

FAQ for Design Students

When completing my major form, what do I need?

You need your major advisor's and program coordinator's signature. Also, make sure that any classes that are not taken at SJSU are marked by the other institutions abbreviation (ex. EVC, Evergreen Valley College). In the margin, clarify the abbreviation meaning at the bottom. Indicate what classes are planned and which are in progress.

What are the two types of Change of Major forms and what are the differences?

The two forms are Change of Major with fewer than 90 units and Change of Major with more than 90 units.

- The fewer than 90-units form requires your unofficial transcript and signatures from your major advisor and the H&A Student Success Center.
- The more than 90-units form requires your previous and new major form signed by your major advisor, a personal statement and unofficial transcripts. Once the Department chair signs the form, you will take it to the H&A Student Success Center, and then to AARS.

When filling out a substitution form what is required of me?

Only submit a substitution form only after applying for graduation and receiving your graduation worksheet. Indicate the exact course prefix and number, if it is taken at another institution. You will only need the Chair's signature when substituting a lower division class for an upper division class, waiving, deleting, or adding courses.

When Applying for graduation what do I need?

You need to fill out a graduation application and major form. On the graduation application make sure that you list the current classes you are enrolled in.

Why should I not wait until the last minute to apply for graduation?

You do not want to risk the chance of not being able to get priority registration. Also obtaining signatures can be a lengthy process.

How can I get confirmation that my major form was accepted?

You can check on MySJSU, as well as you will receive an email with your graduation worksheet.

Does the Design Department have a graduation Ceremony?

Yes, the Design department has a graduation Ceremony that only takes place in the Spring semester, usually during May. Students need to RSVP for the ceremony in the Design office. Those graduating in the Fall can participate if they will be enrolled in six units or less in the Fall.

Who will notify me about the Department graduation?

You will receive multiple emails from the Design office in regards to the graduation ceremony. Check with your graduating classmates as well to see if they have received emails as well.

What do I do if I do not receive emails about the Department graduation?

You will need to come into the Design office and we will provide you with the correct information.

Who can take DsGN 127?

Only students that are BFA Animation/Illustration, Graphic Design, Interior Design, and BS Industrial Design.

How will I be able to find my major advisor's office hours?

There is a green sheet that is both inside and outside of the Design office. Most advisors have drop-in hours so you do not need to make an appointment.

Who is eligible to obtain a design locker?

All design students can get a locker, they just need to come to the design office and fill out a contract.

Can I change my major to Animation/Illustration?

No, the major is impacted. Students have to apply to SJSU as an Animation/Illustration major. There are no exceptions to changing your major to Animation/Illustration.

What do I do if I need the Dean's signature?

Bring your forms to the Design office ART 120, and we can deliver them for you.