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