



# INSTRUCTIONS AND INFORMATION

**WHO:** Undergraduates and students in the School of Optometry

**DEADLINE:** Student may place themselves on the current term degree candidacy list through the fifth week of instruction. After the deadline, the placement of students on the degree list is at the discretion of the dean of their college or school.

**LATE FEE:**

- Students may submit the Bachelor Degree Candidacy Form through the third week of instruction without any late fee assessment.
- Students who submit the Bachelor Degree Candidacy Form after the third week of instruction are subject to a \$5.00 late fee which is non refundable.

**SUBMITTING FORM:**

Submit to the Office of the Registrar as follows:

- **In Person:** Complete the information requested on the form and present it in Room 120 Sproul Hall. Pay the fee, if submitting after the third week of instruction, at the Cashier Window Room 128 Sproul Hall.
- **By Mail:** Complete the information requested on the form, enclose a check or money order payable to the REGENTS, THE UNIVERSITY OF CALIFORNIA for the \$5.00 late fee amount if submitting after the third week of instruction, and mail to:

**Office of the Registrar  
124 Sproul Hall  
University of California  
Berkeley, CA 94720 - 5404**

**DIPLOMAS:**

Please note that diplomas are issued with your name as it appears on University records and bear the signatures of the present University and State officers. Diplomas will be ready for distribution in 120 Sproul Hall approximately three to four months after the end of the term. Students wishing their diplomas mailed to them should complete a mailing card available in 120 Sproul Hall and pay the applicable mailing fee.

**Important:** The University Student Records System will allow only 35 characters for a name. If your name is longer than 35 characters (including spaces and comma) or if special punctuation such as tildes (~) or umlauts (¨) is required, please call this to our attention by completing the profile information section on the *Request for Academic Record Correction* form in 120 Sproul Hall.

**Degree Abbreviations:** Bachelor degrees are almost universally referred to in their English forms. However, some of the abbreviations commonly used for them reflect the Latin versions. Tradition at Berkeley has the Bachelor of Arts degree referred to as AB, from the earlier Latin form, *Artium Baccalaureus*. The Bachelor of Science degree is represented by BS, from the current English form.