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
  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 in MySSU

☐ 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)

☐ 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 and Business students do not need to complete a GS02 Form). See deadlines