Guide to Graduation & 2017 Commencement

UCLA College of Letters & Science

Purpose:

This handout is designed to help you plan your last year at UCLA. It is not intended to be a comprehensive list of all the rules and regulations governing graduation requirements for the College of Letters & Science, nor is it intended to cover every Commencement detail. For more information visit www.college.ucla.edu/commencement or see your College Counselor in an appointment, or attend one of several "iGrad" or "iGrad-AAP" workshops offered by College Academic Counseling (CAC) and the Academic Advancement Program (AAP).

Eligibility:

If you have a declared degree candidacy term of ☐ Fall 2016   ☐ Winter 2017   ☐ Spring 2017   ☐ Summer 2017 and have completed 148 units by end of Winter, you are eligible to participate in June Commencement events.

GRADUATION CHECKLIST:

☐ DECLARE/CONFIRM DEGREE CANDIDACY TERM

In order to graduate, you must declare your degree candidacy term on MyUCLA. This information is located at the top of your DPR/DARS. If you do not have a degree expected term listed, or it is inaccurate, you may add or correct it through MyUCLA (Academics >Academic Profile > Declare Candidacy Term). Or you may complete a degree candidacy form available online at www.registrar.ucla.edu/Forms (Graduation and Diploma > Declaration of Candidacy...). ($20 fee on BruinBill if done after completion of 160 units).   Paper forms must be filed with the Registrar's Office, 1113 Murphy Hall. Please be aware that late changes could jeopardize ticketing and the printing of your name in the College Commencement Program.

☐ CONFIRM SPELLING OF NAME FOR YOUR DIPLOMA AND PROGRAM

Confirm the spelling of your name beginning week 4 of your degree expected term, by using the **Diploma Request** link on MyUCLA. This feature allows you to edit your name and to add special accents and punctuation. If you have a preferred name for the College Commencement Program only, send an email, with subject: NAME UPDATE, to commencement@college.ucla.edu by April 21, 2017.

☐ PRIVACY RESTRICTIONS

Check your privacy status. Go to MyUCLA >Settings>Privacy Options. If you selected **Total Privacy** your name will not be printed in the program and may restrict UCLA from providing degree confirmation to future employers. **In order for your name to be printed in the Commencement Program, *Total Privacy* restrictions must be released by April 21, 2017.**

☐ CONSULT WITH YOUR MAJOR & MINOR DEPARTMENT COUNSELOR

Visit your department counselor and review your major requirements. If you have a minor, visit your department counselor and review your minor requirements. Confirm that your coursework (completed and in progress) will satisfy your remaining major requirements.

☐ CONSULT WITH A COLLEGE COUNSELOR (AAP, Athletics, CAC, or Honors)

Review any outstanding requirements for the College of Letters & Science and the University OR attend an "i-Grad" or "i-Grad AAP" workshop (enroll via the link on MyUCLA).

IMPORTANT NOTE: If you intend to complete any coursework outside of UCLA, in order to complete your degree, you must consult with your College Counselor to discuss your proposed coursework.

☐ CHECK YOUR LATIN HONORS STATUS

Students who have 90 **graded** UC units (excludes courses taken P/NP) and meet the GPA criteria may be eligible for Latin Honors.   If you are a transfer student and meet the GPA criteria but have less than 90 **graded** UC units, see your College Counseling unit.

The list of required GPA criteria appears towards the end of your DARS/DPR. Latin Honors listed in the Commencement Program are calculated based on cumulative GPA including Winter grades. However, the official Latin Honors designation made to your diploma is based on your final grades at the time of degree completion. If you are a Fall 2017 or later degree candidate, please check for revised Latin Honors GPA requirements as these are all updated annually.

☐ SERVICES

Full access to most campus services end upon graduation. Utilize these now to maximize benefit: Career Center and BruinView www.career.ucla.edu and UCLA Financial Wellness Program www.financialwellness.ucla.edu.

☐ UCLA ALUMNI CENTER

Stay connected with UCLA. For more details, click on this website https://alumni.ucla.edu/.

