How to graduate on time

Check your progress every term

Make a four-year academic plan with the help of your advisor, and update it regularly.

Keep an eye on your progress by using the How to Graduate on Time Checklist.

Turn in your degree audit form early

The degree audit form tells us that you plan on graduating soon. We closely scrutinize your course history and degree progress, and we keep you and your advisor informed of any missing transcripts or coursework.

Turn in transcripts for transfer credit on time

If you completed coursework toward your degree at another institution, we need official copies of your transcripts before we can award course credit. Ordering, processing, and mailing transcripts take time, so put in your requests as soon as possible.

Meet with your advisor regularly

Your advisor will be tracking your degree progress and can guide you through all the forms and submissions required for graduation.

Check your email

Make sure that you know about important deadlines and upcoming events.

Check your final semester grades

Find out when grades are due (day and time), and make sure your grades appear on the Campus Portal. If it is past the deadline, please contact the instructor immediately. We will not be able to confer degrees on students with outstanding grades.

Keep in touch

If you have a special circumstance and need your degree conferred as soon as possible, contact the Office of the Registrar and let us know. Please keep in mind: we will not be able to confer degrees prior to the end of the term and with grades or transcripts still outstanding. Contact us: (650) 508-3521 or registrar@ndnu.edu