Steps to Graduation
UNDERGRADUATE STUDENTS

Jennifer, ’18
Public Health
My journey sure took sweat and hard work but the constant support from my professors, staff and fellow students helped me through it all. Being a Dean’s scholar for two years and gaining leadership experience as a student ambassador only got me closer to achieving my goals. Stay determined and never give up on your dreams!

Medhavi, ‘18
Computer Science

Make friends with people who are in your same area of concentration.
This was helpful for me because then I could schedule classes with those friends, form study groups with them, and just hang out with them outside of school. It’s harder for transfer students because you don’t really live in the dorm rooms; so making friends is more of a challenge. Therefore the friendships you build, at least in my experience, will last past graduation.

Alexandra, ‘15
Business Administration, Transferred Fall ’13, Graduated Spring ’15

Remember that you can use Winter Session, Summer Session, and even community college classes (for lower division work), if taking 15 or more units is too much with your other commitments.

Cindy Kato
Director
Academic Advising and Retention Services

Make a plan for what classes you’re going to take every semester until you graduate, and sit down with an advisor to have him or her check it. Sometimes senior-level courses have long chains of prerequisites that go back all the way to freshman year. Your advisor can help you make a workable plan with a realistic number of units per semester.

Nicole Okamoto
Faculty Advisor
Department Chair, Mechanical Engineering

The full college experience is about more than completing a degree. We encourage all students to make time to take advantage of all the wonderful opportunities that SJSU offers to enhance one’s degree (and career prospects) — such as study abroad, faculty-led summer programs, internships, collaborating with faculty on research, service learning, clubs and student government.

Malu Roldan, Ph.D.
Associate Dean
Lucas College and Graduate School of Business
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 experience here at SJSU is a successful one and to keep you on track to graduate in a timely manner — four years if you’re starting as a freshman and two years if you’re a transfer.

As you make your way through your academic journey, this publication will serve as a step-by-step guide to help you along the way through graduation. Each page includes advice to finish your degree as efficiently as possible to minimize debt and maximize your college experience. By reading this publication thoroughly and referring to it frequently, you will be informed of the academic requirements you need to fulfill each year, and additional steps you should take outside the classroom to enhance your educational experience and prepare for your career.

You will also receive tips from fellow students who have recently graduated and learn of resources on campus that can help you academically and personally, from tutoring and mentoring to counseling and financial assistance.

Checklist

Every Semester:

☐ Check the enrollment appointment dates and final exams schedule at 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
  ☐ Track Your Path to Graduation
  ☐ Pay fees (or ensure that Financial Aid will cover fees)
  ☐ Review your records for accuracy
  ☐ View any new messages in your student center
  ☐ Refresh MyPlanner in MySJSU to track your progress
Tips for Success

- Memorize your SJSU ID number and check your MySJSU account often
- Take at least 30 required college-level units per year to stay on track to graduate in four years
- Consider taking Winter or Summer courses or use community college courses to complete lower division requirements
- Participate in the California Promise (sjsu.edu/CaliforniaPromise) to stay on track to graduate in four years
- Make appointments to meet with your advisors early in the semester. Prepare by reviewing MyPlanner and printing MyPlanner Report
- Utilize the full suite of MyGPS advising tools available (sjsu.edu/MyGPS)
- Apply for Financial Aid - beginning in October (sjsu.edu/faso)
- Take advantage of financial literacy tools and workshops offered by the Financial Aid and Scholarship Office
- Visit sjsu.edu/careercenter for help selecting a major or learning about career preparation
- Sign in to SJSU Handshake to connect with a career counselor or find on-campus/part-time opportunities.
- Research study abroad opportunities at sjsu.edu/studyabroad
- Explore the many resources available to students at the King Library (library.sjsu.edu)

Unless another web address is provided, the resources referenced can be found on our Advising Hub (sjsu.edu/advising) or in the Contacts section.

Freshman
0-29.9 units

- **MYPLANNER**
  - Print a copy of MyPlanner Report.
- **SJSU POLICIES AND PROCEDURES**
  - Read the SJSU Policies and Procedures in the University Catalog. info.sjsu.edu/home/catalog.html
- **MAJOR ADVISOR**
  - Meet with your Major Advisor (or Academic Advising, if undeclared) and start taking lower division courses for your major.

- **GENERAL EDUCATION ADVISING**
  - Visit Academic Advising & Retention Services (AARS) in the Student Services Center (SSC) or your college’s Student Success Center for General Education Advising.
  - Check to see if there are any General Education (GE) courses that also count for your major.

