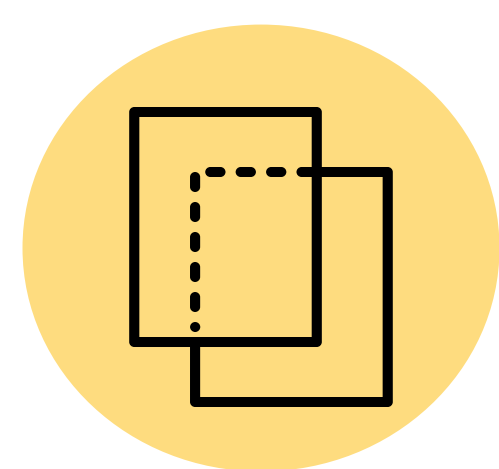# Graduation Self-Check

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")

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,yoga, etc.

> When in doubt, ask your advisor if a course is repeatable for credit and they can show you how to look this up in the University Catalog.

Semester Credits: _____

Step 2: View your units earned using your Unofficial Transcript

This is the most accurate place to find your current units completed. The Degree Progress Report (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. Enter any duplicate credits from Step 1 next to (a) below, then grab a calculator and do the math!

Minimum Units:	**120**	
Duplicate Credits	**+**	
Overall Units Earned:	**–**	(a)
Units Needed:	*	

> Your current schedule will be counted on the back page.

Note: The **minimum** number of Upper Division units needed for graduation is **40 credits**. The DPR is a good place to look for your Upper Division (UD) units. These are classes 3000-4999 level, just keep in mind that the DPR will already include your current classes that are in-progress.
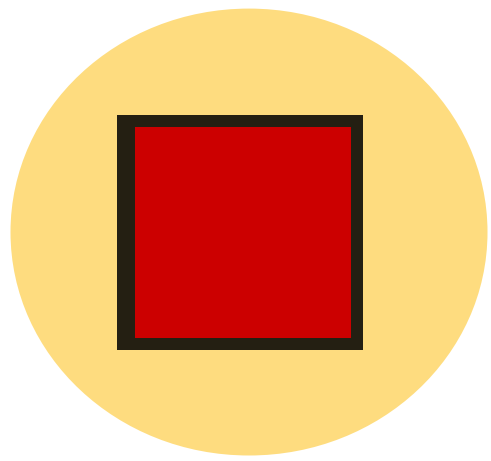
Step 3: Study your Degree Progress Report (DPR)

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. Verify that the major/subplan listed at the top of your DPR is the one you intend to complete.

3. Make a list of all your remaining requirements (red boxes) that you have not taken a class for already.

4. Contact your advisor if you have any questions!

NOTES:

▽ Courses no longer offered in semesters may have pre-approved substitutions. Use your <u>Advising Worksheet</u> if you're completing a curriculum prior to Fall 2018.

Semester Credits: _____
(not yet registered for)

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

Fall _____   Spring _____

Semester Credits: _____

Total Credits on this back page

Currently registered for:

Not yet registered 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 for Graduation

Designed by your CEIS Advisors . . . .