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## FAQ for Design Students

Fall 2019 V1

San José State University  
Department of Design  
[sjsu.edu/design](http://sjsu.edu/design)

### **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. (Bring the signed form and your unofficial transcript to the Design office Art 120 and we will send you a copy of your form via email and we will turn it into the Registrar's office for you).
- *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. The Design office will take it to the H&A Student Success Center. (Once H&A has signed your form they will contact you to pick it up and deliver it to the Registrar's office).

### **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.

### **Who can take DsGN 127?**

Only students that are BFA Animation/Illustration, BFA Graphic Design, BFA 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. (Signs are posted at the beginning of the Fall semester for student who would like a locker).

### **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.

### **How long does a signature last on forms until they are expired?**

Signatures are only valid for one month. After a month you will need to obtain new signatures if necessary

### **Where can I get more information on the College of Humanities & the Arts commencement?**

You can get information from this link <http://www.sjsu.edu/commencement/> if you have any questions you can contact Special events at 408-924-6517 or [specialevents@sjsu.edu](mailto:specialevents@sjsu.edu)

### **When transferring from a community college on the quarter system, will that effect my units when transferring?**

If you are transferring from a community college that is on the quarter system, make sure to let your advisor know. This can result in using two courses from your community college for one course at SJSU.

### **What do I need to know when declare the minor?**

The minimum criterion for any minor is 12 semester units of course work completely distinct and separate from the course work in the major (University Policy S16-4).