- **MYPROGRESS**
  - Check MyProgress in your MySJSU Student Center.
- **GENERAL EDUCATION (GE) COURSES**
  - Begin taking GE courses, such as area A1, A2, B4 and area E.

- **FIRST-YEAR WRITING AND MATH**
  - All students are expected to complete general education writing and math within their first year.
  - Supported instruction, including stretch and co-requisite courses, is provided for students interested in additional support (sjsu.edu/supportedinstruction).
  - Supported instruction in math is required for some students.

- **EXPLORE CAREER INTERESTS**
  - Use Focus2 from sjsu.edu/careercenter to connect your strengths and interests to SJSU majors and potential career paths.

LooLoo, ‘16
Advertising

Print and save MyRoadmap
Take 15 units

Freshman Year
Sophomore Year

Tips for Success

- Check your MySJSU account often for messages, To Do List items, holds, etc.
- Take advantage of tutoring services at Peer Connections and at your college’s Student Success Center
- Take at least 30 required college-level units per year to stay on track to graduate
- If you complete coursework at another institution, send an official transcript to SJSU
- Consider taking Winter or Summer courses to stay on track for graduation
- Explore possibilities of taking a minor (not required)
- Utilize the full suite of MyGPS advising tools available (sjsu.edu/MyGPS)
- Remember that you must reapply for Financial Aid (in October) for every academic year
- Apply for department and general SJSU scholarships
- Build skills employers value through participation in student organizations and service learning
- Share the skills you have built with potential employers by completing your SJSU Handshake profile and uploading a resume

Unless another web address is provided, the resources referenced can be found on our Advising Hub (sjsu.edu/advising) or in the Contacts section.
Tips for Success

New Transfer Students:
• Check your MySJSU often
• Take the WST if you did not take it before enrollment
• Attend financial literacy workshops by Financial Aid office
• If you earned an Associate Degree for Transfer (ADT) from a California community college, submit an official final transcript with the ADT degree posted
• Review your Transfer Credit report on MySJSU and run your MyProgress to verify outstanding GE requirements.

All Juniors:
• Take at least 30 units of required courses per year to stay on track to graduate in two years
• Consider taking Winter and Summer Session courses to stay on track for graduation
• Utilize the full suite of MyGPS advising tools (sjsu.edu/MyGPS)
• Apply for Financial Aid - beginning in October (sjsu.edu/faso)
• Apply for department and general SJSU scholarships
• If you complete coursework at another institution, send an official transcript to SJSU
• Use Career Center workshops, coaching and online resources to start your internship search early
• Research and apply to one of the thousands of local internships that are posted in SJSU Handshake
• Unless another web address is provided, the resources referenced can be found on our Advising Hub (sjsu.edu/advising) or in the Contacts section

Junior Year
60-89.9 units

NEW SJSU TRANSFER STUDENTS
Print and save MyRoadmap (major roadmap) and read the university catalog’s SJSU Policies and Procedures (info.sjsu.edu/home/catalog.html).

NEW SJSU TRANSFER STUDENTS
Learn to use the SJSU articulation website (artic.sjsu.edu).

MYPLANNER
Check your plan in MyPlanner to ensure you have all your classes selected for your remaining semesters.

GENERAL EDUCATION (GE) ADVISING
Visit Academic Advising & Retention Services (AARS) in the Student Services Center (SSC) or your college’s Student Success Center for General Education Advising.

MAJOR ADVISOR
Meet with your Major Advisor early in the semester.

MYPROGRESS
Check MyProgress in MySJSU and review your records for accuracy. Contact your advisor if there are discrepancies.

WRITING SKILLS TEST (WST) REMINDER
Take the WST if you haven’t already (testing.sjsu.edu).

APPLY TO INTERNSHIPS
Research and apply to one of the thousands of local internships that are posted in SJSU Handshake.

GRADUATION RESOURCES PAGE
Visit our Resources page for graduation updates, deadlines to apply, and how to apply for graduation (sjsu.edu/registrar/students/graduation). These resources serve as a guide and will help you to graduate on time.
Senior
90-120 units

GRADUATION RESOURCES PAGE
Visit our Resources Page for graduation updates, deadlines to apply and how to apply for graduation (sjsu.edu/registrar/students/graduation). These resources serve as a guide and will help you to graduate on time.

MYPROGRESS
Check MyProgress and records for accuracy. Contact your advisor if there are discrepancies.

APPLY FOR GRADUATION
Meet with your major advisor to determine your proposed graduation date and apply two terms before you expect to graduate.

MYPLANNER
Adjust MyPlanner in your MySJSU Student Center to account for any changes you have made in your academic plans.

