

STUDENT NAME: _____ CURRENT MAJOR: _____ INTENDED MAJOR: _____

STUDENT ID#: _____ FIRST SEMESTER AT SJSU: _____ MINOR: _____

MATERIALS/FORMS:

- Application for Graduation (<http://www.sjsu.edu/registrar/forms/index.html>)
- Original/Official Major Form (Department of Art & Art History Website: <http://www.sjsu.edu/art/documents/forms/>)
- Original/Official Minor Form (Department of Art & Art History Office website: <http://www.sjsu.edu/art/documents/forms/>)
- Graduation Worksheet (emailed/mailed by Graduation Evaluator)
- Graduation Hold Letter (emailed/mailed by Graduation Evaluator)
- Copy of Previously Submitted Major and/or Minor Form(s)
- Copy of Previously Submitted Substitution Form(s)
- Unofficial SJSU Transcript (Available on MySJSU>My Academics on the Home Page to the left of your schedule>View my unofficial transcript)
- Current Schedule (Available on MySJSU>Print Home Page)
- 3. Transfer Credit Report* if you took any classes at another college (Available on MySJSU>My Academics on the Home Page to the left of your schedule>View my transfer report; OR if the class(es) have yet to be recorded on MySJSU, use www.assist.org and the unofficial transcript)
- 4. General Education Checklist (H&A Student Success Center Office, room CL244, 408-924-5095, ha-successcenter@sjsu.edu)
- 5. Change of Major/Minor Form (http://www.sjsu.edu/registrar/students/change_of_major/index.html)
- 6. Substitution Form (<http://www.sjsu.edu/registrar/forms/.html>)

Please complete and bring/print the following materials/forms when you are...

<p>Needing General Major Advising: During your first semester at SJSU; for class selections and inquiries; for individual Studies or Internships questions; about the BFA Program and/or BFA Program Application Reviews; about Scholarships; and/or career planning.</p> <ul style="list-style-type: none"> • Materials/Forms 8, 9, 10*, and 11. • Fill out Form 2 using Materials 8, 9, 10*, and 11 depending on how many units you would like to take for the next two semesters. • Have your Major Advisor review your materials/forms. <p>NOTES:</p> <hr/> <hr/> <hr/>	<p>Applying for Graduation with one of the Art & Art History Department MAJORS: Done no more than two semesters prior to the expected graduating semester.</p> <ul style="list-style-type: none"> • Materials/Forms 1, 8, 9, 10*, and 11. • Fill out Form 2 using Materials 8, 9, 10*, and 11 depending on how many units you would like to take for the next two semesters. • Have your Major Advisor review and sign your materials/forms. <p>Submitting Substitutions <u>before the end of your graduating semester</u> for one of the Art & Art History Department MAJORS/MINORS: Done after the Last Day to Add of your graduating semester.</p> <ul style="list-style-type: none"> • Materials/Forms 4, 6, 7, 8, 9, 10*, and 13. 	<p>Applying for Graduation with one of the Art & Art History Department MINORS: Done no more than two semesters prior to the expected graduating semester.</p> <ul style="list-style-type: none"> • Materials/Forms 1, 8, 9, 10*, and 11. • Fill out Form 3 using Materials 8, 9, 10*, and 11 depending on how many units you would like to take for the next two semesters. • Have your Minor Advisor review <p>Submitting Substitutions <u>after the end of your graduating semester</u> for one of the Art & Art History Department MAJORS/MINORS: Done after receiving a graduation hold letter from your Graduation Evaluator.</p> <ul style="list-style-type: none"> • Materials/Forms 4, 5, 6, 7, 8, 10*, and 13.
<p>On Campus Resources Writing Center:</p> <ul style="list-style-type: none"> • Tutoring for any writing course • Clark Hall 126 • http://www.sjsu.edu/writingcenter/ <p>Peer Connections:</p> <ul style="list-style-type: none"> • General mentoring, tutoring and workshops • SSC 600, Clark Hall 1st floor, MLK Library LL67, and LLC • http://peerconnections.sjsu.edu/ 	<p>Changing/Declaring a Major or Minor to one of the Art & Art History Department majors or minors AND you have fewer than 90 units earned:</p> <ul style="list-style-type: none"> • Materials/Forms 8, 9, 10*, 11 and 12. • Fill out Form 2 and/or 3 using Materials 8, 9, 10*, 11 and 12 depending on how many units you would like to take for the next two semesters. 	<p>Changing/Declaring a Major or Minor to one of the Art & Art History Department majors or minors AND you have more than 90 units earned:</p> <ul style="list-style-type: none"> • NEED TO ALSO APPLY FOR GRADUATION • Materials/Forms 8, 9, 10*, 11 and 12. • Fill out Form 2 and/or 3 using Materials 8, 9, 10*, 11 and 12 depending on how many units you would like to take for the next two semesters. • Need statement/explanation.

Afterwards, bring all materials/forms to the Art & Art History Department Office, room ART116, during business hours (Monday-Friday 8:30AM-12:30PM & 1:30-4:00PM).