Welcome to San José State University and our community of Spartans!

As a student, you’re now part of the Spartan family! This publication is designed to make sure your graduate experience here at SJSU is a successful one and to keep you on track to graduate in a timely manner.

As you make your way through your academic journey, this publication will serve as a guide to help you along the way through graduation. By reading this publication thoroughly, you will be informed of the academic requirements you need to fulfill each term, and additional steps you should take outside the classroom to enhance your educational experience and prepare for your career. You will also learn of resources on campus that can help you navigate through your graduate program.

Checklist

Every Semester:

☐ Check the university calendar for enrollment appointment dates and the final exams schedule sjsu.edu/calendars

☐ Sign in to your MySJSU student account (my.sjsu.edu) to:
  ☐ See your enrollment appointment
  ☐ View any registration holds
  ☐ Register for courses
  ☐ Pay fees (or ensure that Financial Aid will cover fees)

☐ Review your records for accuracy
My First Steps

- **PROVISIONAL ADMISSION**
  For those who were provisionally admitted, make sure to submit any outstanding admission documents to Graduate Admissions and Program Evaluations (GAPE) by the deadline listed on your MySJSU account. Failure to do so may result in a delay in your financial aid and disenrollment from the university.

- **DEPARTMENT ADVISOR**
  If you have not already received communication from your department, connect with your department advisor to determine your course requirements for each term.

- **ENROLL/REGISTER FOR CLASSES**
  Enroll/register for classes through your MySJSU account. Questions about registration can be directed to the Registrar's office (sjsu.edu/registrar).

- **GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)**
  Complete the Graduation Writing Assessment Requirement (GWAR). The GWAR must be completed before a student can be advanced to graduate candidacy. This requirement can be met in several ways. For more information, visit sjsu.edu/gape/current_students/completing_masters.

- **GRADUATE STUDENT POLICIES AND PROCEDURES**
  Take some time to review the graduate student policies and procedures in the online SJSU catalog (info.sjsu.edu/static/catalog/policies.html).

- **ADVANCEMENT TO GRADUATE CANDIDACY**
  Review requirements for advancement to graduate candidacy (sjsu.edu/gape/current_students/completing_masters/#5) and check filing deadlines (sjsu.edu/gape/current_students/deadlines). For most programs, you should file in the second semester of enrollment, (or after the completion of nine letter-graded units of coursework towards your degree).

- **AVOID ACADEMIC PROBATION**
  Graduate students must maintain at least a 3.0 GPA in each semester to avoid academic probation. Probation for two consecutive semesters will result in academic disqualification from SJSU.

- **INTERNATIONAL STUDENTS**
  - Connect with the International Student Advising office (part of International Student and Scholar Services) for questions about visa requirements, internships (CPTs), work limitations, on-campus housing, International House opportunities, and student clubs (sjsu.edu/isa).
  - If you are studying on an F-1 or J-1 visa, check in with an international advisor in the International Student Advising office to ensure you are meeting your visa regulations each term.

Tips for Success

- **Apply for department and SJSU scholarships.**
- **Connect with the Office of the Registrar for questions about your enrollment and residency status at sjsu.edu/registrar.**
- **Visit the Writing Center for additional resources to help with your writing skills such as tutoring and workshops (sjsu.edu/writingcenter).**
- **Take advantage of Career Center resources for resume building, interview tips, and job fairs (sjsu.edu/careercenter).**
- **Apply for financial aid (applications available on Oct. 1).**
- **Check your MySJSU account, frequently, to view enrollment appointments, enroll for courses, view registration holds, check messages and pay fees.**
- **Pay tuition through your MySJSU account. For questions, contact the Bursar’s Office (sjsu.edu/bursar).**
- **Get involved in student organizations. Some departments have dedicated student organizations for graduate students such as the Biology Graduate Student Association.**
- **Explore events taking place on campus (sjsu.edu/events).**
Tips for Success

• Remember you must reapply for Financial Aid (in October) every academic year.

• Visit the Writing Center for additional help with your writing skills. They offer tutoring and workshops for graduate students, too (sjsu.edu/writingcenter).

• Use Career Center resources for resume building, interview tips, and job fairs (sjsu.edu/careercenter).

• Investigate paid and unpaid internships in your discipline if they are part of your degree program.

INTERNATIONAL STUDENTS

• If you are studying on an F-1 or J-1 visa, check in with an international advisor in the International Student Advising office to ensure you are meeting your visa regulations each term.

• Work with your department and the International Student Advising office for CPT (internships for international students) options and requirements (sjsu.edu/isa).

• Keep a copy of your approved candidacy petition for your reference and for CPT and OPT (internships for international students) requirements.

