

# Graduation Checklist

## STEP 1: Filing for Candidacy/Graduation: (REQUIRED)

Complete the *Online Graduation Application* with the Office of the University Registrar at <http://registrar.ucdavis.edu/graduation/> or in-person in room 3100 Dutton Hall.

**Filing for graduation DOES NOT register you for participation in the commencement ceremony. It is a separate step. Complete step #2 if you would like to participate in the commencement ceremony.**

### Online Filing Period:

Fall 2017	8/1/17 – 9/15/17	Spring 2018	2/1/18 – 3/16/18
Winter 2018	11/8/17 – 12/8/17	Summer 2018	6/1/18 – 7/27/18

## STEP 2: Participation in the Commencement Ceremony (OPTIONAL):

To participate in the ceremony, you must apply online at <http://commencement.ucdavis.edu/>  
You may walk in only one commencement ceremony .

DEADLINES	Online sign up STARTS	Online sign up ENDS	Eligibility	Ceremony Date
December 2017	8/1/2017	10/13/2017	150 units by end of Summer	Saturday, December 16, 2017 10:00 a.m.
June 2018	2/1/2018	4/13/2018	160 units by end of Winter	Friday June 15, 2018 9:00 a.m. & 2:00 p.m.

\* There is no summer ceremony. Ceremonies are in June and December only.

## STEP 3: Major requirements and General Education/College/University requirements:

1. Check with your major advisor to make sure you have met all your major requirements.
2. See CA&ES Dean's Office (150 Mrak Hall) to make sure you have completed all your General
  - i. Education and College/University requirements.

## STEP 4: Minor Declaration Petition:

- Complete the Minor Declaration petition online by the 10th day of the quarter in which you plan to graduate: <http://students.ucdavis.edu/forms/?forms=MinorDeclaration>.

## Other Important Issues:

- Incomplete grades must be completed by the last day of finals, if needed for graduation. In order to change your records, you must obtain a petition from the Office of the University Registrar and present it to your instructor for completion and mailing.
- All pending transfer work must be submitted by specific deadlines in the quarter you will graduate.
  - ❖ Contact the Dean's Office at (530) 752-0108 for further information.
- Education Verifications: official documents from the Office of the University Registrar that provide information regarding enrollment status and expected graduation date.  
<https://registrar.ucdavis.edu/records/verifications.cfm>.

Contact the Dean's Office at (530) 752-0108 for further information.

**ALL general information can be found at**  
<http://commencement.ucdavis.edu/>

## Three - Four (approx.) Quarters Before Graduation:

- If you plan to change your major, do it now! You cannot change or declare your major the **same quarter** in which you file to graduate. (See “change of major” in the Academic Information section of the General Catalog.)
- If you have NOT already, start using the Internship and Career Center located in South Hall.
  - Prepare your résumé, sharpen your interviewing skills, or obtain information regarding requirements and exams necessary to apply for graduate and professional schools.
- See Dean’s Office academic peer advisors to make sure you have satisfied all your General
  - Education requirements.

## Two Quarters Before Graduation:

- Request a preliminary degree check (PDC). Pick up a paper copy in the Dean’s Office or download the form online (<http://www.caes.ucdavis.edu/students/current/advising/forms>).
  - *The Dean’s Office does NOT complete preliminary degree checks for students during the quarter in which they are filed to graduate.*
- Check with your major advisor to make sure you have met all your major requirements.
- Make sure you have submitted all of your official transcripts for transfer coursework to the Office of Undergraduate Admissions.

## One Quarter Before Graduation:

- Make final plans for any minors. (<http://students.ucdavis.edu/forms/?forms=MinorDeclaration>)
- Check deadlines to file for candidacy/graduation. (<http://registrar3.ucdavis.edu/graduation/>)
- Check deadlines for commencement ceremony. (<http://commencement.ucdavis.edu/>)
- Place cap and gown rental orders with the UCD Bookstore. (<http://ucdavisstores.com/home>)
- Make final plans to complete “Incomplete” grades.

## Quarter of Graduation:

- You are required to specify an address where your diplomas will be mailed when filing for graduation.
- Diplomas will be mailed at no charge (if covered by the Document Fee service), approximately two to four months after the end of the quarter for which you filed to graduate.
- If you need to change the mailing address you submitted, please contact the Office of the
  - University Registrar. (<http://registrar.ucdavis.edu/contact/index.cfm>)