

7. When You're Ready to Graduate

Graduation/Degree

- Apply to Graduate
- Graduation Certification
- Degree Verification
- Date of Degree and Graduation Ceremony
- Diplomas

Graduation/Degree

Apply to Graduate

To be a candidate for the bachelor's degree, you must file your intent to graduate by the posted deadline stated in the Academic and Administrative Calendar in the [Schedule of Classes](#) or online at reg.ucsc.edu/calendar. To apply for candidacy, go online to the Student Portal and follow the online instructions. If you apply for candidacy after the published deadline, you will be assessed a \$40 late fee and may not be eligible for college and department honors.

Students who are not registered in the quarter they announce candidacy, nor in the quarter immediately preceding the quarter in which they announce candidacy to graduate, are assessed a \$40 records reactivation fee. This fee is nonrefundable.

To change an announced date of candidacy, reapply with the Office of the Registrar at <http://reg.ucsc.edu/graduation.htm>. The records reactivation fee is also assessed, if applicable, when you reschedule candidacy.

Graduation Certification

The Office of the Registrar checks to see that all university, campus, and general education requirements are met. The department(s) for your major and minor, if applicable, verify that major requirements, including the comprehensive requirement, have been completed. If you declared an individual major, the chairperson of your individual major committee submits a list of course requirements completed for the major and a statement that you have passed the senior thesis, comprehensive exam, or other specified requirements.

It is your responsibility to fulfill all requirements no later than the last day of the quarter in which you have announced candidacy. You will be removed from the graduation list if the final graduation check reveals deficiencies. If you have an Incomplete in a course that is required for your major, minor, or university requirements, you will not be able to graduate until after you make up the incomplete work. You must reapply to graduate for another term.

If you apply to graduate for a particular quarter but do not complete the requirements for graduation, your application will not automatically be forwarded to the next quarter and you will not be considered a continuing student. You must notify the records section of the Office of the Registrar by filing the [Apply/Reapply to Graduate](#) form.

Degree Verification

A Certificate of Completion is available to any student who has received a degree or has completed all requirements for the degree and has announced candidacy 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. 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.

Date of Degree and Graduation Ceremony

For degrees awarded for fall, winter, or spring quarters, the date of your degree is the last day of the quarter. For degrees awarded for summer, the degree date is the last day of instruction of Summer Session II.

Commencement is offered once each year at the end of the spring quarter. Commencement exercises are the responsibility of the colleges. Consult your college for graduation ceremony information. Note: You must be affiliated with your college for at least two quarters before graduation.

If you plan to participate in the graduation ceremony but will not complete all your degree requirements until a later quarter, do not apply to graduate until the quarter in which you will complete all degree requirements. Be sure to contact your college office to be included in commencement exercises. You need not apply for candidacy in order to participate in commencement.

Diplomas

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 (see [Honors](#), page 61). Minors are not printed on the diploma.

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Diplomas are mailed three to five months after the graduation date to the permanent mailing address on record with the Office of the Registrar. (Your degree is usually posted to your transcript within six weeks of the end of the quarter.)

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Graduation Checklist

Graduation Checklist

Check the following before filing your announcement of candidacy. All requirements must be completed by the end of the quarter that you announce.

- Have you completed the following requirements?
 - University requirements in American History and Institutions and Entry Level Writing
 - All major requirements of your major(s)/minors(s)
 - All general education requirements
 - 180 credits
 - UC grade point average of 2.0 or greater
 - No more than 25 percent of UCSC credits graded on a Pass/No Pass basis
 - Requirements of your college
 - [Senior residence requirement](#) (see page 33)

Please note: If you are completing your final course work at an institution other than UCSC, you must have an official transcript sent to the Office of the Registrar. If you are unable to provide a transcript by the last day of the quarter in which you wish to graduate, you must announce your candidacy for the following quarter.