MYSJSU
Check MySJSU for any outstanding balances or holds. Also be sure to update your diploma address on MySJSU.

REVIEW YOUR GRADUATION WORKSHEET
A Graduation Worksheet will be sent to your preferred email once the Office of the Registrar reviews your Graduation Application.

Tips for Success
Seniors:
• Apply to graduate school and/or professional degree programs - plan ahead to take required entrance exams
• Apply for Financial Aid beginning in October (sjsu.edu/faso)
• Apply for SJSU scholarships
• Check the National Student Loan Data System (NSLDS) to determine loans you have borrowed and complete appropriate exit interviews
• Check with a graduation specialist in your college success center to ensure you are taking all remaining classes
• Update your SJSU Handshake profile and resume to prep for your job search
• Visit a career counselor or sjsu.edu/careercenter for job search strategies
• Connect with employers at the many information sessions and job and internship fairs on campus
• Tell your academic and employment network that you are looking for a job. Consult with them for career advice, job leads and references
• Attend Grad Fest festivities

Post Graduation:
• Complete the First Destination Survey in SJSU Handshake to let us know your plans and help future graduates
• Become a Career Center or Alumni Association member to attend on-campus job fairs and information sessions
• Maintain and grow your personal and professional networks by attending SJSU Alumni Association events
• Join SJSU’s Alumni Association and LinkedIn group (sjsu.edu/alumni)

GRADUATE
Verify the posting of your degree by visiting your MySJSU account or printing your unofficial transcript.

TRANSSCRIPTS
To order transcripts from SJSU, visit the Registrar’s site (sjsu.edu/registrar/students/transcripts).

Christian, ’13
Environmental Studies

Senior Year
All undergraduate degrees at SJSU are 120 units. To stay on track to graduate in four years as a freshman and in two years as a transfer, you should take an average of 15 units per semester that count toward your degree. MyPlanner will show a four-year plan that outlines the required courses you need and the order to take them, to complete your degree. You can use MyPlanner to map out your entire undergraduate career and update as needed each year.

### 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** (general, college and major advising)
- **Payment Plans/Financial Counseling/Enrollment Cancellation** (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)
- **Grievance/Grade Dispute** (Ombudsperson)
- **Research Assistance on Assignments** (King Library)
- **Tutoring and Mentoring** (Peer Connections)
- **Transfer Credit Evaluation** (Undergraduate Admissions)
- **Veteran Services** (Military and Veteran Services Office)
- **Disability Assessment and Support** (Accessible Education Center)

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

### Student Rights and Responsibilities

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Please review the Student Responsibilities and Rights (info.sjsu.edu/static/catalog/policies.html) section of the SJSU Catalog.

### 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. Go to sjsu.edu/studentconduct/policies to review.

### Save Money — Graduate on Time

Your education costs you time and money. Every decision will impact you in a real way. If you want to graduate in two or four years and save thousands of dollars, create an academic plan and enroll in at least 15 units each semester. Join California Promise to get enhanced advising to help you stay on track to graduate.

By using the online academic tools available, such as the catalog, MyPlanner and MyProgress, you will save a substantial amount of time and money by avoiding unnecessary classes and focusing on the classes that will move you toward a timely graduation. This will also allow you to spend less money on tuition, books, housing and other college-related expenses, and decrease the time until you begin earning a salary.

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 - car repairs, medical bills, rent increases...
- What are your loan repayment options? e.g, payment plans, loan forgiveness, deferment, forbearance...

In addition, taking an average of 15 required units a semester has academic benefits. At SJSU there is a positive relationship between the number of units taken and students’ grade point average. We understand that you may not be in a position to enroll in 15 units every semester, please know that we are committed to providing the support and resources you need to complete your degree.
Advising Resources

MyPlanner
MyPlanner is an interactive advising tool in MySJSU to create a personalized roadmap to help you complete your degree in a timely manner.

MyProgress
MyProgress (sjsu.edu/sfs/myProgress) is a function in MySJSU to check your progress toward meeting your degree requirements. You can run this anytime. Bring it to an advisor as part of your conversation with them about your path to graduation.

MyGPS
MyGPS (Graduation Pathway to Success at sjsu.edu/MyGPS) is a suite of advising tools to help you plan out your degree, design your semester schedule, and register for courses.

Advising Hub
The Advising Hub (sjsu.edu/advising) brings together all of the academic, career and counseling services at SJU.

General Advising
Academic Advising and Retention Services (sjsu.edu/AARS) provides advising for General Education, Underdeclared-PreNursing students, students requiring supported instruction, international students and those on probation or who have been disqualified.

