

Instructions: Requirements and Graduation Plan Form for CED Undergraduate Programs

Description:

This form is designed to assist students in creating a comprehensive list of requirements and a graduation plan for their undergraduate program in the College of Environmental Design (CED). The form will help outline how you will fulfill all the necessary requirements for your major, the College, and the University. To access the specific forms for each major, please refer to the links provided below.

This form can be used as a helpful tool for students to confirm their progress in College and Major requirements when consulting with a CED advisor. Additionally, it serves multiple purposes within CED, including formal processes like Change of College into CED, Simultaneous degree petitions, and other CED processes that require academic plan review and approval.

Instructions:

1. Begin by following the link that corresponds to your specific major program within CED. These links will direct you to the respective major forms.
 - [Architecture](#)
 - [Landscape Architecture](#)
 - [Sustainable Environmental Design](#)
 - [Urban Studies](#)
2. Once you've accessed the appropriate form, click on "Use Template" on the top right.
3. To save, follow these steps:
 - Change your document's name to include your name on the name of document
 - i. For example "[Bear, Oski] Architecture: Requirements & Graduation Plan Form"
4. Share your document with the CED Advising Office
 - Select "File" -> "Share" -> "Share with others" and add cedadvising@berkeley.edu in the "Add people and groups" box.
 - Make cedadvising@berkeley.edu an "Editor" and click send.
5. Now, you can start filling out the form with your graduation plan details.
 - Provide all the required information in the appropriate fields. All the fields you need to fill out are highlighted in yellow. Use your [Academic Progress Report \(APR\)](#) in Cal Central to assist you in completing the fields.
 - Only fill in the information in the form. **Do not make changes to the format**
 - i. Students should only fill the information on the first tab titled "Reqs & Grad Plan (student form)"
 - Pay special attention to the sections related to major requirements, College-specific requirements, and University requirements.
 - Fill in the necessary information according to your individual plan and academic progress.
6. Important Notices
 - A CED advisor will review your form during an advising session.
 - Do not send your form for review without an advising sessions
 - i. Forms without an advising session will not be reviewed by CED advisors
 - Complete the form as best you can
 - i. If you are unsure about something you can ask a CED advisor during an advising session
 - Completing the form does not indicate an approved graduation plan
 - A CED advisor will need to review your form to determine if the plan is approved.
 - i. You would receive clear and direct information from a CED advisor about the approval.