

A title card for a video guide. It features a dark green background with a horizontal black bar in the center. The text "DDA How-To Guide" is written in white serif font on the black bar. To the right of the black bar, there is a small, bright green rectangular shape.

# DDA How-To Guide

Pearl: Hi! Welcome to the DDA How-To Guide video. My name is Pearl Kuang.

Zach: And I'm Zach Wells. We are academic peer counselors at Eleanor Roosevelt College.

## Overview

- General Process
  - What Students do and when
  - What ERC and Admin. do and when
- FAQs
  - When something goes wrong

The goal of this tutorial is to explain what the DDA is, how to file it, and explain the administrative aspects. At the end of the video, we will also cover frequently asked questions about the DDA process.

# The General Process

## Part 1: What Students Do

We will now go over the general process regarding how to file your DDA, when to file it, what happens afterwards, and what to review on your degree audit.

## What Students Do

- Know what the DDA is
- Know when to file the DDA
- Know how to file the DDA
  - <http://degree.ucsd.edu>

If your degree will be completed by the end of:	eDDA Filing Period (to avoid delays in graduation processing, file as soon as you have WebReged for your final quarter)
Fall Quarter	<b>Begins:</b> 1st day of WeReg Fall quarter <b>Ends:</b> Last day of Finals Week, Fall quarter
Winter Quarter	<b>Begins:</b> 1st day of WebReg for Winter quarter <b>Ends:</b> Last day of Finals Week, Winter quarter
Spring Quarter	<b>Begins:</b> 1st day of WebReg for Spring quarter <b>Ends:</b> Last day of Finals Week, Spring quarter
Summer Session (any)	<b>Begins:</b> 1st day of WebReg for Summer <b>Ends:</b> Last day of Finals Week, Session II

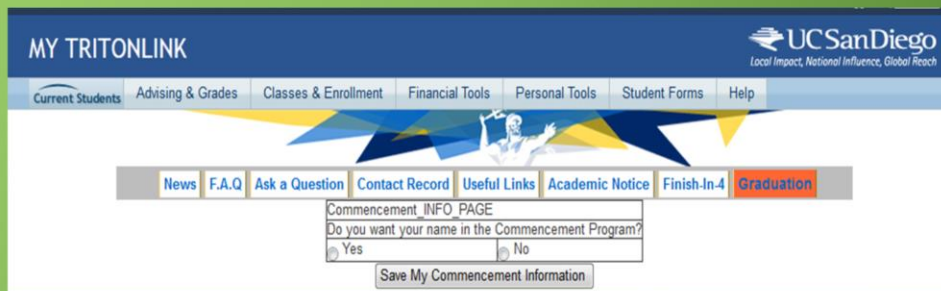
The Degree and Diploma application, commonly called the DDA, is online and must be completed by all graduating seniors. When you submit or file your DDA, you are notifying Eleanor Roosevelt College that you have enrolled for your final quarter at UC San Diego and that you intend to finish all your degree requirements at the end of that quarter. The DDA is simple and takes only a few minutes to complete.

A general email reminder is regularly sent to seniors with information on when to file the DDA. You will see a table similar to one on the screen in that email. The filing period for each graduation quarter begins when WebReg for that quarter opens and ends on the final day of finals week for that quarter. If you do not file your DDA during the filing period, and your graduation quarter has passed, you will have to file a paper DDA, also known as a retroactive DDA, at the ERC Academic Advising Office. This can delay the processing of your records for graduation.

You will access the online DDA application at <http://degree.ucsd.edu>. We recommend that you do not delay and file your DDA shortly after you WebReg in the courses you need to complete for your remaining requirements in your final quarter at UC San Diego. Go through each page of the DDA carefully and confirm all information. Your goal is to complete the DDA in one sitting.

## What Students Do (cont.)

- Indicate name for Commencement Program
- Must select “Yes” or “No”



The screenshot shows the MY TRITONLINK interface. At the top, there is a navigation bar with the following links: Current Students, Advising & Grades, Classes & Enrollment, Financial Tools, Personal Tools, Student Forms, and Help. Below this is a secondary navigation bar with links: News, F.A.Q, Ask a Question, Contact Record, Useful Links, Academic Notice, Finish-In-4, and Graduation. The main content area displays the text "Commencement INFO PAGE" and the question "Do you want your name in the Commencement Program?". Below the question are two radio buttons labeled "Yes" and "No". At the bottom of the form is a button labeled "Save My Commencement Information".

When you enter the DDA system, this is what you will see. This page simply asks whether or not you would like your name in the commencement program. You may complete this page at anytime. If however the filing period for your graduation quarter is not yet open, you will be required to return to this site at a later date.

## What Students Do (cont.)

- Verify minor information

**Academic Information**


My records show you are currently registered at Roosevelt College College

My records also show that your Major(s) and Degree(s) are:

Major 1:International Studies-Lit Major Code: IS29 Degree 1:  
Major 2:Human Development Major2 Code:HD25 Degree 2:

NOTE: If you intend to declare a minor and it does not show up here or in TritonLink - you need to make sure that your minor has been processed by the minor department and Registrar's Office. Failure to do so could result in delaying or stopping your degree and removal from the graduation lists.