COMMENCEMENT CHECKLIST:

☐ SAVE THE DATE: June 16, 2017

The College of Letters & Science is hosting two identical ceremonies on Friday, June 16, 2017, at 2:00pm and 7:00pm in Pauley Pavilion (Run time: 2 hours). Graduates participating in the ceremony line up one hour before the start time. Check www.college.ucla.edu/commencement/ (Click Other Ceremonies) for Department and Student Celebrations scheduled throughout the weekend.

☐ TICKETS

1. Complete the Senior Survey by selecting to opt-in or opt-out of the survey. Responding to the survey triggers your online ticket ordering option.
2. If participating in the College Commencement Ceremony: Submit your time preference for the 2:00pm or 7:00pm ceremony via MyUCLA on **April 25 at 4:00pm - April 27, 2017, at 12:00pm.** Beginning April 27 at 6:00pm, check your MyUCLA Notices to see if your time preference was available and granted.
3. Place your remaining order for parking, and College and department ceremony tickets **anytime** from **April 28 at 4:00pm - May 19, 2017**. You can place, modify, or cancel your order for tickets and parking permits until May 19. There is no advantage to early ordering.
4. Pick up ticket order w/ photo ID beginning May 30 at the Central Ticket Office. CTO hours are M-Thurs 10am-4pm, and Friday 10am-5pm.

For further details see: www.college.ucla.edu/commencement/ticket-ordering/

☐ SPECIAL INCLUSION PETITIONS (SIP)

- Students declared to graduate Fall 2017 (only) file an online SIP on MyUCLA (available March 1, 2017)
- The last day to file your SIP and have your name appear in the College Commencement Program is April 21, 2017.

☐ CAP & GOWN, GRAD PHOTOS, INVITATIONS

Ordering begins March 1st at Graduation Etc. on the A-level of Ackerman or online at www.uclastore.com/gradetc. Distribution begins May 22nd, pick-up of Honors cords begins June 5th. Optional senior portraits can be taken for a $15 sitting fee. Deadline to be in the yearbook is June 9th (no deadline for senior portraits).

☐ OTHER QUESTIONS & COMMENCEMENT INFORMATION

Visit the website: www.college.ucla.edu/commencement.
If you have additional questions, send a MyUCLA Message.

AFTER YOUR FINAL QUARTER CHECKLIST:

☐ CHECK GRADES ON MyUCLA

☐ REVIEW YOUR FINAL RECORD

Make sure that your minors, specializations, revisions in enrollment, grade changes, removal of incompletes, and any transactions are posted accurately. Approximately 5-6 weeks after your degree expected term, your degree is awarded and posted to your transcript. At that point your UCLA record is sealed and **no further changes are possible**.

☐ (OPTIONAL) REQUEST EARLY CERTIFICATE OF COMPLETION

If you need earlier evidence of your degree, once grades are available but before the degree is posted to your transcript, request an Early Certificate of Completion. www.registrar.ucla.edu/forms/earlycert.pdf   No fee for certificate.

☐ OFFICIAL ACADEMIC TRANSCRIPTS

Official academic transcripts may be ordered through MyUCLA once the degree is awarded and posted to the transcript. Allow 6-8 weeks after your final term. No fee for ordering transcripts.

☐ DIPLOMA

Use the *Diploma Request* link on MyUCLA (Academics Tab) beginning the fourth week of your degree expected term to arrange for the mailing of your diploma (No Fee). Diplomas not mailed will be held for in-person pick-up at 1113 Murphy Hall, no sooner than 2-3 months after the award date. Call the Registrar's Office at (310) 825-8883 for recorded availability information.

IMPORTANT NOTES: (1) Check MyUCLA and resolve any holds that may be on your record to avoid delays. (2) You will get an email when your diploma is ready. (3) Update contact information on MyUCLA.

☐ BRUIN ONLINE -- BOL

If you would like to continue receiving e-mail sent to your @ucla.edu account, you can either switch to Google Apps hosted e-mail (https://g.ucla.edu/) or activate the lifetime e-mail forwarding mechanism on your account (https://logon-asm1.logon.ucla.edu/mailprefs.php). No action required if you are already on Google Apps. Direct any questions to the BOL help desk in Kerckhoff Hall, Suite 124, or call (310) 267-4357.