

MAJOR FORM GUIDELINES

IMPORTANT ITEMS TO REMEMBER WHEN COMPLETING AND SUBMITTING THE MAJOR FORM:

**PLEASE SUBMIT MAJOR FORM TO ISE
DEPARTMENT ONE YEAR IN ADVANCE**

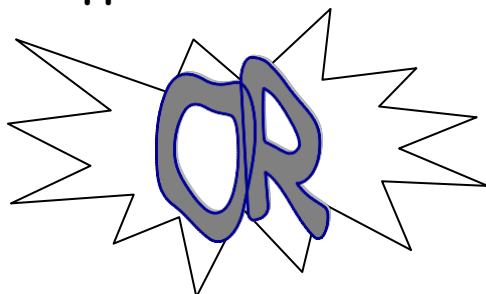
1. Major Form should be typed neatly and correctly (see example).
2. Courses yet to be taken or which are NOT yet completed, are to be shown on the Major Form. No grade should be posted (leaving it blank).
3. If a student has earned one or both of the following for any course, it must be shown on the major form (Grade column is to remain blank):
 - "W" (Withdrawal)
 - "NC" (No Credit) unless re-completed with a new grade
4. For all courses that were completed with multiple attempts, make sure to list the last grade earned for the courses.

NOTES:

- A. Submit your Major Form and the complete documents for approval and signature to the department, who will then verify all aspects of the major form for accuracy and completeness.
- B. Upon department verification and approval, your Major Form and the documents will then be forwarded to the department chair for department final approval and signature.
- C. Upon department chair's final approval and signature, your Major Form and the documents will then be forwarded to the office of Admissions and Records to be evaluated.

DOCUMENTS TO ATTACH TO YOUR MAJOR FORM

1. Major Form Checklist/cover page (To be printed as one page only)
2. Major Form (To be printed as one page only)
3. Graduation application (signed)
4. General education checklist (official or copy signed by GE assessment advisor.)
5. Graduation courses not completed for the baccalaureate degree (signed)
6. SJSU Transcripts (will be printed out by ISE Department)
7. Other college/university transcript(s) (copy is okay) plus:
 - Copies of articulation agreement(s) between the two colleges/universities showing the appropriate school names and the year in which you took the course. (Copies of many articulation agreement(s) can be printed out from the following website WWW.ASSIST.ORG/ (don't forget to press the print friendly version button on upper left corner before printing)



- Course equivalency form for all course work **not** taken at SJSU (including all course work from any foreign college(s))

Reminders:

- Any changes to a student's submitted major form must be documented by a (Changes of Course(s) on Major) form.
- Don't forget to submit copies of the transcript(s) to the department for course(s) with a "Blank grade" that will be taken at a none-SJSU college/university (Be sure that an official copy goes to the office of Admissions and Records)
- When printing your articulation agreement(s), if the year in which you took the articulated course is not listed on the website and another year is shown instead, you must then fill out the Course Equivalency Form and to submit the form(s) to the appropriate department for evaluation.
- Both the Major form and the Major Form Check List are to be printed as one page each.

Minor Forms

- Approved Minor forms are to be submitted as part of your major form packet for those who have a declared minor.
- All courses that are listed on your major form as REQUIRED COURSES and APPROVED TECHNICAL ELECTIVES may not be double counted toward your minor.

Industrial & Systems Engineering Department

Major Form Check List

Student Name: Spooky Liu
SID# : 000049590
Phone No.: 408-924-3301
Email: ise@email.sjsu.edu

Advisor: Yasser Dessouky
Today's Date: 09/26/2010
Semester to Graduate: Spring 2004

Following items are attached:

- ☐ ISE Dept. Major Form
 - ☐ SJSU Graduation Application
 - ☐ GE Check List
 - f Official or copy signed by GE assessment advisor
 - f College of Engineering GE check list – FORM "A" for those who entered as freshmen OR FORM "B" for transfers
 - ☐ SJSU Transcript (will be printed out by ISE department)
 - ☐ Other College/University transcript with articulation agreement
 - ☐ Articulation Agreement(s) (Agreements can be printed from www.assist.org for course works that were completed from a none SJSU institute)
- OR**
- ☐ Equivalency Form(s) (This form is to be used only when agreements are not available from www.assist.org)

I understand that the major form needs to be filed one year prior to graduation. Late filing will delay my graduation. I believe that I have not intentionally violated any course prerequisite requirement; however, here is a list of violations, discrepancies, or comments if any

I have discussed my GE course completion with a GE course advisor and I am required to complete 3 units of additional courses.