My Next Steps

☐ MASTER’S AND DOCTORAL DEGREE GRADUATION WORKSHOP
Attend a GAPE graduation workshop to ensure you are on track to graduate (offered in the spring and fall semesters).

☐ REVIEW SPECIFIC POLICIES
For example, there are strict rules surrounding the option to transfer prior graduate coursework into a current graduate program. To review the rules for eligibility, visit sjsu.edu/gape/current_students/completing_masters.

☐ AVOID ACADEMIC PROBATION
Graduate students must maintain at least a 3.0 GPA in each semester to avoid academic probation. Probation for two consecutive semesters will result in academic disqualification from SJSU.

☐ DEPARTMENT ADVISOR
Connect with your department advisor and plan to submit a department pre-approved Advancement to Candidacy petition to the GAPE office. This petition needs to be pre-approved by your graduate department advisor and then submitted to the GAPE office for an official evaluation.

☐ MYSJSU
Check the status of your candidacy petition in your MySJSU account.

☐ PREPARE TO GRADUATE
Finally, determine when you will need to graduate and check graduation filing deadlines (sjsu.edu/gape/current_students/deadlines).

Shrikant
Electrical Engineering
My Final Steps

MASTER’S AND DOCTORAL DEGREE GRADUATION WORKSHOP
Attend a GAPE graduation workshop to ensure you are on track to graduate (offered in the spring and fall semesters).

GRADUATION APPLICATION
You can apply for graduation through self-service within your MySJSU account approximately two weeks after being approved for advancement to candidacy. Eligible graduation candidates will receive a MySJSU message prompting them to apply for graduation. This message will include detailed instructions similar to the instructions at sjsu.edu/gape/forms.

APPLICATION STATUS
Check the status of your graduation application in your MySJSU account.

COURSE SUBSTITUTION
Did you take a course(s) not listed on your advancement to candidacy petition to earn your degree? If you took a different elective course than the one listed on your approved advancement to candidacy petition, submit a Request for Course Substitution form (sjsu.edu/gape/forms).

DEPARTMENT REQUIREMENTS
Complete all department requirements, such as your final project, thesis, or exam. Afterwards, your department will verify this requirement with the GAPE office by submitting either a Verification of Culminating Experience Memo or by your completion of a pre-determined final course in your department.

UNIVERSITY THESIS
Are you completing a university thesis? Ensure that you follow all instructions for submitting a formal university thesis. Information is available at sjsu.edu/gup/gradstudies/thesis.

NON-COMPLETED COURSES
Ensure that any non-completed courses have been completed, including courses that appear on your record as “I” (incomplete) or “RP” (report in progress). This may involve a change of grade form signed by the original instructor of record, and submitted by him or her to the Office of the Registrar.

DEGREES
Graduate degrees post to academic records approximately three weeks after official grades are posted to transcripts. Check your MySJSU account to see if your degree has posted.

OFFICIAL TRANSCRIPTS
Order official transcripts through the Office of the Registrar (sjsu.edu/registrar/students/transcripts).

Tips for Success

• Check thesis deadlines (sjsu.edu/gup/gradstudies/thesis/thesis_deadlines).
• Take advantage of Career Center resources for resume building, interview tips, and job fairs.
• Investigate paid and unpaid internships in your discipline if they are part of your degree program.
• Join SJSU’s Alumni Association and LinkedIn group (sjsu.edu/alumni).
• Complete your program within seven years to avoid expiration of courses from your program.
• Check the National Student Loan Data System (NSLDS) to determine loans you have borrowed and to complete appropriate exit interviews.
• Find out about the university commencement ceremony (sjsu.edu/commencement).
• Check-in with your program office to find out if they offer a separate department ceremony.

INTERNATIONAL STUDENTS
• Work with your department and International Student Advising for OPT options and requirements.
Additional Resources

Not all students can finish a graduate degree in two to three years. You may face financial challenges that prevent you from attending to your program requirements. Or you may have family responsibilities or other circumstances that work against your graduation plan. Whatever the situation, we are committed to providing the support and resources you need to complete your degree. Please note that you must complete your program within seven years to ensure courses for your program do not expire.

Need Urgent Help?
If you’re starting to fall behind in your graduation plan, seek help immediately. We have a number of resources on campus to assist you, including:

- Academic support (major advising)
- Payment plans and financial counseling (Bursar’s Office)
- Counseling services (Counseling and Psychological Services)
- Financial aid counseling/assistance (Financial Aid and Scholarship Office)
- Financial hardship (Economic Crisis Response Team via Financial Aid Office)
- Health and wellness services (Student Health Center)
- Grievances/grade dispute process (Ombudsperson)
- Veteran services (Military and Veteran Services Office)
- Disability assessment and support (Accessible Education Center)
- International student support and visa advising (International Student Advising)

You can find the full contact information for these resources and more in the contacts section.