Are the above Major(s) and Minor(s) correct?

YES  NO 

There are two sections of the DDA confirmation which we would like to address in particular. First the verification of minor information. If you completed the course for a minor but never declared it online, the DDA will say that you do not have a minor. Just know that after filing the DDA you will need to access the [Major and Minor Tool](#) in [TritonLink](#) to declare your minor. Later in the video, we will have more information on minors when we review information on the degree audit.



## What Students Do (cont.)

- Read VAC notice from ERC Advising
- <http://vac.ucsd.edu>

Contact	03/31/11	08/16/11	08/16/11	Degree Audit (app. only)	Administrative	Cindy Hsu
533411	08/16/11	02:30 PM	02:30 PM			
Finalized						

Thank you for submitting your application to graduate SUMMER 2011.

**THE NEXT STEP IS TO VIEW YOUR DEGREE AUDIT IMMEDIATELY.**

- ERC will not be reviewing individual degree audits therefore it is your responsibility to regularly monitor your degree audit between now and graduation.
- Click on the "view degree audit" button found in your academic history page on TritonLink.
- Carefully examine the audit to be sure you will be fulfilling all your degree requirements in the quarter you applied to graduate.
- Be sure you are enrolled in the quarter in which you have applied to graduate (listed at the top of this message). If you are not enrolled at UCSD or another institution during this quarter, you may have applied for the incorrect quarter and this must be corrected. Contact ERC Academic Advising for instructions. Applying to graduate in the incorrect quarter delays timely processing of your diploma.

**IN REVIEWING YOUR AUDIT BE AWARE OF THE FOLLOWING:**

- The audit reflects your enrollment, as well as completed and unfulfilled requirements only through the date noted at the top.
- Requirements which have not yet been completed will be indicated in red print.
- Questions regarding overall unit, university requirement and GE deficiencies are addressed by ERC Advising
- Questions regarding the major, must be addressed at the department by the undergraduate coordinator of that major.

If after you review your audit you find that you will be unable to complete your degree requirements in the quarter you applied to graduate, please retract your application as soon as possible at ERC Academic Advising (DDA Retraction Form required).

Avoid delay in the processing of your degree! Carefully review and follow the checklist of graduation requirements, [click here](#)

The [Virtual Advising Center](#), commonly known as the VAC, is a secure and confidential system used by UC San Diego academic advisors to log contact notes and post notices to students. Shortly after you submit your DDA, you will be notified by ERC Academic Advising through the VAC of the receipt of your DDA. The notice will also confirm what you have entered as your graduation quarter. We will include instructions on what you should be doing next to keep the graduation process going smoothly. Here is what the notice looks like.





## What Students Do (cont)

- Continue to check UCSD email account and VAC !



It is very important for you to continue to check your UCSD email and/or the VAC, especially after you leave UC San Diego. Until you receive your diploma in the mail, ERC may still be attempting to communicate with you regarding any unresolved issues. If you do not reply to messages, your graduation will remain inactive and delayed indefinitely.

## Degree Conferral

- About 90 days to process and mail degree
- More info available on the website in the “Timeline to Obtain Degree” video at <http://roosevelt.ucsd.edu>

The degree conferral will take around 90 days to process as it goes through the major department, ERC Advising, and the Registrar’s Office. More information on this timeline can be found in our Timeline to Obtain Degree video under the DDA Tab on the [Graduation Requirements and Regulations](#) page at <http://roosevelt.ucsd.edu>.

# The General Process

## Part 2: What ERC Advising Does

It may be useful for you to be aware of ERC's tasks in the graduation process. As mentioned earlier, the first action ERC takes after you have filed your DDA is to send you a VAC notice acknowledging receipt of your DDA.



## What ERC Advising Does (cont.)

- Send deficiency notices

ACTION	Initiated	Responded	Reason	Contact Type	Counselor
Contact 962946 has been Finalized	10/06/11 03:58 PM	10/06/11 03:59 PM	Degree Audit (appt. only)	Administrative	Cindy Hsu
<b>Share With</b> Department: <input checked="" type="checkbox"/> College Note to Student (shown in VAC):	Upon closer review of your records for your application to graduate SU11, we find that as of today, you still have the following requirement deficiencies: <b>Upper-division Regional Specialization course, Upper-Division Writing (UDW), incorrect quarter of graduation, and FALL part-time status. The notes in your contact record indicated that you recently applied for FALL part-time study but there were no enrolled courses noted in your academic record. Please clarify. In addition, if you will be taking classes FALL, then you would not be considered a SU11 graduate. Your graduation quarter must correspond to the last term in which you complete coursework based on our quarter system .</b> Your application is now INACTIVE and is subject to cancellation unless you notify this office that these deficiencies have been or will be cleared within the quarter for which you applied to graduate.				

