Departmental Advisors Tutorial: Goldenrod Form
1 - General Information

- The Goldenrod is a record of ALL courses taken in a student’s major, regardless of applicability toward major requirements.
- On Side A, the student or the department advisor lists all courses completed, grades earned, and indicates whether the course is being counted toward major requirements.
- On Side B, the department advisor lists all courses the student must complete in order to fulfill the requirements for the major.
- The Goldenrod is required to register for a GRAD Session, a mandatory educational planning session that students should complete within 3 semesters of graduation.

Side A: Record of courses completed, student signs and dates

Side B: Record of courses remaining, including in progress, advisor signs and dates
Ensure that the student has completely filled out the top portion of Side A.
SIDE A is used to indicate coursework towards the major requirements that have already been completed.

There are 2 options for completing the bottom half of Side A:

Option 1:
The department advisor attaches the STAR department printout or a department check sheet as evidence of courses completed. Write “See attached” on Side A. Generally used in situations where there is not sufficient space to list all courses on Side A.

Option 2:
The student or departmental advisor refers to the student’s STAR transcript and fills in the required info. The department advisor then verifies their work. (our preferred option)

Which option to use is left to departmental advisor discretion. We’ll go through Option 1 first.

Attach a copy of your departmental advising sheet if you feel it is necessary to clarify the requirements on the goldenrod.
OPTION # 1

The department advisor attaches the STAR department printout as evidence of courses completed.

- From the STAR main screen, click on the “Combination Report by Department” tab.

- Print out relevant courses. Please do not include entire transcript.

- Write “see attached” on Side A.

- Attach STAR reports to goldenrod.
OPTION #2:

- Refer to the STAR transcript for course numbers, term taken and grades received.
  
  • Indicate actual number of credits.

- ALL courses attempted toward the major must be listed. Grades must be C (not C-) or higher to fulfill a major requirement.

- Circle “Y” or applicable courses and “N” for non-applicable courses (grade of lower than C or excess courses).
  
  • This is particularly important for departments requiring a minimum cumulative GPA.

- Verify that the student has signed and dated the form.

Example: Sociology major. Major requires 30 credits in upper division courses, including 9 credits at 400 level. Specific courses required: 300 and 321; 475 or 476 or 478 or SOCS 225*.

* Satisfies the requirement but does not count towards the 30 credits
SIDE B is used to indicate any remaining major requirements, including courses in progress.

Ensure that the student has filled in this information.
(name & ID #)

Indicate the number of credits required for the major.

If the student has completed all major requirements, check the ‘Yes’ box to indicate completion. The course list will be left blank.

If the student has remaining requirements, check the ‘No’ box.
Indicate the remaining courses & credits.
(see next slide)
Use generic numbers, such as 300+ or 4XX to indicate major electives. If specific course numbers are listed, students are required to complete that specific course.

Please note any necessary repeats (student previously earned credit for a required course but did not pass with a C or higher), or other exceptions.

If there are excess credits in the major which can be applied to the student’s core, list them here.

Note: Only ‘old’ core students (2001-02 and earlier) may need this. Only specific courses listed on the core sheet apply. A grade of D or higher is required.

Example: Sociology major. Remaining requirements: 10 credits in upper division SOC courses including SOC 321 and 3 credits at 400 level.
The sum of applicable credits on Side A and remaining credits on Side B should equal the number of credits required in the major.

Please list the minimum number of remaining requirements, or indicate which courses are required versus in excess.

We cannot round up partial credit numbers. Transfer work from quarter system schools comes over as partial credits: 2.66, 1.33, etc.

Sum all partial credits and round down the total.

In the example of the sociology major, the student has already earned 20.66 credits. This translates to 20 (not 21 credits), and the student needs to complete a total 10 credits in order to meet the minimum 30 credits in the major.

If you department has related major requirements, you should also list these on the goldenrod.

Reminder: Grades must be C (not C-) or higher to fulfill major, minor and certificate requirements.

Please help us by using course numbers when filling out Side B. Generic numbers: 3XX, 4XX, 300+ are okay (see slide 7).

However, keep in mind that you’re communicating to us what this student needs to qualify for graduation. We may not know what “approved elective” translates to.
• GPA requirements: If your department has a minimum GPA requirement, indicate the required GPA and circle whether or not the student currently meets the requirement.

If the student does NOT meet your department’s minimum GPA, fill in the number of credits attempted, grade points earned, and the major GPA as of the date indicated.

• Enter the projected date of graduation, your contact information, then sign and date.

Have the student turn in the completed original copy of the Goldenrod, along with their Verification of Minor/Certificate (if applicable), and core sheet at QLC #113 to sign up for their **GRAD Session**.
Please remind students that they should attend a **GRAD session** 1-2 semesters prior to their intended semester of graduation – ideally, BEFORE registration for their final semester. This helps prevent unwelcome “surprises.”

We appreciate collaborating with departmental advisors in ensuring that our A&S students meet their degree requirements in a timely fashion.

Questions? Call: 956-8755

If you have any concerns or suggestions, please contact your college liaison. For contact information, download a CASSAS Contact Sheet from our [Departmental Advisor Webpage](#)