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

☐ Complete Advancement to Candidacy– Submit [GS01 Form] signed by committee members to Graduate Coordinator
  o 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)
  o Once the Graduate Studies Office has processed your form it will appear in your Academic Requirements Report
☐ Complete Program Coursework Requirements
☐ Apply for Graduation (see [Master’s Degree Graduation Application])
  o See [application deadlines] – late applications will not be accepted
    ▪ Be sure to review all [Steps to Apply for Graduation]
  o Once the Registrar’s Office has processed the application it will appear in your Academic Requirements Report in the top left corner as ‘Applied’
  o 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)
☐ Turn in signed [GS02 Form] to Graduate Studies (note that Nursing students do not need to complete a GS02 Form). See [deadlines]
☐ If completing a Thesis, turn in to Graduate Studies Office
  ● [See guidelines and additional documentation necessary]