

PREPARING FOR DEGREE CHECKOUT – STEP BY STEP

- Review your Academic Requirements report, your unofficial transcript, and your transfer credit summary report (if applicable) frequently, but at least:
 1. After you register for classes.
 2. After grades are posted.
 3. After the change of schedule period.
 4. Any time changes are made to your enrollment.
- Meet with your advisor(s) often and before you apply for your degree. Academic Advising will assist you with understanding your Academic Requirements report and checking your university undergraduate career requirements.
 - Verify you will complete a minimum of 180 total credits.
 - Verify you will complete 60 upper division credits.
 - Verify your CWU General Education Requirements will be complete. General Education petitions must be submitted to Registrar Services prior to applying for your degree.
 - Verify your HS transcript has been sent to CWU if needed for your foreign language requirement.
 - Verify the accuracy of all declared majors, minors, specializations, or other programs. This information is on your unofficial transcript and your Academic Requirement report. Contact the applicable department to declare or drop each program. Verify the catalog year for each program is correct.
 - Verify requirements will be completed for major/minor/specialization/other programs.
 - Verify any approved plans, substitutions, elective approvals, official transcripts from other colleges/universities, etc. are complete and received by CWU.
 - Verify, for any course(s) you are repeating, your 180 total credits and your 60 upper division credit totals will not be affected.
 - Verify that I/IP (Incomplete or In Progress) grades will be submitted to Registrar Services by the due date. It is the student's responsibility to contact the instructor and make arrangements to complete the coursework in a timely manner. It is the student's responsibility to notify Degree Checkout that the grade has been submitted.

All requirements must be completed by the last day of the expected graduation term or your degree will not be awarded and you will have to re-apply for the following term.

- Complete the Degree Application:
 - Your degree application must be received no later than the second Friday of the quarter before your expected degree completion term (e.g. if you plan to receive your degree at the end of spring quarter, your application is due the second Friday of the beginning of winter quarter).
 - Deadline dates are published in the Registration Handbook, posted at the Centers, in the Academic Departments and on MyCWU. Applications received after the deadline will be processed for the next quarter.
 - Do not apply for your degree for spring if you have course(s)/internships to complete the following summer. You can participate in the June commencement ceremony as a summer degree candidate.
- Pay degree application fees.
- Update your personal information in MyCWU. Diplomas will be printed with the primary name as you entered it. Diplomas will be mailed to your home/permanent address in MyCWU.
- Once you have applied for your degree:
 - Continue to monitor your Academic Requirements report and your unofficial transcript.
 - Check your CWU email for Degree Checkout notifications and updates.
 - Check your ADVISING NOTES on MyCWU: all updates and changes to your degree status are posted here.
 - Commencement ceremony information is mailed in late-March/early-April. Your degree application must be on file in order to register for commencement.

Remember, final responsibility for meeting graduation requirements and deadlines resides with the student, not with the advisor or other staff.