

# Aviation and Technology Students

## How to Apply for Graduation

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*(undergraduate students, ver.4, Fall 2014) Updated June 27, 2014*

**When:** Apply approximately one year prior to your expected date of graduation.

**Preparation:** Prior to visiting your designated academic advisor you will need to do the following:

**1. Complete the SJSU Graduation Application form.**

The form is available on the SJSU Registrar's forms page:

[http://www.sjsu.edu/registrar/docs/grad\\_app.pdf](http://www.sjsu.edu/registrar/docs/grad_app.pdf)

**2. Complete the Business Minor form.**

Make sure you have the department guidelines for your minor in Business. This is required for BSIT majors, optional for Aviation majors, both are available on the All Majors Form web page. Take the guidelines to the JHSSC, Jack Holland Student Success Center (BBC 008) and complete their form and get it signed.

Bring your stamped/sealed envelope and a copy of your minor contract along with your graduation application and your major contract to your advisor.

**3. Update your Academic Planner.**

- Go to the All Majors Forms web page at the department web site:

[http://avtech.sjsu.edu/all\\_major\\_forms](http://avtech.sjsu.edu/all_major_forms)

- Save and print the Academic Plan for your program using Excel. Cross off every course that you have taken on this form, indicating if you have taken equivalent classes here or at a Community College. Move all of the courses you still need to take to the bottom of the plan to plan your remaining semesters of study.

**4. Make sure GE Template is complete (ESSC Engr 344)**

Template found on the All Majors Form page

**5. Prepare your Major Contract:**

- Go to the All Major Forms web page at the department web site:

– [http://avtech.sjsu.edu/all\\_major\\_forms](http://avtech.sjsu.edu/all_major_forms)

- Save the Major Contract. Complete the TRANSCRIPT INFORMATION worksheet in the Excel spreadsheet according to the instructions in the file. DO NOT TYPE ANYTHING on the MAJOR FORM worksheet as this will damage the file and you will need to start over. When done, print the major contract worksheet

**6. Make an appointment to see your advisor.**

Schedule your appointment through FlashAppointments by going to

<http://avtech.sjsu.edu/advising>

Upload the required documents to Canvas.

If you have questions while you are doing this preparation, please send an email to your advisor:

- **Aviation:** Dan Neal [dan.neal@sjsu.edu](mailto:dan.neal@sjsu.edu)
- **Technology:** Dianne Hall [Dianne.hall@sjsu.edu](mailto:Dianne.hall@sjsu.edu)