College/School Advising
Each college at San José State provides hands-on advising for students pursuing an academic program (major) within that college. Advisors provide assistance with general advising, changing majors and academic policy-related questions.

College of Applied Sciences and Arts: Student Success Center (CASA)
sjsu.edu/casa/ssc

College of Business: Jack Holland Student Success Center (JHSSC)
sjsu.edu/lcobssc

Lurie College of Education (LCOE)
sjsu.edu/education

College of Engineering: Engineering Student Success Center (ESSC)
engineering.sjsu.edu/student-success/engineering-student-success-center

College of Science Advising Center (COSAC)
sjsu.edu/COSAC

College of Social Sciences: Academic Counseling Center for Excellence in the Social Sciences (ACCESS)
sjsu.edu/access

College of Humanities and the Arts Student Success Center (H&A SSC)
sjsu.edu/ha-advising

Major/Department Advising
For questions or issues specific to your academic program, contact an advisor for your major or department.
sjsu.edu/sfs/advising

Student Services

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

Associated Students
Associated Students serves as the voice of the student body in regards to fees, academics, non-academic services, recreation and government.

Career Center
The Career Center empowers students to explore majors and careers, gain relevant experience and professional confidence, search for meaningful work and connect with exciting employers.

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

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

Military and Veteran Services Office
The Military and Veteran 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 provides impartial and confidential consultation to members of the campus community who are concerned about a situation or issue.

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 SJU students.
Where will your SJSU degree take you?

Don’t wait until you graduate to think about your career aspirations. Procrastination can lead to limited options and stress. Your best strategy is to engage in career prep throughout your college experience. The SJSU Career Center encourages you to use an ongoing process called Explore-Experience-Launch.

EXPLORE: What do you want to do?
Maybe you are choosing a major, seeking an internship or considering a full-time job. Start with the following steps to explore options, make decisions and prepare to take action.

- Visit Explore Majors/Careers at sjsu.edu/careercenter for resources to identify major and career options suited to your interests and strengths
- Use the website’s job- and internship-search resources to help you prepare approach with employers
- Meet with a career counselor to help you sort through options

EXPERIENCE: How do you want to do it?
Building relevant experience is essential to career readiness. Consider the following ways to build the top skills employers want.

- **Interpersonal** - Engage in class discussions, presentations and team projects. Get feedback from your teammates and professors on how you can improve
- **Cross-cultural** - Study abroad to learn about other cultures and grow as a global citizen
- **Initiative** - Register for a service-learning class to collaborate with other students to solve community challenges
- **Leadership** - Join a student organization and pursue a leadership role in that club
- **Industry-specific** - Seek internships to build relevant work experience and clarify career interests

LAUNCH: Where do you want to do it?
By preparing for your career while you attend SJSU, you will grow your options for meaningful work after graduation. Take advantage of the extensive workshops, coaching and employer connections your Career Center offers to support you in your career development.

Your Future Starts Now!
Visit the Career Center in the Administration Building, Ste. 250, to get going.

Matt, ’16
Business Administration

Get Involved
SJSU is a vibrant campus offering many opportunities to engage with your fellow Spartans. Taking advantage of these opportunities to connect is a proven way to make your pathway to graduation a journey filled with enriching experiences and opportunities for personal growth.

There are so many ways to be an engaged and supported member of our community of Spartans that we couldn’t list them all here. Visit sjsu.edu/studentaffairs/current_students to see examples and to find out how to:

- Join an intramural sports team or participate in recreational sports such as flag football, floor hockey and inner tube water polo
- Become a member of one of our 450+ student organizations
- Support incoming freshmen as a Frosh Orientation Leader
- Develop leadership skills as a member of student government (Associated Students) or as a student member of a university committee
- Connect with one of our cultural and social justice centers (MOASIC Cross Cultural Center, PRIDE Center, Gender Equity Center and César Chávez Community Action Center)
- Connect with one of our student success centers for African-American/Black, Asian American and Pacific Islander, Chicano/Latina and LGBTQ students
- Learn about campus support and resources for undocumented students at the UndocuSpartan Resource Center.
- Participate in fraternity/sorority life
- Serve as a Student Ambassador for future students in Student Outreach and Recruitment
- Learn more about nutrition through cooking demonstration classes
- Become a peer health educator
- Take advantage of our Sport Club Fitness Center
- Attend free campus events offered throughout the year (sjsu.edu/events)
- Learn about campus activities and connect with fellow Spartans on SJSU’s social media
“The road to success is never an easy one and I knew that upon my transfer to SJSU. Through all of the trials and tribulations that come with seeking a higher education I not only found myself, but I created a whole new part of me that fears nothing that threatens my greatness.”

