

# How to Graduate On Time A Check List

**CSU, Chico's Pledge:** To provide you with the information and advising resources that will help you enrich your educational experience and graduate within your planned time frame.

**Your Part:** Use this worksheet to check off your responsibilities as you complete them. Bring it with you when you meet with your major adviser (once a semester), with your evaluator (MLIB 180), and to any general advising session in Advising & Orientation (MLIB 190).

## To Do List—prior to your first semester at CSU, Chico

- Attend New Student Orientation. Orient yourself to Chico's offerings and requirements. Read and understand your rights, responsibilities, and rules found in *The University Catalog* and *The Class Schedule*. Ask your academic adviser for clarification if you do not understand any part of these important documents.
- Take the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM), or verify that you are exempt from these assessment tests. You must do so in order to be eligible to enroll in courses.
- Transfer students: Make sure your Admissions file has been completed (that Chico has received an official copy of transcripts from each university you've attended, high school too if you're a lower division transfer student). If you don't, your registration can be held up and/or you won't get your transfer evaluation.
- Obtain the four-year plan for your major, even if you are a transfer student. This plan will enable you and your adviser to plan for each semester.

## To Do List—during your first semester

- If your EPT score is not passing, you must enroll in the writing workshop, ENGL 1A, along with ENGL 1 during your first semester.
- If your ELM score is not passing, you must enroll in preparatory math course work each semester until you become eligible to take GE level math.
- Transfer Students**—pick up your transfer evaluation, "Degree Audit," when you receive the postcard indicating it is ready. Take your Degree Audit with you when you meet with an evaluator or adviser.

## To Do List—every semester

- Ask yourself, "Am I in the right major?" Review your major objectives with Advising, MLIB 190 and Career Planning and Placement, MLIB 150. Declare a major as soon as possible but only after careful consideration of your options.
- Meet with your adviser and your evaluator (MLIB 180). Confirm that you are taking courses in the proper sequence and that they will be offered when you need them. Find out what you need to take each semester to complete your GE, major, and other graduation requirements. Arrive prepared for each meeting with your questions in writing, notes from previous meetings, and all relevant materials.
- Pre-register through TRACS so you have the best chance of getting the courses you need and want.
- Pay registration fees on time. Or, if you are a Financial Aid student, participate in Electronic Deposit of Financial Aid (EDFA).
- Call TRACS to determine your grades and academic status at the end of your previous semester.
- Call TRACS to check the accuracy of your class schedule. Have all drops and adds been processed as you expected?
- Update your mailing address if you have moved (MLIB 180).



- Remember to take advantage of course selection planning strategies:
- Double-count classes whenever possible. Double-count Ethnic and Non-Western requirements with GE requirements, preferably in the GE breadth section.
- In a high-unit major? If so, take full advantage of any GE modifications which may have been approved.
- Complete a sufficient number of units each semester. To graduate in four years, complete an average of 15.5 non-remedial units per semester for a BA; 16 non-remedial units per semester for a BS; and 16.5 non-remedial units for a BFA or a BS in Engineering. You can reduce this semesterly course load by completing coursework during summer school and/or January intersession.

### To Do List—before your second semester as a Junior:

- Take the WEST (Writing Effectiveness Screening Test) no later than the beginning of your junior year, preferably immediately after you complete ENGL 001. A passing score on WEST is a prerequisite for the Writing Proficiency (WP) course required for your major.
- Apply to graduate! File for graduation by the “early” deadline, two semesters before you plan to graduate.



- Visit Career Planning and Placement to learn about employment, resume building, and bidding for job interviews.
- If you haven't decided on a major, visit Advising (MLIB 190) and Career Planning and Placement (MLIB 150) right away!

### To Do List—when you have successfully completed all the other steps:

- Order your cap and gown per instructions from the Alumni and Commencement Office.
- Invite your parents and other significant folks to the appropriate Commencement Ceremony.
- Weigh your job offers and accept the one that seems most suitable to you!

# Congratulations!

California State University, Chico is committed to helping all students graduate within their planned time frame. At the same time, we believe there is no substitute for a high-quality learning and growing experience. Thus, if you choose to change majors, enhance your education by taking additional courses, involve yourself in extracurricular activities, study abroad, engage in internships, or work, it is possible that you may need to adjust your time frame to accommodate these choices. Time is important; quality is paramount. We will strive to provide you with an enriched educational experience within a residential community of faculty and students for however long you choose to study at Chico State.