

## Graduate Studies Checklist

### Prior to Beginning Degree Program

- Contact Graduate Coordinator Program of Interest
- Apply to Graduate Program online via Cal State Apply
- Submit Enrollment Reservation Deposit (ERD)
- Contact Adviser and enroll in courses for Fall semester
  - [Registration help](#)

### Beginning of First Semester

- Attend Program Graduate Student Orientation
- Attend SSU-wide Graduate Student Orientation – week prior to first semester

### Program Degree Requirements

- Familiarize yourself with your Academic Requirement Report (ARR), which can be found in MySSU. Instructions for viewing your ARR can be found here: <https://registrar.sonoma.edu/how-to/view-your-academic-requirements-report>
- Complete Advancement to Candidacy– Submit [GS01 Form](#) signed by committee members to Graduate Coordinator
  - Ensure that Graduate Writing Assessment Requirement (GWAR) is met (Individual programs have specific requirements. Inquire with your advisor as to how you meet the GWAR)
  - Once the Graduate Studies Office has processed your form it will appear in your Academic Requirements Report in MySSU
- Complete Program Coursework Requirements
- Apply for Graduation (see [Master's Degree Graduation Application](#))
  - See [application deadlines](#) – **late applications will not be accepted**
    - Be sure to review all [Steps to Apply for Graduation](#)
  - Once the Registrar's Office has processed the application it will appear in your Academic Requirements Report in the top left corner as 'Applied'
  - If it is necessary to delay your graduation request change to graduation semester (see [Graduation Postponement Form](#))
  - Verify that Diploma Address is up-to-date in Student Center. [Directions](#)
- Check that ARR is correct and all requirements have been fulfilled
  - If a course is not appearing as expected you should work with your advisor to complete an ARR Update Form
  - If you have transfer units you must submit your transcript to the Registrar's Office and submit an ARR Update Form so that the courses appear on your ARR
- Complete Culminating Experience (Thesis, Project, or Comprehensive Exam)
- If completing a Thesis, turn in to Graduate Studies Office
  - [See guidelines and additional documentation necessary](#)
- Turn in signed [GS02 Form](#) to Graduate Studies (note that Nursing students do not need to complete a GSO2 Form). See [deadlines](#)