Student: _____ Date: 09/28/2003
Advisor: _____ Date: 09/29/2003
Chair: _____ Date: _____

Received at COE by: _____ Date: _____

Reviewed by: _____ Date: _____

- ☐ Approved to be forwarded to A/R on _____
- ☐ Return to department for corrective action listed below

Received at Department by: _____ Date: _____

Corrective actions reviewed and implemented

By: _____ Date: _____

Received at COE by: _____ Date: _____

Reviewed by: _____ Date: _____

- ☐ Approved to be forwarded to A/R on: _____

Application for Graduation Information

Office of the Registrar, One Washington Square, San Jose, CA 95192-0009

Graduation Application

Deadlines

Summer and Fall Graduation:

March 1 " We encourage you to apply at least 2 semesters in advance of the graduation date, if you have completed 90 semester units.

Spring Graduation:

July 1 " of the preceding year, if you have completed 90 semester units.

APPLICATION CHECKLIST

- 0 Please read this brochure carefully.
- 0 Review all graduation requirements in the Catalog under which you will graduate.
- 0 View your Degree Progress Report (<http://degreeprogress.sjsu.edu/>) to determine what General Education (GE) requirements you may still have outstanding to complete your degree. You can keep track of your progress toward earning your Bachelor's degree by checking your Degree Progress on MySJSU, which will also give you detailed GE information.
- 0 Please have your major department submit your completed Major/Minor forms in a separate sealed department envelope with your application for Graduation to the Student Service Center -Attn: Office of the Registrar (extended zip 0009) by the application deadline shown above.
- 0 Effective July 1, 2010, all graduation application packets (with major and minor forms) must be submitted to the Office of the Registrar.
- 0 Complete all outstanding requirements by your graduation date.
- 0 Register with the Career Planning and Placement Office (Optional).

Application Processing

If your application is submitted to our office by the deadline date, a graduation worksheet of outstanding requirements will be mailed to you the semester prior to your graduation term. Please review this worksheet carefully. You must complete all requirements and submit all paper work by the last day of the term of graduation. Students will be given additional time to submit other documents (i.e. substitution forms, petitions, etc.)

Second Baccalaureate Degree

If you currently have a bachelor degree and have matriculated at SJSU into the second baccalaureate program, you should apply for graduation by the deadline. Please review the requirements for a second baccalaureate degree in the SJSU catalog.

To be eligible for the degree, you must complete all course work which constitutes the second degree with at least two additional semesters of work with a minimum of 30 units beyond the first degree in accordance with the University residence requirement. Second baccalaureate degree candidates must meet the academic regulations required of all undergraduate students.

Attendance at another College or University

Students planning to attend a college or university other than SJSU during their final semester must notify their Graduation Evaluator. Courses must be completed the semester of graduation, and transcripts received within one month after graduation.

Changing Your Date of Graduation

All requirements must be completed by your graduation date. If you discover that you will not be able to complete all requirements by the end of your anticipated graduation term, 1) you must meet with your major advisor who needs to approve your graduation date change form. 2) After your date change request has been approved, you will need to pay the \$10 processing fee at the Bursar's Office, 3) the completed Graduation Date Change Form must be submitted to Window "R" (Registrar) in the SSC no later than the first day of classes for the intended graduation term.

Official Notification of Degree

The notification of graduation is mailed to the diploma mailing address you indicated on your Application for Graduation. If your diploma address has changed, please update your diploma and email address on my.sjsu.edu (view or update this information under your personal data) or contact your Graduation Evaluator as soon as possible to insure receipt of your correspondence.