- Does your official academic record indicate your major? If not, submit a [Proposed Study Plan Declaration of Major/Minor petition](#) as soon as possible and no later than the time of filing your announcement.
- Are you completing an individual major? If so, contact the chairperson of your committee to make sure that your major requirements will be completed by your announced graduation date and arrange for the final meeting with your committee.
- Have you declared a minor? If so, you must complete all requirements or file a Proposed Study Plan Declaration of Major/Minor petition to remove your minor.
- Have you declared a double major? If so, you must complete all requirements for both majors before graduating; you may not graduate in one quarter with one major and in another quarter with the other.
- Is your name correct on your official university record? If you need to correct your name, you must file an official Name Change or Correction petition with documentation when you announce your candidacy or no later than the end of the quarter.
- Are all your financial obligations cleared? A hold will be placed on your transcripts if you have outstanding debts with the university.
- Have you received loans from the university? If so, you are required to attend an exit interview at the [Student Business Services Office](#) before leaving school. A hold will be placed on your transcripts if you fail to attend.

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Transcripts

- Transcripts
- Requesting a Transcript
- Credit Cards
- Ordering by Mail or In Person
- Transcript Availability
- Processing/Mailing Time
- UCSC Extension Transcripts

Transcripts

A transcript is an official copy of a student's academic history at UCSC. Transcript requests are not processed if you have outstanding obligations to the university. Contact the Student Business Services Office, 459-2107, for questions regarding a university hold on your records.

Transcripts with evaluations include:

Courses graded P, A, B, C, D, F, W, or I. NP will appear for courses taken fall 2001 and after. The grades of A and B may be modified by a plus (+) or minus (-). The grade C may be modified by a plus (but not by a minus). Incompletes lapse at the end of the subsequent quarter; in letter-graded courses, the I lapses to an F, in Pass/No Pass grading, to a No Pass.

Degrees awarded, honors, number of transfer credits, evaluations of courses, and an evaluation of comprehensive examination or senior thesis also appear. The fee is \$10 per copy.

Transcripts without evaluations include:

Courses graded P, A, B, C, D, F, W, or I. NP will appear for courses taken fall 2001 and after. The grades of A and B may be modified by a plus (+) or minus (-). The grade C may be modified by a plus (but not by a minus). Incompletes lapse at the end of the subsequent quarter; in letter-graded courses, the I lapses to an F, in Pass/No Pass grading, to a No Pass.

Degrees awarded, honors, and number of transfer credits also appear. The fee is \$5 per copy.

Requesting a Transcript

Credit Cards

The fastest way to order a transcript is via the web with a credit card. Credit card orders must be requested through Credentials Inc., a vendor that provides this service through an agreement with UC Santa Cruz.

To use the online ordering system, go to reg.ucsc.edu and click on Ordering UCSC Transcripts. Under Ordering by Credit Card, select the Credentials Inc. icon. This is a secure, encrypted site. The charge for using this service is \$1.75 per transcript.

Ordering by Mail or In Person

Request for Official Transcript forms are available online at reg.ucsc.edu/students/etran_req.pdf, or you may pick one up in person at the Office of the Registrar, located at 190 Hahn. By mail, you may write a letter and include the name under which you are/were enrolled, your current address, your e-mail address, student ID# (may be your social security number), birth date, dates of attendance, date of graduation, college affiliation, the mailing address where the transcript should be sent, the number of copies needed, any deadlines, whether or not you want your transcript to include evaluations, your signature, and a check payable to UC Regents for the appropriate fee. Send your request to:

Transcripts
Office of the Registrar
UC Santa Cruz
1156 High Street
Santa Cruz, CA 95064

Transcript-ordering information is also available by calling 459-4412.

Transcript Availability

Transcripts are available as follows:

- approximately 10 days after the end of the quarter to include grades, or
- approximately six weeks after the end of the quarter to include evaluations or a degree if applicable.

Processing/Mailing Time

For regular service, allow one to two weeks for processing from the time your request is received by our office. During the peak period (November through February), processing may take longer. For rush service, visit reg.ucsc.edu for more information.

You may request and pay an additional fee for your transcript to be mailed via next-day service. This service provides fast delivery and a receipt that the transcript was received by the recipient. This service expedites transit time, not processing time. Federal Express is used for all destinations, and they will not deliver to post office box addresses or on weekends. The additional charge for Federal Express within the U.S. is \$20 for up to three transcripts going to the same address. The additional charge for Federal Express outside the U.S. is \$30 per transcript (with or without evaluations). Please note that if the appropriate fee has not been received for next-day service, your transcript will be sent via regular mail.

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Transcripts for UCSC Extension courses must be ordered from UCSC Extension, 1101 Pacific Ave., Suite 200, Santa Cruz, CA 95060, (800) 660-8639, or via the web at www.ucsc-extension.edu.