Please familiarize yourself with SJSU and RTVF Major requirements. You should also consult with your advisor to make sure you are taking the correct courses.

1. Bookmark and visit the TRFT Web site for the latest news and information regarding the program.
   www.sjsu.edu/TRFT
   Join the RTVF Email Google Group.
   This group is where we post the latest news regarding classes, schedule, events, etc.
   groups.google.com/group/rtvf-info

2. Identify your assigned advisor (by the first letter of your last name) and make an appointment or drop by her/his posted office hours.
   A—C assigned to: Kimb Massey <Kimb.Massey@sjsu.edu>
   D—G assigned to: Babak Sarrafan <Babak.Sarrafan@sjsu.edu>
   H—M assigned to: Harry Mathias <Harry.Mathias@sjsu.edu>
   N—R assigned to: Alison McKee <Alison.McKee@sjsu.edu>
   S—Z assigned to: Scott Sublett <Scott.Sublett@sjsu.edu>

3. BE PREPARED for your advising appointment. Please bring the following information with you to EVERY advising appointment.
   • A complete set of all college transcripts (SJSU and other)
     Unofficial copies are acceptable as are current reports from my.sjsu.edu.
   • Course descriptions (from college website or course syllabus) for any class you wish to substitute into your RTVF major
   • If you are bringing electronic copies of your records, make sure you can access them easily on your own computer or device and read them clearly to your advisor. Pull up your electronic files BEFORE your appointment.

4. See an SJSU and/or G.E. advisor, too.
   RTVF Faculty are responsible for assisting you with your major/minor requirements. If you need general SJSU advising (regarding overall requirements or General Education G.E. information), please go to the registrar’s office (10th Street Student Services Center) and make an appointment to see your assigned advisor. A list of all SJSU Studies (also known as upper-division G.E.) is located online at
   http://info.sjsu.edu/web-dbgen/narr/static/schedules/sjstudies.html
   You must take upper-division G.E. classes (SJSU Studies) in the following four areas.
   AREA R Earth and Environment:
   We do not offer an Area R course in our major program, so choose from the list provided by SJSU.

   AREA S Self, Society and Equality in the U.S.:
   RTVF 110 is a major requirement THAT ALSO FULFILLS G.E. Area S

   AREA V Culture, Civilization and Global Understanding:
   RTVF 111 is a major elective THAT ALSO FULFILLS G.E. Area V

   AREA Z Written Communication II:
   We recommend you take TA 100W to fulfill this requirement.
5. CURRICULUM UPDATES for Fall 2013: We are very excited to announce that the RTVF program has updated its curriculum with changes that are going into effect beginning F2013. The number of units students must have to major or minor in RTVF will not change. We've simply added some new classes and we have renumbered some existing ones to improve curriculum flow.

Here are the changes that have been made to the RTVF curriculum:

- **Change**: RTVF 131 has changed to 131B Post Production
- **New Class**: RTVF 131A Color Correction
- **Change**: RTVF 132 has changed to 136 Advanced Film Prod
- **New Class**: RTVF 132A Beginning Cinematography
- **New Class**: RTVF 132B Advanced Cinematography
- **Change**: RTVF 180 has changed to 183 Critical Studies & Research
- **New Class**: RTVF 180S Individual Studies (by permission of faculty only)

If you have already applied to graduate and need to substitute due to changed course numbers, new courses or a change in your academic record, you will have to fill out a substitution form. For example, if you indicated on your graduation form that you were going to take RTVF 180 in the fall (but 180 is now numbered 183), you will have to submit a substitution form to reflect that change (substituting 183 for 180). Complete the online form and get your advisor's signature: [http://www.sjsu.edu/registrar/docs/substitution_form.pdf](http://www.sjsu.edu/registrar/docs/substitution_form.pdf)

For students who have NOT applied to graduate, you will use the new F2013 major form (reflecting the curriculum changes).

6. APPLYING TO GRADUATE: You're close to graduation--congratulations! To help make your graduation progress more smoothly, follow these steps:

- Check the current Schedule of Classes for graduation paperwork deadlines.
- Download, fill out, print, and sign the Graduation Application form from the Academic Forms section of the [Registrar's Office](http://www.sjsu.edu/registrar) website.
- If you're completing a minor (not required for an RTVF degree), meet with an advisor for your minor, complete the minor form, and get the necessary signatures.
- Meet with your assigned RTVF advisor to complete the RTVF major form. Bring your paperwork and your smartphone, laptop, or tablet so you can access your transcripts on MySJSU.
- Once you have all of your paperwork completed and signed, take a photo of it with your smartphone or have it scanned at the main TRFT office. KEEP THESE COPIES IN A SAFE PLACE.
- Turn in your graduation application form, your RTVF major form, and your minor form if needed (in a sealed envelope), to the Registrar’s Office in the Student Center at 10th and San Fernando.
- That's it! Contact your advisor with any questions you have about applying for graduation.

**Department Graduation Ceremony and SJSU Commencement**

The Television-Radio-Film-Theatre Department hosts graduation ceremony at the end of each Spring semester. The event is held the Friday afternoon before SJSU’s commencement. The SJSU Commencement is held on the Saturday of Memorial Day weekend in the morning.