confirm Major Completion: Review your degree audit with your major advisor in the department for verification that the courses appearing under your major are accurate. Confirm that you are on the right track to completing all your major requirements during your final quarter as planned. Petitions and **ANY questions regarding your major requirements must be directed to your major department advisor not ERC.**

Address your Requirement Deficiencies: Review all **red** requirement 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 to use non-UCSD courses.

Declare 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 the major/minor tool on Tritonlink. It is your responsibility (not ERC's) to track the approval status of your minor with the respective department. Upon graduation, minors will appear on your transcript only, not on the diploma.

Resolve any IPs and NRs on your Academic History: Unresolved notations of “IP” (In Progress) and NRs (no grade reported) on your record will prevent processing of your degree.

Monitor your GPAs: Your overall AND major GPAs must be 2.0 or above to graduate. The major GPA appears on the degree audit only and not on the official transcript.

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Senior Residency Requirement: 35 of the last 45 units for your degree must be completed in residence at Eleanor Roosevelt College, UCSD. A petition form is necessary to waive this requirement and there is no automatic approval unless the reason is Study Abroad (for ERC students only). A student petition form must be printed from Tritonlink and filed with ERC Academic Advising.

American History & Institutions (AHI) and International Students Degree audits for students on F1 visa (International Students) will show AHI in **red** until the end of the final quarter at UCSD. ERC will verify validity of F1 status with the International Students & Programs Office at which time the degree audit can be updated to show that AHI has been waived. If at any time during the undergraduate program a student on F1 visa changes status to permanent resident (PR) or U.S. citizen, they will be required to fulfill AHI. See the UCSD General Catalog for a full description of this university requirement.

Part Time Study: Do you 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 enrolled in 10 or fewer units for your final quarter at UCSD, you can apply for Part-Time Study status. This status allows you to pay part-time (or reduced) fees. 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 filed online using Tritonlink. Applications must be filed on or before Friday of Week 2 of the quarter, no exceptions. Note: Part Time Study is not applicable to summer session.

Request transcripts from other institutions to be sent to UCSD Admissions: If you completed courses outside UCSD (including UCSD Extension) and these are not yet noted on your Academic History on 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 aka Latin 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. [CLICK HERE](#) for the university honors GPA ranges each academic year.

Need more information? Come to Drop In Advising Hours: If you have questions about GE and university requirements, ERC academic counselors are available for consultation during Drop In Advising. Please check hours noted in the “Meet with an Advisor” tab of the Virtual Advising Center or ERC website.

Have you checked all of the items 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 online Degree & Diploma Application. Be sure to click on the correct graduating quarter. Congratulations!



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