PRIORITY POSTING OF DEGREE

JOHN MUIR COLLEGE

(1)　Complete the following information:　　　　　Today's Date: _____

Name:	PID:
Graduating Quarter:	Major:
Telephone:	Email:

Date Posting Needed By: _____

Reason for Request: ☐ Grad/Professional School　　　☐ Employment Opportunity　　　☐ Other

If "Other", explain here: _____

_____

(2)　Please read each statement, check each box and sign that you understand these conditions.

If by phone, Muir Staff read each line to the student, check each box and sign *your* name at the end.

☐ Grades must be finalized before Priority Posting can be processed. If coursework is coming from outside of UCSD all transcripts must be posted to Tritonlink before Priority Posting can be processed.

☐ The student's major department(s) must approve the final degree audit before Priority Posting can be processed. We recommend the student contact their major department to notify them of the Priority Posting request.

☐ Muir College cannot guarantee that a degree will be posted by any certain date.

☐ Transcripts may be ordered by mail, fax, in-person or on Tritonlink. There is a fee charged for each transcript. Please call 858-534-3153 for details. If a student orders a transcript before his/her degree is officially conferred it will not contain graduation information.

Student Signature: _____

(3)　Attach a Letter from Institution or Employer

A letter from your institution or employer demonstrating need of degree conferral is also required. The letter must include the student's name and the date by which their degree is necessary (for admission or hiring). It is the student's responsibility to notify the institution or employer that Muir College *cannot* guarantee that a degree will be posted by a certain date. Keep in mind that this form is a *request* not a guarantee.

Letters may also be delivered to us directly from the institution/employer. Have them sent to:

Muir College Academic Advising

9500 Gilman Dr. #0106

La Jolla, CA 92093-0106

Office Use Only　　☐ Supporting documentation received with specified date
_____　　_____
Date sent to Academic Records　　Muir College Approval