

## PREPARING FOR CWU DEGREE CHECKOUT: STEP BY STEP

- Review your CAPS report, Unofficial Transcript and Transfer Credit Summary Report (if applicable) often:
  - ☺ After you register for classes \* after grades are posted \* after schedule changes \* anytime changes are made to your schedule
- Meet with your advisor often and before you apply for your degree:
  - ☺ Verify you have declared your major/minor/specialization and this information has been posted to your Safari account and the catalog year you are following is correct.
  - ☺ Verify requirements will be met for major/minor
  - ☺ Verify you have completed or will complete 180 total credits (this is a university degree requirement)
  - ☺ Verify you have completed or will complete 60 upper division credits (this is a university degree requirement)
  - ☺ Verify your university general education requirements are/or will be complete
  - ☺ Verify any approved plans, substitutions, elective approvals, general education petitions, official transcripts from other colleges/universities, etc. are complete and sent to Degree Checkout.
  - ☺ Verify for any course(s) you are repeating, your 180 total credits and your 60 upper division credit totals will not be affected.
  - ☺ **YOUR DEGREE CANNOT BE AWARDED IF ANY OF THE ABOVE REQUIREMENTS ARE NOT COMPLETE-THIS INCLUDES INTERNSHIPS AND STUDENT TEACHING**
- Complete the Degree Application:
  - ☺ Your degree application must be received no later than the second Friday of the quarter before your expected degree completion. Example: 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
  - ☺ Deadlines dates are published in the Registration Handbook, posted at the Centers, in the Academic Departments and on the web. 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) to complete the following summer. You can participate in the commencement ceremony as a summer degree candidate.
- Pay Degree Application Fee: fee schedule is on the Degree Application
- Update primary and home/permanent address in Safari. Diploma's will print with the primary name and be sent to the home/permanent address in Safari.
- Once you have applied for your degree:
  - ☺ View the CAPS Report and your unofficial transcript often: if there is **bold** or **red** on the CAPS report then your degree requirements are not satisfied and you need to contact your advisor
  - ☺ Check your **CWU student email account** for Degree Checkout notifications: all notifications regarding your degree status and updates will be sent by email.
  - ☺ Check your **TO DO LIST** on Safari: all updates and changes to your degree status are posted here.
- You must apply for your degree before you register for Commencement**
  - ☺ Commencement information is mailed in April.