Melissa, ‘17
African-American Studies
# Contacts

For a complete campus directory of faculty, staff and departments, visit sjsu.edu/directory

<table>
<thead>
<tr>
<th>Contact</th>
<th>URL/Email</th>
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<tbody>
<tr>
<td>Academic Advising and Retention Services</td>
<td>sjasu.edu/aars/academic.advising@sjsu.edu/academic.advising@sjsu.edu 408-924-2129</td>
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<tr>
<td>Accessible Education Center</td>
<td>sjusu.edu/aec/aec-info@sjsu.edu/408-924-6000</td>
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<td>Advising Hub</td>
<td>sjusu.edu/advising</td>
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<td>African American/Black Student Success Center</td>
<td>sjusu.edu/africanamericanblackssc/africanamericanblackssc@sjsu.edu 408-924-5105</td>
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<td>Athletics</td>
<td>sjuspartans.com</td>
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<td>ASPIRE</td>
<td>sjusu.edu/aspire/408-924-2540</td>
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<td>Associated Students</td>
<td>as.sjsu.edu/408-924-6242</td>
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<tr>
<td>Career Center</td>
<td>sjusu.edu/careercenter/careerhelp@sjsu.edu/408-924-6031</td>
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<td>Chicaxn/Latinx Student Success Center</td>
<td>sjusu.edu/chicanxlatinxssc/chicanxlatinxssc@sjsu.edu</td>
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<td>Counseling and Psychological Services</td>
<td>sjusu.edu/counseling/counseling.services@sjsu.edu/408-924-5910</td>
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<td>Educational Opportunity Program (EOP)</td>
<td>sjusu.edu/eop/eop@sjsu.edu/408-924-2637</td>
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<td>Economic Crisis Response Team</td>
<td>sjusu.edu/studentaffairs/current_students/sujucares/economiccrisis@sjsu.edu</td>
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<td>Financial Aid and Scholarship Office</td>
<td>sjusu.edu/faso/fao@sjsu.edu/408-283-7500</td>
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<tr>
<td>Gender Equity Center</td>
<td>sjusu.edu/genec/sjugenecc@gmail.com/408-924-6500</td>
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<td>Guardian Scholars Program</td>
<td>sjusu.edu/eop/gsp/408-924-2637</td>
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<td>sjusu.edu/academiclib/library.sjsu.edu/408-808-2000</td>
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<td>Majors</td>
<td>info.sjsu.edu/web-dbgen/catalog/degrees/all-degrees.html</td>
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<td>MESA Engineering Program</td>
<td>sjusu.edu/mep/mesa.engineering@sjsu.edu/408-924-3830</td>
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<td>Military and Veteran Services Office</td>
<td>sjusu.edu/veterans/veterans@sjsu.edu/408-924-8129</td>
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<td>MOSAIC Cross Cultural Center</td>
<td>sjusu.edu/mosaic/mosaic@sjsu.edu/408-924-6255</td>
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<td>MyGPS (MyPlanner, MyRoadmap, MyProgress, MyScheduler)</td>
<td>sjusu.edu/mygps/mygps/graduation-pathway@sjsu.edu</td>
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<tr>
<td>Ombudperson (Grievance/Grade Disputes)</td>
<td>sjusu.edu/ombuds/ombuds@sjsu.edu/408-924-5995</td>
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<td>Police (University Police Department)</td>
<td>sjusu.edu/police/police/408-924-2222 (non-emergency)/911 (emergency)</td>
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<td>PRIDE Center (LGBTQ+ Community)</td>
<td>sjusu.edu/pride/sjusupride@gmail.com/408-924-6157</td>
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<td>Registration (Office of the Registrar)</td>
<td>sjusu.edu/registrar/registrar@sjsu.edu/408-283-7500</td>
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<td>Student and Faculty Success (Office of)</td>
<td>sjusu.edu/sfs/success@sjsu.edu/408-924-2707</td>
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<td>Student Health Center</td>
<td>sjusu.edu/studenthealth/408-924-6122</td>
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<td>Testing Office</td>
<td>testing.sjsu.edu/testing-office@sjsu.edu</td>
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<td>Transfer Credit and Advance Standing</td>
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<td>Tuition and Fees (Bursar's Office)</td>
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<td>Tutoring and Mentoring Services</td>
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<td>Undocuspartan Resource Center</td>
<td>sjusu.edu/undocuspartan/undocuinspartan@sjsu.edu/408-924-2762</td>
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<td>Writing Center</td>
<td>sjusu.edu/writingcenter/writingcenter@sjsu.edu/408-924-2308</td>
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