If we see unresolved graduation deficiencies on your audit, we send you a notice on the VAC listing your graduation deficiencies. Here is what a deficiency notice may look like.

If we do not receive a reply from you or if the deficiencies are not cleared in a timely manner, your application to graduate will become inactive and be subject to cancellation.

## What ERC Advising Does (cont.)

- Collaborate with Departments & Registrar

Academic History	
sort by term: <a href="#">ascending view</a>   <a href="#">descending view</a>	
UCSD Degrees Awarded	
Award:	BS
Term:	S211
College:	Eleanor Roosevelt (frmly Fifth)
Department:	Psychology
Major:	Psychology
Conferred:	09/03/2011
Award Text:	Degree Awarded with GPA of 3.184

The degree and diploma process involves three main campus entities. The major department, ERC Advising, and the Registrar's Office. Together, these offices perform the checks necessary to ensure that all requirements are met for the conferral of the degree. Conferral of the degree means the Registrar's Office has officially posted your Bachelor's Degree to your transcript. This is what you will see on your academic history once your degree is conferred.

## FAQs

### • Incorrect filing of your DDA...

- Retraction
- Retroactive application
- Auto cancellation
- Changing degree types (B.A./B.S., double major)

....will delay your graduation!

If you have incorrectly submitted your DDA, your degree processing will be delayed.

To revise your DDA quarter, you must contact ERC Advising to complete the DDA Retraction Form.

If you missed the deadline to submit your DDA, you must contact [ERC Advising](#) to complete the Retroactive DDA Form.

If you enroll in courses for next quarter, your DDA will be automatically cancelled and you will need to file a new DDA.

If you change your degree, such as dropping from a double major to a single major or switching from a B.S. to B.A, you will need to revise your DDA to reflect the change.

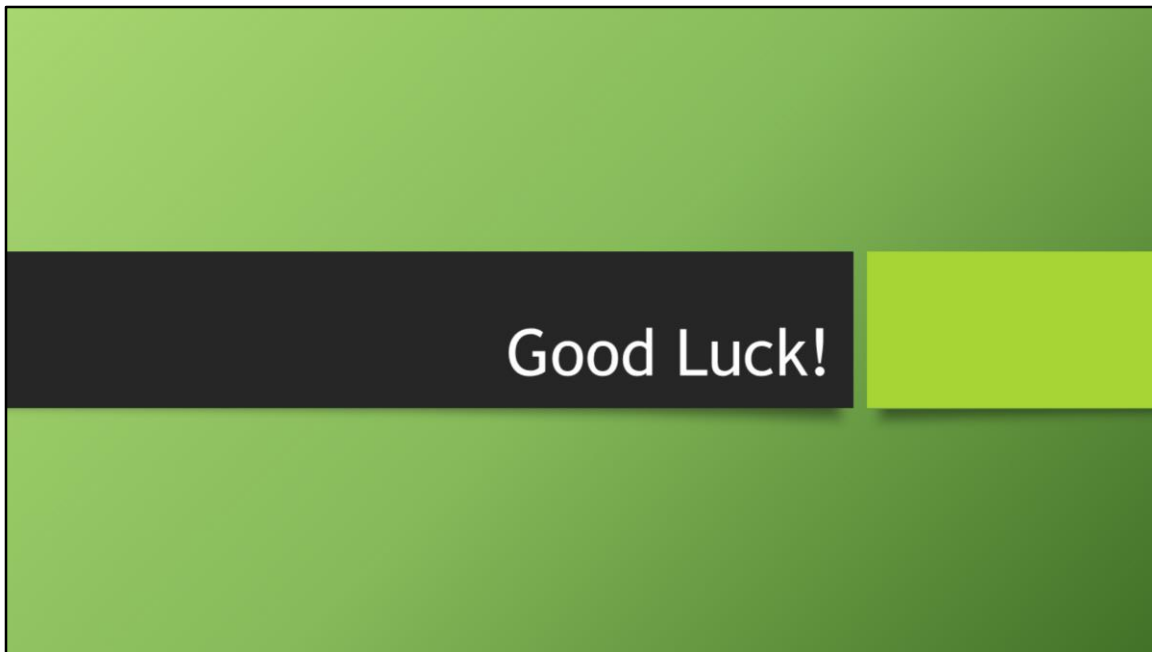


## FAQs (Cont.)

- I have a hold, can I graduate/file my DDA/etc.?
- You **CANNOT** graduate with a hold
  - Check MyTritonLink for info on how to lift Hold
- You **CAN** file for your DDA and file for Commencement
  - Do it sooner, rather than later!

Another question often asked is if a student can graduate and file for their DDA and Commencement if they have a hold. If you have any holds placed on your account, you cannot graduate from UC San Diego. In order to get your diploma and final transcript, the Registrar's Office will require you to get those holds lifted.

However, you can still file your DDA and file for Commencement at any time, regardless of if there is a hold placed on your account or not. Make sure you file your DDA and for Commencement sooner rather than later!



Good luck in your last quarter! We hope this information has been useful. If you have further questions, please check out our other videos on the Graduation Requirements page.