

DEPARTMENT OF ELECTRICAL & COMPUTER ENGINEERING

PROCEDURE FOR COMPLETING A GRADUATION EVALUATION (*GRAD CHECK*)

Students should begin this process at least ONE MONTH prior to the following deadlines for Filing of Graduation Application

Fall 2009 Graduation -- March 6th, 2009
Spring/Summer 2010 Graduation -- July 10th, 2009

STEP 1 Review of DPR with Undergraduate Advisor

The department requires that ECE students meet with the Undergraduate Advisor prior to the start of the grad check process. During this meeting, the Undergraduate Advisor will review your DPR with you and confirm you are aware of all remaining course requirements. If you would like to meet with the undergraduate advisor, go to the ECE department office (**Jacaranda Hall Room 4509**) or call **(818) 677-2190** for an appointment. If your DPR indicates that you have completed all the lower division major courses/units, this meeting is optional.

STEP 2 Complete Course Substitution Forms (*Transfer Students Only*):

Transfer students with transfer courses in the major that are **NOT** properly classified on their DPR must submit a **Course Substitution/Waiver Form** for those courses to the ECE dept office. Please be sure to attach course descriptions printed from the other college's website and a copy of your DPR. You will receive a copy of the approved/denied forms after they have been processed. Wait until you receive these before moving to step 3.

STEP 3 ECE Elective Selection/Career Advisement:

Schedule an appointment for career advisement with an ECE faculty member in your area of specialization (<http://www.csun.edu/ece/forms.htm>). You can call, email or visit during a faculty member's office hours to make an appointment. During this appointment, your advisor will work with you to complete a senior elective selection form. After completion, your faculty advisor will submit this form to the Department Chair for approval. Once this is approved, you will be mailed a copy for your records.

STEP 4 Graduation Application:

After receiving your copy, fill out and take an Application for Bachelor's Degree and Diploma (<http://www.csun.edu/anr/forms/applba.pdf>) to the ECE dept office. Take the signed application form, along with the **\$47** filing fee, to Graduation Evaluation Services, in Admissions & Records, to file for graduation.

STEP 5 If you file your graduation application by the deadline listed above, you should receive your DPR Graduation Evaluation prior to the beginning of your last semester. Review this evaluation and confirm that the information is correct. If you have any questions, please contact the Undergraduate Advisor immediately. You will **NOT** graduate unless **ALL** listed requirements are complete.