### Preparing to Graduate

### *Attention*: It is strongly recommended that you apply

### *AT LEAST three semesters* prior to your expected term of graduation!

|  |
| --- |
| ****Got 90+ units?**** *Important News for Seniors from the Office of the Registrar!* Avoid registration holds! If you have earned 90+ units, *you must apply for graduation before registering for next semester's courses.* Apply online at [www.humboldt.edu/registrarforms](http://www.humboldt.edu/registrarforms/). |

Refer to the **Calendar of Activities & Deadlines** for application deadlines

* Apply for graduation:
* Meet with your Major Advisor to complete and/or update your major contract, and review your DARS
* Complete a **Bachelor’s Degree Application for Graduation** <http://pine.humboldt.edu/registrar/forms/>
* You will be prompted to log in and review the ***Before You Apply*** page information regarding payment of fees and deadlines
* If you have declared a minor, meet with your minor advisor to obtain an approved minor course list, if required
* If you have a minor and have not yet declared your minor, submit an online Minor Declaration Form to the Office of the Registrar<http://pine.humboldt.edu/registrar/forms/>
* Submit your major contract and, if needed, approved minor course list to the Office of the Registrar, SBS 133. **Applying by the recommended dates ensures you will receive a Degree Check before priority registration dates to ensure adequate schedule planning**
* After you submit your application:
* After applying for graduation, a Transfer & Graduation Counselor will review your application and major contract. During peak periods it may take up to 6-10 weeks to process your Degree Check. Your Counselor will update your DARS as needed and you will receive an email notification when your Degree Check is complete. The Degree Check will be sent to your **HSU** email address.
* Sign up for & pass the GWPE – Graduation Writing Proficiency Examination – for more information visit <http://www.humboldt.edu/english/gwpe-hsus-writing-proficiency-exam>
* For information on the Commencement Ceremony visit <http://www.humboldt.edu/commencement/>

Questions? Ask us!

**THE ACADEMIC AND CAREER ADVISING CENTER**

Open Monday-Friday, 9:00am-4:00pm

Walk-in hours 11:00am-2:00pm

Gist Hall 114, Phone: (707)826-3341

Email: [acac@humboldt.edu](mailto:acac@humboldt.edu)

Visit our website: [www.humboldt.edu/acac](http://www.humboldt.edu/acac)

#### FAQ: Applying for Graduation

* What is a degree check?

Once the Bachelor’s Degree for Application for Graduation form & major contract are received by the Office of the Registrar, a degree check is prepared and sent to both student and major advisor via email. This can take anywhere from 6 to 10 weeks after the date you apply. Review your Degree Check carefully and save it for future reference —it contains essential and important information!!  It summarizes your academic history, and lets you know what requirements remain to be met.

Your Degree Check will be an informational email/letter sent to your **HSU email account**. After review if you have any questions contact your Transfer & Graduation Counselor. Their contact information will be in the degree check email you receive.

**Not reviewing a Degree Check carefully is the most common reason for unexpected complications with graduation!**

**Don’t let this happen to you!**

* What is the GWPE & how does it work?

GWPE is an acronym for Graduation Writing Proficiency Examination. All bachelor’s degree applicants must complete this requirement in order to graduate. The examination consists of two essays, one based on personal experience, the other analytical. You are eligible to take the GWPE after you’ve completed the lower division General Education (GE) written communication requirement (English 100 at HSU), and have reached junior standing (60 units). For complete information regarding the GWPE you can visit the English Department’s web page: <http://www.humboldt.edu/english/gwpe-hsus-writing-proficiency-exam>

C:\Users\ca33\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\N1FYWEVP\MC900030677[1].wmf