

## Record Update for Degree Clearance

Office of Graduate Studies  
California State University, Chico  
Chico, CA 95929-0875  
Fax: 530 898-3342

This form is required of all students who have enrolled in adjunct status for one or more semesters during their course of study at the University. It is required for graduation to certify your record is up to date and that all transcripts are on file. Please return this form to the Office of Graduate Studies as soon as possible in the semester you are graduating.

Name:

Student ID#:

Phone:

Permanent Address:

**Important:** Your diploma will be mailed to your permanent address on file with the University. Please update any address changes in the Student Center via your portal account.

Chico State Email:

**Important:** All communication including Commencement will be sent to you via your Chico State WildcatMail account. If your preferred email is different, please set the auto-forward in your WildcatMail account so that you will receive all university correspondence

### Schools Attended:

List in chronological order all colleges or universities attended since your admission to the master's degree program at Chico State, regardless of the length of attendance and even if no work was completed. If official transcripts from any of these schools are not already on file, please arrange to have them sent to the Office of Graduate Studies as soon as possible.

Name of School	Entered	Left	Degree Received

Check this box if Chico State was the only school attended since admission to the program.

I certify that this information is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date