Save Money — Graduate on Time
Your education costs you time and money, so every decision will have an impact on you in a real way. By using the resources available, you will save time and money by avoiding classes you don’t need and taking only the ones that you do need. This will also help you to spend less money on tuition, books, housing, and other related expenses.

Take advantage of our resources at sjsu.edu/faso/literacy to plan the financial aspect of your pathway to graduation including:

- How to calculate the real cost of taking an extra semester, an extra year, or longer to graduate
- How to create and maintain a budget
- How to plan for unexpected expenses, such as car repairs, medical bills and rent increases
- What your loan repayment options are with respect to payment plans, loan forgiveness, deferment and forbearance

Student Code of Conduct
Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one’s actions, respect for oneself and one’s community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information is in the SJU catalog and at sjsu.edu/studentconduct/policies

Student Responsibilities and Rights
As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90–5). Students are encouraged to consult the Student Responsibilities and Rights section (sjsu.edu/ombudsperson/student-rights-responsibilities) of the SJU Catalog to ensure an understanding of the resources, requirements and programs designed to support students’ academic and personal growth.
Advising Resources

Major/Department Advising
For questions or issues specific to your academic program, contact your graduate department advisor (sjsu.edu/gape/graduate_programs).

International Student Advising (ISA)
The International Student Advising office provides quality support and advising services for international students and scholars on matters of immigration (sjsu.edu/isa).

When to Contact GAPE
The Graduate Admissions & Program Evaluations (GAPE) office is available to answer questions about your student status, advancement to candidacy and graduation application. Program evaluators can provide details about university graduate processes and policy. If you experience a roadblock to your progress and need instruction or confirmation about what to do next, contacting the GAPE office is a great place to start.

GRADUATE ADMISSIONS & PROGRAM EVALUATIONS
Student Services Center, Window G
408-924-7500
graduate@sjsu.edu

Student Services Support

Accessible Education Center
The Accessible Education Center provides accommodations and services for students with disabilities in the classroom and throughout the campus.

Career Center
The Career Center promotes professional development by providing the tools to guide you in making career-planning decisions along with developing and marketing your skills to employers.

Counseling and Psychological Services
Counseling and Psychological Services provides personal counseling, educational counseling, psychiatric services, workshops, consultation, outreach, and training.

Economic Crisis Response Team
The Economic Crisis Response Team is here to help you if you’re having difficulty paying for basic needs, such as food and/or housing. The team may be able to provide funding (unrelated to your financial aid) and assistance to you. We can also help you avoid similar situations in the future.

Military and Veteran Student Services
The Military and Veteran Student Services office assists eligible student veterans, active duty service persons, dependents, reservists, and National Guard members with state and federal education benefit programs.

Ombudsperson (Grievance/Grade Disputes)
The Ombudsperson (Grievance/Grade Disputes) provides impartial and confidential consultation to members of the campus community who are concerned about a situation.

Student Wellness Center
The Student Wellness Center provides health care services, including basic primary care, limited specialty care, health promotion and disease prevention, principal support services (laboratory, pharmacy, physical therapy, radiology, nutrition), and limited mental health services to all registered SJSU students.
# Contacts

For a complete campus directory of faculty, staff and departments, visit [sjsu.edu/directory](http://sjsu.edu/directory)

