

# Graduation Checklist - 2024

## UCLA College of Letters & Science

www.college.ucla.edu/commencement

[Academic Advancement Program](#)

[Athletics](#)

[Honors Programs](#)

[College Academic Counseling](#)

[www.caac.ucla.edu](http://www.caac.ucla.edu)

1205 Campbell Hall

127 Morgan Center

A311 Murphy Hall

A316 Murphy Hall

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 speak to a College advisor.

### Eligibility:

You are eligible to participate in June Commencement events if:  you completed all degree requirements and graduated in Fall 2023 or Winter 2024; or  declared a degree candidacy term of Spring 2024 or Summer 2024.

## 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 correct it through [MyUCLA](#). Additional information about how to declare/confirm your degree candidacy term can be found [on the Registrar's website](#).

- **Note:** Students who are exceeding their [Time to Degree](#) may be required to submit a petition requesting additional time.

### Confirm Spelling of Name for your Diploma

Your current **UCLA lived name** will appear on your diploma in upper case. You may change this to your legal name by filling out a Diploma Request on [MyUCLA](#). You may also edit your name and to add special accents and punctuation. You may find instructions on updating your Lived and Legal name on [MyUCLA](#).

### Privacy Restrictions → Check your [MyUCLA Privacy Status](#)

- 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.**
- If you have a **FERPA Restriction** (your status will be set to "Selected") and would like your information to appear in the Commencement Program, please see the Registrar's Office about removing the restriction. If your FERPA Restriction is set to "Not Selected," you do not need to contact the Registrar's Office.
- Please note that the College Commencement Program is created and made available online after all degrees for the Class of 2024, including Summer degrees, have been conferred and posted. Additional information is available on the College Commencement website (<https://college.ucla.edu/commencement>).

### Confirm Spelling of Name for the College Commencement Program

Your UCLA lived name will be used for all Commencement related materials. Confirm the spelling of your name for Commencement beginning week 4 of your degree expected term on [MyUCLA](#). This feature allows you to edit your name and to add special accents and punctuation. If you have questions about name verification for the College Commencement Program, please send a message using the [MyUCLA Message Center](#). **Note:** Questions regarding your Diploma should be directed to the [Registrar's Office](#).

### Consult with your Major and Minor Department Advisor/Counselor

[Connect with your department advisor/counselor](#) and review your major requirements. If you have a minor, visit your department advisor and review your minor requirements. Confirm that your coursework (completed and in progress) will satisfy your remaining major requirements.

### Consult with a College Advisor (AAP, Athletics, CAC, or Honors)

Review any outstanding requirements for the College of Letters & Science and the University by checking your [Degree Audit Report through 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 to discuss your proposed coursework.

### 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 fewer than 90 **graded** UC units, see your College advisor. The list of required GPA criteria appears towards the end of your DARS. The official Latin Honors designation made to your diploma and reported in the program is based on your final grades at the time of degree completion. If you are a Fall 2024 or later degree candidate, please check for revised Latin Honors GPA requirements after Summer 2024 as these are updated annually.

## **Campus Resources and 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 14<sup>th</sup>, 2024**

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

### **Tickets**

Once available, 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 (available in May 2024). 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 and Gown, Graduation Photos and Invitations**

Graduates can place orders at the [UCLA Store online](#). Orders can be picked up in-person or shipped directly to you. Qualifying students may order an Honors cord (available in late Spring) – eligibility is confirmed with your student ID number.

### **Other Questions and Commencement Information**

Visit the website: <https://commencement.ucla.edu> and <https://www.college.ucla.edu/commencement/>. If you have additional questions, send a [MyUCLA Message to the College Commencement via Message Center](#).

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## **Final Quarter (and beyond) 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**.

### **Request Degree Completion Letter (optional)**

If you need earlier evidence of your degree, once grades are available but before the degree is posted to your transcript, request a degree completion letter. Information is available on the [Registrar's Office website](#). There is no fee for a degree completion letter.

### **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](#) beginning the fourth week of your degree expected term to arrange for the mailing of your diploma (no fee). Diplomas are available approximately 3 months after the last day of the term. Once available, diplomas *not* mailed will be held for in-person pick-up at 1113 Murphy Hall. **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 Workspace](#) (@ucla.edu/@g.ucla.edu) account. If you have any questions regarding your Google Workspace account or access to other BOL services, please contact the IT Support Center: <https://www.it.ucla.edu/it-support-center/contact-us>