Diplomas are mailed on a rolling basis as soon as final semester grades are posted and requirements are cleared (normally four to six weeks after the close of the semester).

Commencement

Degrees are conferred three times a year: August (Summer), December (Fall) and May (Spring). The date of the diploma reflects the term for which you applied and completed all degree requirements.

There is one Commencement Ceremony each academic year. It is held in May. Student who graduated in August or December of the previous year, and those who have applied for May graduation are eligible to participate in the ceremony. The Office of the President will mail commencement information to you in April of the year you qualify for participation.

Please note: If you apply after the application for graduation deadline date, or do not submit your graduation date change to your Evaluator on or before the first day of classes for the term of graduation, your name will not appear in the commencement book.

Graduate Admission

Once you are granted your degree, you are no longer an enrolled student. Should you wish to continue your enrollment as a graduate student, you must file a new admission application on-line at: www.csumentor.edu

If you require further information, please call (408) 283-7700.

Application for Graduation Baccalaureate Degree

Office of the Registrar, One Washington Square, San Jose, CA 95192

Check one box to indicate the term and fill in the blank line to indicate the proposed year of graduation. Deadline to apply is right next to each option.

Dsummer _____ (March 1st) OFall _____ (March 1st) Ospring _____ (July 1st of previous year)
4 digit year 4 digit year 4 digit year

Please note: You are encouraged to apply by the deadline; however, applications must be in our office by the last day to add classes of the graduation term. Delays may occur and names may not appear in commencement book if not filed by the deadline.

SJSUID: _____ or Social Security number (optional): _____

Legalname as it appears on your SJSU records (Your name will appear on your diploma and in the Commencement Book as it is listed on your official SJSU record. If you need to update your name in our system, you must file a timely name change with the Office of the Registrar in the SSE Building)

Last name	First name	Middle
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Diploma Mailing Address for all graduation materials (including your graduation worksheet and diploma):

Note: It is the student's responsibility to update this information on MyJSU (<http://my.sjsu.edu/>). Please be sure to view or update your current diploma mailing address and email address under your Personal Information. The university will not be held responsible if it is not updated.

Street number	Street name	Apartment
---------------	-------------	-----------

City	State	Zip Code	emailaddress
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Home Telephone: Work Telephone: Gender: ☐ male ☐ female

Area Code	Number	Area Code	Number	Ext.
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What is your degree objective? *e.g.* BA,BS,BFA,B of Music,Second Bacallaureate

M or _____ College _____

Concentration, or Double Concentration, if any ----- Minor, if any -----

Double Major

Non-SJSU College work not yet submitted to San Jose State University (Previously taken, in progress, or planned):

List the college courses in which you are currently enrolled at SJSU:

Applicant's signature
Date

Major Advisor's printedname & signature _____ Date _____

San Jose State University
College of Engineering
Department Industrial & Systems Engineering
Major Form for B. S. in Industrial & Systems Engineering

Name Spooky Liu SID: 000049590
 Last MI First

Minimum number of semester units for the degree: 130 Bulletin: 2015-2017 Proposed Date of Graduation Spring 2020