<table>
<thead>
<tr>
<th>Accessible Education Center</th>
<th>Bursar's Office (Fees and Tuition)</th>
<th>Ombudsperson (Grievance/Grade Disputes)</th>
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<tr>
<td>sjsu.edu/aec</td>
<td>sjsu.edu/bursar</td>
<td>sjsu.edu/ombudsperson</td>
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<tr>
<td><a href="mailto:aec-info@sjsu.edu">aec-info@sjsu.edu</a></td>
<td><a href="mailto:bursar@sjsu.edu">bursar@sjsu.edu</a></td>
<td><a href="mailto:ombuds@sjsu.edu">ombuds@sjsu.edu</a></td>
</tr>
<tr>
<td>408-924-6000 voice/408-924-5990 TTY</td>
<td>408-924-1601</td>
<td>408-924-5995</td>
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<thead>
<tr>
<th>Career Center</th>
<th>International House (I-House)</th>
<th>International Student Advising</th>
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<tbody>
<tr>
<td>sjsu.edu/careercenter</td>
<td>sjsu.edu/ihouse</td>
<td>sjsu.edu/isa</td>
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<tr>
<td><a href="mailto:careerhelp@sjsu.edu">careerhelp@sjsu.edu</a></td>
<td><a href="mailto:ihouse@sjsu.edu">ihouse@sjsu.edu</a></td>
<td><a href="mailto:international-office@sjsu.edu">international-office@sjsu.edu</a></td>
</tr>
<tr>
<td>408-924-6031</td>
<td>408-924-6570</td>
<td>408-924-5920</td>
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<th>Counseling and Psychological Services</th>
<th>Majors</th>
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<tr>
<td>sjsu.edu/counseling</td>
<td>info.sjsu.edu/web-dbgen/catalog/degrees/all-degrees.html</td>
</tr>
<tr>
<td><a href="mailto:counseling.services@sjsu.edu">counseling.services@sjsu.edu</a></td>
<td></td>
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<tr>
<td>408-924-5910</td>
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<th>Economic Crisis Response Team</th>
<th>Martin Luther King, Jr. Library</th>
<th>Police (University Police Department)</th>
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<tbody>
<tr>
<td>sjsu.edu/faso/economiccrisis</td>
<td>sipl.org/king</td>
<td>sjsu.edu/police</td>
</tr>
<tr>
<td><a href="mailto:economiccrisis@sjsu.edu">economiccrisis@sjsu.edu</a></td>
<td>408-808-2000</td>
<td>408-924-2222 (non-emergency)/911 (emergency)</td>
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<tr>
<th>Financial Aid and Scholarship Office</th>
<th>Military and Veteran Student Services Office</th>
<th>PRIDE Center</th>
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<tr>
<td>sjsu.edu/faso</td>
<td>sjsu.edu/veterans</td>
<td>sjsu.edu/pride</td>
</tr>
<tr>
<td><a href="mailto:fao@sjsu.edu">fao@sjsu.edu</a></td>
<td><a href="mailto:veterans@sjsu.edu">veterans@sjsu.edu</a></td>
<td><a href="mailto:sjsupride@gmail.com">sjsupride@gmail.com</a></td>
</tr>
<tr>
<td>408-283-7500</td>
<td>408-924-8129</td>
<td>408-924-6122</td>
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<tr>
<th>Gender Equity Center</th>
<th>MOSAIC Cross Cultural Center</th>
<th>Student Health Center</th>
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<tr>
<td>sjsu.edu/genec</td>
<td>sjsu.edu/mosaic</td>
<td>sjsu.edu/studenthealth</td>
</tr>
<tr>
<td><a href="mailto:genec@sjsu.edu">genec@sjsu.edu</a></td>
<td><a href="mailto:mosaic@sjsu.edu">mosaic@sjsu.edu</a></td>
<td>408-924-6122</td>
</tr>
<tr>
<td>408-924-6500</td>
<td>408-924-6255</td>
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<tr>
<th>Graduate Admissions &amp; Program Evaluations</th>
<th>Office of the Registrar (Registration and Transcripts)</th>
<th>Student Involvement</th>
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<tbody>
<tr>
<td>sjsu.edu/gape</td>
<td>sjsu.edu/registrar</td>
<td>sjsu.edu/getinvolved</td>
</tr>
<tr>
<td><a href="mailto:graduate@sjsu.edu">graduate@sjsu.edu</a></td>
<td><a href="mailto:registrar@sjsu.edu">registrar@sjsu.edu</a></td>
<td>408-924-6122</td>
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<tr>
<td>408-924-7500</td>
<td>408-283-7500</td>
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<tr>
<th>Graduate &amp; Undergraduate Programs Office</th>
<th>Office of Research</th>
<th>Testing Office</th>
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<tbody>
<tr>
<td>sjsu.edu/gup</td>
<td>sjsu.edu/research</td>
<td>testing.sjsu.edu</td>
</tr>
<tr>
<td>408-924-2447</td>
<td>408-924-2272</td>
<td>408-924-5980</td>
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<th>Transportation Solutions</th>
<th>Tuition and Fees (Bursar's Office)</th>
<th>Writing Center</th>
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<tbody>
<tr>
<td>as.sjsu.edu/asts</td>
<td>sjsu.edu/bursar</td>
<td>sjsu.edu/writingcenter</td>
</tr>
<tr>
<td><a href="mailto:transportation@sjsu.edu">transportation@sjsu.edu</a></td>
<td><a href="mailto:bursar@sjsu.edu">bursar@sjsu.edu</a></td>
<td><a href="mailto:writingcenter@sjsu.edu">writingcenter@sjsu.edu</a></td>
</tr>
<tr>
<td>408-924-7433</td>
<td>408-924-1601</td>
<td>408-924-2308</td>
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*Photography by Dan Liberti*