The Path to Graduation
Undergraduate Student Graduation Checklist
(Additional information is available on the Office of the Registrar's [Graduation website](#))

To be eligible for a bachelor's degree from the University of California, Santa Barbara, students must meet the general University of California requirements and the appropriate college and major requirements. They must also comply with University regulations governing registration, scholarship, examinations, and student conduct. This document is intended to assist undergraduate students in preparing for and successfully completing all steps required to graduate and receive their UCSB degree.

1. **Declare Candidacy**
   - ❑ Declaring candidacy via GOLD ('Progress,' then 'Graduation & Commencement') is the only way to officially graduate and receive a degree from UCSB. Declaration deadlines for each quarter are here.
   - ❑ If you are pursuing a minor, notify the sponsoring department by the declaration deadline. If you fail to do so, the Office of the Registrar cannot guarantee that your minor will be recognized.
   - ❑ Clear any blocks on your account (myBARC).

2. **Complete ALL Degree Requirements**
   - ❑ All Incomplete grades must be completed by the official ending date of the UCSB quarter in which you have declared candidacy.
   - ❑ Run a Major Progress Check in GOLD ('Progress,' then 'Major & GE Progress Checks').
     - ◊ Discuss any deficiencies (noted with red 'X's) with your major department or College office.
   - ❑ Send official transcripts of any work completed at other institutions (including UCSB Extension) to the Office of the Office of Undergraduate Admissions. It is your responsibility to send in all transcripts if you want to receive credit.
   - ❑ Complete the UCSB Graduating Senior Survey.
   - ❑ If you will not complete all degree requirements by the official ending date of the quarter in which you have declared candidacy, please withdraw your degree candidacy via GOLD.
     - ◊ It is then your responsibility to re-declare candidacy via GOLD for the quarter in which you will complete all degree requirements.

3. **Degree Evaluation**
   - ❑ You will be notified via GOLD and U-Mail after an initial evaluation of your record is done if you will or will not meet all degree requirements upon successful completion of any work in-progress.
     - ◊ This will happen sometime after the third week of the quarter and up to nine weeks after the quarter has ended.
   - ❑ After quarterly grades have been processed, you will be notified of successful completion of your degree requirements or remaining deficiencies via GOLD and U-Mail.
     - ◊ This process can take 2-10 weeks after the quarter has ended.
   - ❑ Check your U-Mail account frequently, even after the quarter has ended.

4. **Commencement**
   - ❑ Make a commencement reservation via GOLD ('Graduation' link on left-hand side). Participating in commencement has NO effect on graduating and receiving your degree from UCSB (see 'Declare Candidacy' above).

5. **Receive your Diploma**
   - ❑ Update your diploma address in GOLD ('Contact Information' link on the left-hand side).
     - ◊ If you have arranged for mail forwarding through the US Postal Service, your diploma will NOT be forwarded to your new address.
     - ◊ Diplomas are mailed approximately 4 months after the end of the quarter.
   - ❑ Your diploma will be held until any blocks on your account (myBARC) are cleared.
   - ❑ Check your diploma name in GOLD ('Graduation' link on left-hand side) for accuracy.

Where to find answers:

Your College Office	Office of the Registrar

For questions regarding:
   o University requirements
   o General Education requirements
   o Transfer work
   o Major requirements (Engineering and Creative Studies students)
	For questions regarding:
	   o Declaring candidacy
	   o Degree evaluations
	   o Degree Audits and Progress Checks in GOLD
	   o Withdrawing candidacy
	   o Diplomas
	   o Transcripts/Proof of Graduation

Your Department	Office of Student Life

For questions regarding:
   o Major requirements (L&S students)
   o Minor requirements
	For questions regarding:
	   o Commencement

Helpful Links:

Office of the Registrar

Graduation	https://registrar.sa.ucsb.edu/registration-enrollment/graduation-process
Transcripts and Verifications	https://registrar.sa.ucsb.edu/Student-Records/transcripts/how-to-order-a-transcript
Petition for Name Change	https://registrar.sa.ucsb.edu/docs/default-source/default-document-library/name-or-data-change_barcoded092717.pdf?sfvrsn=4e0bab46_6

Colleges

College of Letters and Science	http://www.duels.ucsb.edu/advising
College of Engineering	http://engineering.ucsb.edu/
College of Creative Studies	http://www.ccs.ucsb.edu/

UCSB General Catalog

Academic Departments	http://my.sa.ucsb.edu/catalog/current/CollegesDepartments/AcademicDepartmentDirectory.aspx
Undergraduate degree requirements	http://my.sa.ucsb.edu/catalog/current/UndergraduateEducation/Index.aspx
Undergraduate minors	http://my.sa.ucsb.edu/catalog/current/UndergraduateEducation/ug_minors.aspx

Commencement	http://www.ucsb.edu/commencement/
Office of Student Life	http://osl.sa.ucsb.edu/
UCSB Bookstore	http://www.ucsbstuff.com/home.aspx
UCSB Education Abroad	https://eap.ucsb.edu/academics/graduating-seniors
myBARC	https://mybarc.ucsb.edu/SIWeb/login.jsp
GOLD	https://my.sa.ucsb.edu/gold/login.aspx

Updated: 11-6-2019