

# Graduation Checklist - 2022

## UCLA College of Letters & Science

[www.college.ucla.edu/commencement](http://www.college.ucla.edu/commencement)

Academic Advancement Program 1205 Campbell Hall  
Athletics 127 Morgan Center  
Honors Programs A311 Murphy Hall  
College Academic Counseling A316 Murphy Hall  
[www.caac.ucla.edu](http://www.caac.ucla.edu)

### 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](http://www.college.ucla.edu/commencement) or see your College Counselor in an appointment.

### Eligibility:

You are eligible to participate in June Commencement events if:  If you completed all degree requirements and graduated in Fall 2021 or Winter 2022; or  declared a degree candidacy term of Spring 2022 or Summer 2022 *and* have completed 148 units by end of Winter 2022.

## GRADUATION CHECKLIST:

### DECLARE/CONFIRM DEGREE CANDIDACY TERM

In order to graduate, you must declare your degree candidacy term on [MyUCLA](#). This information is located on the top left of your Degree Audit. 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). Please note that there is a \$20 fee (charged on BruinBill) if candidacy is declared/changed after completion of 160 units). Additional information about how to declare/confirm your degree candidacy term can be found [on the Registrar's website](#).

### CONFIRM SPELLING OF NAME FOR YOUR DIPLOMA AND PROGRAM

Confirm the spelling of your name beginning week 4 of your degree expected term on [MyUCLA](#) > Academics > **Diploma Request**. 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 a message using the [MyUCLA](#) Message Center (use topic "Commencement - Name Verification").

### PRIVACY RESTRICTIONS

Check your privacy status. Go to [MyUCLA](#) > Settings > Privacy Options. If you selected **DO NOT RELEASE** for the *All Public Information Privacy Option*, your name will not appear in the program and may restrict UCLA from providing degree confirmation to future employers. **In order for your name to appear in the Commencement Program, you must select RELEASE the All Public Information Privacy Option.** Please refer to the College Commencement deadline for additional information, including any respective deadlines that this must be completed. If you have a **FERPA restriction** and would like your information to appear in the Commencement Program, please see the Registrar's Office.

### CONSULT WITH YOUR MAJOR & MINOR DEPARTMENT ADVISOR/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 ADVISOR/COUNSELOR (AAP, Athletics, CAC, or Honors)

Review any outstanding requirements for the College of Letters & Science and the University by checking your Degree Audit Report ([MyUCLA](#) > Academics > Degree Progress Report). **IMPORTANT NOTE:** If you intend to complete any coursework outside of UCLA, in order to complete your degree, you must consult with your College Advisor/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 2022 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 2022 or later degree candidate, please check for revised Latin Honors GPA requirements after Summer 2022 as these are updated annually.

### SERVICES

Full access to most campus services end upon graduation. Utilize these now to maximize benefit: Career Center and Handshake (<https://career.ucla.edu>) and UCLA Financial Wellness Program (<https://financialwellness.ucla.edu>).

### UCLA ALUMNI CENTER and UCLA ONE

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

## COMMENCEMENT CHECKLIST:

### **SAVE THE DATE: College Commencement Ceremony - June 10<sup>th</sup>, 2022**

The College of Letters & Science will announce all Commencement information through the Commencement Website: <https://college.ucla.edu/commencement>. You can also check the Commencement website for dates/times for departmental and other celebrations.

### **TICKETS\***

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. Ticketing information is to be determined at this time. Please check the Commencement website for up-to-date information: <https://college.ucla.edu/commencement>. Information regarding departmental ceremonies can be found at <https://commencement.ucla.edu>.

### **CAP & GOWN, GRAD PHOTOS, INVITATIONS**

Graduates can place orders at Graduation Etc. online <https://shop.uclastore.com/c-320-graduation-etc.aspx>. Orders can be picked up in-person or shipped directly to you. Qualifying students may order an Honors cord – eligibility is determined based on your student ID number.

### **OTHER QUESTIONS & COMMENCEMENT INFORMATION**

Visit the website: <https://commencement.ucla.edu>. If you have additional questions, send a [MyUCLA](#) Message.

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## AFTER YOUR FINAL QUARTER CHECKLIST:

### **CHECK GRADES ON MyUCLA**

Contact your instructors if you have questions about your final grades.

### **REVIEW YOUR FINAL RECORD**

Make sure that your majors, 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 at <https://registrar.ucla.edu> > Forms > Graduation and Diploma > Early Certificate of Completion Request. There is no fee for an early certificate of completion.

### **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. There is no fee for ordering transcripts. Access to order transcripts on MyUCLA is indefinite.

### **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. **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](#).

### **MyUCLA ACCESS & BRUIN ONLINE (BOL)**

All former students will continue to have access to MyUCLA. All UCLA graduates who have completed a degree from UCLA will also continue to have access to their [UCLA Google Apps](#) (@ucla.edu/@g.ucla.edu) account. If you have any questions regarding your Google Apps account or access to other BOL services, please contact the IT Support Center: <https://www.it.ucla.edu/it-support-center/contact-us>