

Worksheet Guide
How to Use the Worksheet

1. Enter Your Information

- a. Enter your name, date, CWID, and major at the top of the worksheet.

2. Review your Titan Degree Audit (TDA) and identify your Unfulfilled Requirements:

Complete each applicable section of the table.

- a. This Table will help you plan your remaining semesters and create a schedule that supports completion of your university requirements.

3. For each Unfulfilled requirement, enter the following:

- a. **Requirement:** Enter the type of remaining requirement, such as General Education (GE), Major, Minor, or Graduation.
- b. **Section:** Enter the specific section of the requirement that is unfulfilled.
- c. **Units:** Enter the number of units remaining to complete the section.
- d. **Course:** Enter the course you plan to take. Leave this field blank if you have not yet selected a course.
- e. **Term:** Enter the term in which you plan to take the course, such as Fall, Winter, Spring, or Summer.

4. Calculate the 120-Cumulative-Unit Requirement

- a. Use this section to determine how many units you still need to reach the 120-unit graduation requirement.
 - i. Follow these steps:
 - 1. Enter 120 as the total cumulative units required.
 - 2. Subtract your earned units as of today. (found towards the top or bottom of TDA)
 - 3. Subtract the units for your current in-progress courses.
 - 4. The remaining units represent the amount you still need to reach 120.

- 5. ***General Elective Units:** This section will automatically calculate the units that remain after recording your planned courses in the table. (Tip: These units can be satisfied with a minor) If it is a negative number, your remaining requirements alone will satisfy the 120 requirements.

- 6. ***Repeated Units:** Complete this section only if you are repeating a course in which you previously earned a D-, D, or C-. Include the units if the repeated course may affect your remaining unit calculation.

7. Select Your Expected Graduation Term

- a. Based on your TDA review and planned courses, select your expected graduation term. (18 semester units max for Fall & Spring)

8. Select Your Commencement Year

- a. Select the commencement year that corresponds to your expected graduation term.
- b. For example, if you expect to graduate in Spring, select the commencement year associated with that academic year.

Graduation Advising Worksheet

Name: _____

Date: _____

CWID: _____

Major: _____

Requirement ex: Graduation	Section ex: 7	Units ex: 3	Course ex: POSC 100	Term ex: Spring
UNIT TOTAL =		0		

120 Cumulative Unit Requirement Calculation:

_____ UNITS	- _____ UNITS	- _____ UNITS	= _____ UNITS
(Cumulative Units)	- (Earned Units)	- (In Progress Courses)	= Remaining Units

Repeated Units: _____

General Elective Units: _____ 0

Apply For Graduation:

1. Go to your Student Homepage
2. Select the Academic Records tile
3. Click the Apply/Pay for Graduation tab
4. Select Academic Degree and your Expected Graduation Term

Not Applying For Graduation?

If you cannot apply for graduation at this time, email your full name, CWID, and the reason for not applying to the HSS Success Team at hssuccessteam@fullerton.edu

Graduation Status:

Approved: Approved grad check & one time fee is NOT paid

Candidate: Approved grad check & one time \$115 graduation fee is paid

Must be in **CANDIDATE** status to be eligible for Commencement

Complete All Requirements Successfully!

The BA is contingent on completing all graduation/degree requirements

Expected Grad Term: _____

Commencement Year: _____