**Graduation Self-Check**

These are the steps that the CEIS Advisors complete when estimating when you will graduate. Complete the process yourself to:

1. Understand what you have remaining to complete,
2. Double-check what your advisors say,
3. Verify the information on your DPR, and
3. Make a plan for graduation (a.k.a. "Individual Academic Plan")

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**Step 1: Find your duplicate credits**

You cannot receive credit for a course more than once, unless it’s specified as repeatable for credit. The Graduation Office will eventually remove any duplicate credits... but you don't want any surprises before graduation!

**How to do this:**

1. Log-in to your Student Center in BroncoDirect.
2. Select “Course History” from the drop-down menu within Academics.
3. List any class that you took more than once in the box. You can ignore the following classes: grades with “F”, “WU” or “W”, any course that is listed as “TRN”, any class that has already been excluded from your units, and any class that IS repeatable for credit, like kickboxing.

You can petition “Grade Forgiveness” for a maximum of 16 credits. There's NO reason to "wait" until later, do it NOW!

**Semester Credits:** _______

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**Step 2: View your units earned using your Unofficial Transcript**

This is the most accurate place to find your current units completed. The DPR will include any in-progress courses, which might be confusing when trying to understand how many classes/credits you still need to complete.

**How to do this:**

1. Using the same drop-down from Step 1, select “Transcript: View Unofficial”, then select Report Type “Cal Poly Pomona Unofficial”, and View Report.
2. Go to the very bottom of your transcript to find your Overall units earned and enter next to (a) below (as of Fall 2018 this number is always semester credits).
3. Count your upper division units completed. These are classes that begin with a 3 or 4 that you finished prior to the current semester. Be sure to convert the units to semesters if they were taken in a quarter term. How to do this: Divide quarter units by 1.5 to find the semester unit conversion, for example, a 4-quarter unit class = 2.67 semester units.
4. Enter any duplicate credits from Step 1, then grab a calculator and do the math!

<table>
<thead>
<tr>
<th>Minimum Units: 120</th>
<th>Minimum Upper Division Units: 40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicate Credits +</td>
<td>Duplicate Credits +</td>
</tr>
<tr>
<td>Overall Units Earned: - (a)</td>
<td>Overall Units Earned: - (a)</td>
</tr>
</tbody>
</table>

Units Needed: 

This should NOT include in-progress courses!!
Step 3: Study your Degree Progress Report (DPR)
Along with meeting the minimum units to graduate, you also need to complete the required classes/requirements for graduation.

How to do this:

1. Log-in to your BroncoDirect and access your DPR.
2. Make a list of all your remaining requirements (red boxes).
3. Contact your advisor if you have any questions!

Notes:
- Be sure to verify that the major/subplan listed at the top of your DPR is the one you intend to complete.
- Courses no longer offered in semesters may have pre-approved substitutions. Use your Advising Worksheet if you're completing a curriculum prior to Fall 2018.

Let's not forget what you're CURRENTLY registered for...

<table>
<thead>
<tr>
<th>Fall 2018</th>
<th>Spring 2019</th>
</tr>
</thead>
</table>

Total Credits on this back page
Currently registered for: ____________________________
Remaining to register for: + ____________________________

Is there enough credits on this back page to reach the minimums from Step 2?

If your answer is “no”, then add (more) unrestricted electives.

This worksheet will help you create an Individual Academic Plan

... Designed by your CEIS Advisors ...