

Guide to Graduation and 2020 Commencement

UCLA College

www.college.ucla.edu/commencement

Academic Advancement Program 1209 Campbell Hall
Honors Programs A311 Murphy Hall
Athletics 127 Morgan Center
College Academic Counseling A316 Murphy Hall
www.cac.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 UCLA College, 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). Sign up for this workshop on [MyUCLA](#) > Academics > Workshops.

Eligibility:

You are a member of the Class of 2020 and automatically eligible to participate in 2020 College Commencement if you:

- Have graduated Fall 2019 or Winter 2020; or Have completed 148 units by the end of Winter 2020 AND are declared to graduate Spring or Summer 2020.

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). 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, if you are declared or declaring for the current term. Please be aware that late changes could jeopardize ticketing and the publishing of your name in the College Commencement Program.

PRIVACY RESTRICTIONS VERIFY HOW YOUR NAME WILL APPEAR IN THE COLLEGE COMMENCEMENT PROGRAM (REVIEW YOUR PRIVACY OPTIONS)

Confirm the spelling of your name beginning Wednesday, February 26 on [MyUCLA](#) > Commencement > Student Feature by Friday, April 17, 2020. Please follow the step-by-step instructions located on the College Commencement Planning Checklist page, Key Dates section (<https://www.college.ucla.edu/commencement/planning-checklist/#keydates>).

CONSULT WITH YOUR MAJOR and 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 University by checking your Degree Audit Report (MyUCLA > Academics > Degree Progress Report) OR attend an “iGrad” or “iGrad AAP” workshop (enroll 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 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 2020 grades. However, the official Latin Honors designation made to your diploma is based on your final grades at the time of degree completion. You can check your eligibility on the Registrar's Office Honors Page: <http://www.registrar.ucla.edu/Registration-Classes/Graduation/Final-Degree-Audit/Honors>
If you are a Fall 2020 or later degree candidate, please check for revised Latin Honors GPA requirements after Summer 2020 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 (www.career.ucla.edu) and UCLA Financial Wellness Program (www.financialwellness.ucla.edu).

UCLA ALUMNI CENTER and UCLA ONE: Stay connected with UCLA. For more details, visit this website <https://alumni.ucla.edu/>.

COMMENCEMENT CHECKLIST:

SAVE THE DATE: June 12, 2020

UCLA College is hosting three identical ceremonies on Friday, June 12, 2020, at 11:00 a.m., 3:00 p.m., and 7:00 p.m. in Pauley Pavilion (allow 2 hours). Student assembly at Los Angeles Tennis Center (LATC) Gate B one hour before ceremony start time. Check

www.college.ucla.edu/commencement/ (Click Other Ceremonies) for Department and Student Celebrations scheduled throughout the weekend.

TICKETS <https://www.college.ucla.edu/commencement/ticket-ordering/>

- Complete the Senior Survey beginning January 17, 2020 by selecting to opt-in or opt-out of the survey. In preparation for ticket ordering, complete the [Senior Survey](#) by Monday, April 27.
- If participating in the College Commencement Ceremony, submit your time preference for the 11:00 a.m., 3:00 p.m. or 7:00 p.m. ceremony via MyUCLA on Tuesday, April 28, 4:00 p.m. – Thursday, April 30, 2020, at 12:00 p.m. (noon).
- Beginning April 30 at 6:00 p.m., check your MyUCLA Notices to see if your time preference was available and granted.
- Place your remaining order College and department ceremony tickets anytime from Friday, May 1, 4:00 p.m. – Friday, May 15, 2020. You can place, modify, or cancel your order for tickets until May 15. There is no advantage to early ordering for department ceremonies.
- Pick up ticket order with photo ID beginning Tuesday, May 26 at the Central Ticket Office. CTO hours are Monday – Thursday 10:00 a.m. – 4:00 p.m., and Friday 10:00 a.m. – 5:00 p.m.

SPECIAL INCLUSION PETITIONS (SIP)

Students must submit a Special Inclusion Petition (SIP) to participate in the 2020 College and Departmental Commencement ceremonies if they do not meet the following criteria: 1. graduated Fall 2019 or Winter 2020; or 2. are graduating Spring 2020 or Summer 2020 and completed at least 148 units by the end of Winter 2020. SIPs are available beginning **February 26, 2020** and must be submitted by **April 17, 2020** to have your name published in the College Commencement Program. Students with 148 units completed by the end of Winter 2020 and declared to graduate Fall 2020: file an online SIP on MyUCLA. b. Students with less than 148 units completed by the end of Winter 2020 and declared to graduate Spring 2020, Summer 2020, or Fall 2020: file a paper SIP at your College Counseling unit.

CAP and GOWN, GRAD PHOTOS, INVITATIONS

Ordering begins Monday, February 3, 2020 at Graduation Etc. on the A-level of Ackerman or online <https://shop.uclastore.com/c-320-graduation-etc.aspx>. Distribution begins Tuesday, May 26, 2020. Pick-up of Honors cords begins Monday, June 1, 2020. Optional senior portraits can be taken for a \$15 sitting fee; deadline to be in the yearbook is Friday, February 21, 2020.

OTHER QUESTIONS and 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 Contact your instructors if you have questions about your final grades.

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 at www.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. No fee for ordering transcripts. Access to order transcripts on MyUCLA is indefinite.

DIPLOMA <http://www.registrar.ucla.edu/Student-Records/Diplomas>

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](#).

MyUCLA ACCESS and BRUIN ONLINE (BOL)

All UCLA graduates will continue to have access to their MyUCLA account. If you would like to continue receiving email sent to your [@ucla.edu](#) account, you can either switch to [Google Apps](#) hosted email (<https://g.ucla.edu/>) or activate the [lifetime email forwarding mechanism](#) on your account. 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.