Congratulations on approaching the completion of your graduation requirements! This tutorial will help clarify the graduation process and answer any questions you might have about:

- Graduation vs. Commencement
- Preparing for Graduation
- Filing for Graduation
- Retracting a Filed DDA
- Graduation Procedures
- Diplomas
- Contacts and Resources
- Commencement Participation
- Commencement Program/Booklet
- Commencement Guests and Special Accommodations
Graduation vs. Commencement

Graduation and Commencement are two distinct terms.

- **Graduation**
  - The *completion of all graduation requirements* and official posting of a student's degree to his/her academic history. Revelle College graduates students who complete requirements every quarter (Fall, Winter, Spring, or Summer).

- **Commencement**
  - Students who have achieved Senior status (135 units) may walk in the **Commencement Ceremony**. Revelle College has **one** ceremony each year at the **end of Spring Quarter**.
  - *Participation in the Commencement ceremony DOES NOT constitute official Graduation from the University.*
Preparing For Graduation

- **In order to Graduate, you must complete the following:**
  - All coursework required for your major(s) and minor(s) [*minors are optional*].
  - A minimum of 180 cumulative units, 60 of which must be upper-division units.
  - Minimum 2.0 cumulative GPA overall and in each of your major(s) and minor(s) [*minors are optional*].
  - No more than 25% of your UCSD units taken as P/NP.
  - Satisfy UC Writing (Subject A/AWP), American History & Institutions (AHI) & Diversity, Equity and Inclusion (DEI) requirements.
  - Satisfy the Senior Residency requirement (35 of your last 45 units must be taken at UCSD).
Preparing For Graduation (cont.)

- **Transfer Credit**
  - If you have taken UC-transferrable courses at community college(s) or other institution(s) to complete requirements towards graduation, submit those transcripts to the UCSD Office of Admissions: https://admissions.ucsd.edu/
  - It can take 10-12 weeks for transfer courses to post to your Academic History
Preparing For Graduation (cont.)

- **View your degree audit on TritonLink**
  - Resolve any incomplete requirements shown in RED on your Degree Audit
  - For questions about major requirements in the 1\textsuperscript{st} column, see a major advisor.
  - For questions about Revelle College GE and University requirements in the 2\textsuperscript{nd} and 3\textsuperscript{rd} columns, see a Revelle College Counselor.
  - If you have questions about your minor requirements in the bottom 2\textsuperscript{nd} column, see a minor advisor.

- **Students are responsible for their progress towards graduation.**
Submit your **Degree and Diploma Application** (DDA) at [http://degree.ucsd.edu](http://degree.ucsd.edu) by May 1, 11:59:59pm.

You will be asked to select your **Graduation Quarter**. Your **Graduation Quarter** is the quarter you will complete your last course(s) for graduation.

For example, if you take your last courses in Summer (at UCSD or another institution), you will be a Summer graduate.

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**Note:** The DDA is an application for graduation. It does not guarantee conferral of degree. See the “Preparing for Graduation” slides for information on graduation requirements.
Filing For Graduation (cont.)

<table>
<thead>
<tr>
<th>If your graduation quarter is...</th>
<th>File your DDA online between</th>
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<tbody>
<tr>
<td>Fall Quarter</td>
<td>Week 1 Summer 1 through the end of Fall Finals Week</td>
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<tr>
<td>Winter Quarter</td>
<td>Week 1 Fall through the end of Winter Finals Week</td>
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<tr>
<td>Spring Quarter</td>
<td>Week 1 Winter through the end of Spring Finals Week</td>
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<tr>
<td>Summer</td>
<td>Week 1 Spring though the end of Summer 2 Finals Week</td>
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- If the filing deadline for your graduation quarter has passed, please contact Revelle College Academic Advising.
- Filing for the wrong graduation quarter could delay the processing of your degree.
- See the “Commencement Program” slide for information on getting your name in the Commencement Program.
Retracting a Filed DDA

To retract a filed DDA:

- Submit a message to the Revelle College Academic Advising office through the Virtual Advising Center requesting to cancel your DDA: [http://vac.ucsd.edu/](http://vac.ucsd.edu/)

- Visit [degree.ucsd.edu](http://degree.ucsd.edu) and file a new DDA for the quarter you intend to graduate.
Graduation Procedures

- Once grades are finalized for your Graduation Quarter, the Major Department reviews your records to ensure completion of the major. If all requirements are complete, the major approves your records for graduation. (Note: For Summer Quarter, procedures do not begin until after Summer Session 2 grades are finalized.)

- Once the Major Department approves your records, Revelle College reviews your records to ensure completing of Revelle GEs and University requirements. If all requirements are complete, Revelle approves your records for graduation.

- Once Revelle approves your records, the Office of the Registrar finalizes your records and posts the conferral of your degree on your Academic History and prints and mails your diploma to your Permanent Address.

- **Due to the volume of students, it usually takes 30-90 days from the time grades are finalized until students get their diploma.**
Your name and major(s) will be printed on your diploma according to what is listed on Tritonlink. Diplomas are mailed using the permanent address you have entered on Tritonlink.

- If your name is incorrect on Tritonlink, submit a Change of Name Request form to the Office of the Registrar and contact Revelle College by the end of Winter Quarter: https://go.ucsd.edu/2PvhLFI

- If your major is incorrect on Tritonlink, speak to your Major Department.

- Make sure your permanent address is updated on Tritonlink under “Maintain Addresses”.

Diplomas
Commencement Participation

In order to participate in the Commencement Ceremony, you must complete the following:

- Have a minimum of 135 cumulative units by the end of Winter Quarter.
- Register for Commencement and Order Cap and Gown: [https://commencement.ucsd.edu/students.php](https://commencement.ucsd.edu/students.php); ceremony tickets are to be printed by YOU; bring ticket to Commencement ceremony.
- Pick up your Cap and Gown from the [UCSD Bookstore](https://ucsandiegobookstore.com/) during Spring quarter: [https://ucsandiegobookstore.com/](https://ucsandiegobookstore.com/)
- Arrive at RIMAC field *at least* an hour early with your ticket in hand and wearing your cap and gown.

These steps are required to participate in the Commencement.
If you would like your name to appear on the List of Graduates in the Commencement Program

- visit degree.ucsd.edu
- select YES to the question “Do you want your name in the Commencement Program?”

**Deadline:** complete this action and submit any edits from Week 1 of Summer Session 1 and no later than May 1, 11:59:59pm, of the year you plan to participate in Commencement

All names collected between this time will be included in the Commencement Program. **No edits will be made after May 1, 11:59:59pm**

If you have questions regarding the Commencement Program, please contact Revelle Academic Advising or send an email through the VAC - [http://vac.ucsd.edu/](http://vac.ucsd.edu/).

Note: Having your name in the Commencement Program is optional and **IS NOT** required to participate in the Commencement ceremony.
Contacts and Resources

- Revelle College [Virtual Advising Center](http://vac.ucsd.edu/)
  - Front Desk: 858-534-3490
- Revelle College [GE Requirements](http://revelle.ucsd.edu/academics/general-education/index.html)
- Revelle College [Commencement Ceremony](http://revelle.ucsd.edu/events/commencement/index.html)
- UCSD [Major and Minor Department Contacts](#)
- [Commencement Program and DDA Application](#)
- UCSD [Bookstore](https://ucsandiegobookstore.com/)
- [Tritonlink](#)
- Office of the Registrar - [https://go.ucsd.edu/2PvhLFl](https://go.ucsd.edu/2PvhLFl)
- Office of Admissions - [https://admissions.ucsd.edu/](https://admissions.ucsd.edu/)