

Registration/Filing Fee Status

During the quarter in which you graduate you must be either registered or on filing fee status. The Summer Session may be an exception--see below. Filing Fee applications are available at <http://www.graduate.ucr.edu/ESforms.html>. Students on Filing Fee do not enroll in coursework and pay one-half of the University Registration Fee. After the Filing Fee application is approved, tuition and fees are adjusted to reflect the correct payment amount (approximately \$150). Since students on Filing Fee do not enroll in course work or pay registration fees, service as a TA, GSR or any other student employment title is prohibited. Eligibility for any student privileges or the use of University facilities (except for the Library) is also restricted. **When a student is on Filing Fee status it is expected that a full draft of the thesis/project has been read and approved by the committee, that only minor revisions need to be made, and that no more that twelve hours of faculty time will be required.**

Summer Session

To file during the summer months free of charge, you must have been registered every quarter of the previous academic year. If you were not, i.e., were on leave or withdrawn for one or more quarters, you can either use Filing Fee. If you have already used Filing Fee you will be required to register for 2 units in Summer Session.

Master's Candidates

An *Application for Advancement to Candidacy* must be filed with or before the filing fee petition. For thesis candidates, instructions for the format of the thesis will be sent once the *Application for Advancement to Candidacy* is filed. These instructions are also available at <http://www.graduate.ucr.edu/Dissertation.html>. Once the Graduate Academic Affairs Office has reviewed a rough draft of the thesis, an *Acceptance and Deposit Form* will be provided to complete and return with the two final approved copies of the master's thesis. If the department requires a final defense, verification must be received from the department that this exam has been passed or has been waived before the thesis can be filed.

Ph.D. Candidates

Notice of graduation intent does not need to be filed before the completion of your dissertation. Once a rough draft of your dissertation has been reviewed, we will know that you are ready to graduate. When the rough draft is reviewed, we will give you instructions regarding the forms necessary to file with the two final copies of your dissertation—*ProQuest Agreement Form*, *Acceptance and Deposit Form*, *Survey of Earned Doctorates*, and *Report of Final Examination (Report on Final Defense of the Dissertation)*.

Commencement Ceremony

The Commencement Ceremony is held once a year at the end of Spring quarter. In March, the Office of Event Management will send out notification to all eligible students. Check <http://www.commencement.ucr.edu> for updated information.

Diplomas

Diplomas are not available for at least 16 weeks after the last day of the quarter in which you graduate. For example, if you file in October but have a December 10th graduation date, your diploma will not be available at the Registrar's Office until at least March 10th. The Registrar's Office will notify you by mail once the diploma is available. If you would like it mailed to you, please contact the Registrar's Office and give them postage for mailing and an address where you may be reached. Make sure to always update your address on GROWL if you move.

Certificate of Completion

Once you have completed all requirements for the degree a certificate of completion may be provided for thesis master's and all PhD students.