ENGINEERING COMMONCORE (minimum 14 units)									
Dept	No.	Title	Units	Grade	Dept	No.	Title	Units	Grade
CmpE	46	Computer Engineering	2	A	Graphics	2			
EE	98	Intro. To Circuit Analysis	3	B-	Materials	3			
Engr	10	Introduction to Engineering		A					
REQUIRED COURSES (minimum 46 units)									
ISE	102	Engineering Economic Systems	3		ISE	140	Operation Planning & Control	3	A
IME*	314	Engineering Economic Systems Engineering & Activity Costing	3	A					
ISE	105	Systems Engineering & Activity Costing	3	B+	ISE	151	Manag		
ISE	110	Manufacturing Processes	3	A-	CmpE	131	Software Engineering I	3	B
ISE	115	Computer Integrated Manufacturing	3	A	ISE	167	System Simulation	3	A
ISE	120	Work Methods Design & Measurement	3	B-	ISE	170	Operations Research	3	
ISE	130	Engineering Statistics	3	A	ISE	195A	Senior ISE Design I	1	A
ISE	131	Statistical Process Control & Improvement	3	A	ISE	195B	Senior ISE Design II	3	A+
ISE	135	Design of Experiments	3	B+	Engr	100W	Engineering Reports	3	B
APPROVED TECHNICAL ELECTIVES (all technical electives must be completed with a grade of "C" or better (minimum 9 units))									
ISE	114	Safety Engr	3	B	Bus2	130	Intro		
ISE	155	Supply Chain Engineering	3	B+					
Courses Required in Preparation for the Major – Mathematics, Chemistry, Physics									
Phys	50	General Physics	4	B	Math	30	C		
Phys	51	General Physics	4		Math	31	C		
Phys	4B	Engr Physics-Electricity	5		Math	72 @	C		
Phys	52	General Physics	4	A	Math	32	Calculus III	3	B
Chem	1A	General Chemistry	5	B	Math	129	Linear Algebra	3	B

\$ = Cal Poly State University, * = Mission College, @ = San Jose City College

(Student's Signature) _____ will have completed all the Requirements for the Bachelor of Science in ISE after: (a) successful completion of the above work. (b) An audit of the student's transcript of record to verify that all-appropriate data has been entered accurately. (c) A minimum 2.0 GPA in all required courses has been achieved. (d) A minimum 2.0 GPA in all required and technical electives combined has been achieved. (e) A minimum 2.0 GPA in all required courses and technical electives taken at SJSU has been achieved.

[Signed] _____

Major Advisor.

[Signed] _____

Department Chair

[Date] _____

[Date] _____

THIS DOC HAS TO BE PRINTED AS ONE PAGE ONLY!

(Original) Official or copy of your General Education Checklist (signed by GE advisor or stamped by the Advising Center)

Students can schedule an appointment with an advisor at the Engineering Student Success Center (ENG 344) to review completion status of G.E. requirements. You can contact them at (408)-924-3990.

Engineering General Education Worksheet


SAN JOSÉ STATE
UNIVERSITY

Last Name (print) _____ First _____ Student ID # _____

Catalog Year _____ Major _____ Minor _____

Core General Education	Course	Units	Where Taken	Grade
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A. Basic skills (9 units) Complete one course in each area. Categories marked with * require a grade of C or better

A1	Oral Communication *			
A2	Written Communication 1A*			
A3	Critical Thinking *	----Pending Completion of Engineering Degree----		

B. Science & Math (9 units) Complete one course in each area. Categories marked with * require a grade of C or better

B1	Physical Science	----Pending Completion of Engineering Degree----		
B2	Life Science	----Pending Completion of Engineering Degree----		
B3	Laboratory Science	----Pending Completion of Engineering Degree----		
B4	Mathematical Concepts *	----Pending Completion of Engineering Degree----		

C. Humanities & Arts (9 units) Complete one course in each area. Categories marked with * require grade of C or better

C1	Arts			
C2	Letters			
C3	Written Communication 1B*			

D. Social Sciences (9 units) Complete one course in each category.

D1	Human Behavior			
D2	Comparative systems			
D3	Social Issues			

E. Human Understanding & Development (3 Units)
Prerequisites to SJSU Studies

Pass Writing Skills Test yes ☐ N/C ☐ Upper Division Standing yes ☐ no ☐

SJSU Studies	Course	Units	Where Taken	Grade
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Complete one course in each area.

Area R	Earth & environment	ENGR 100w			
Area Z	Written Communication II*	ENGR 100w			
Area S	Self, Society & Equality in the U.S.				
Area V	Culture, Civilization & Global Understanding				

Graduation Requirements	Course	Units	Where Taken	Grade
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American Institutions

F1	U.S. History			
F2	U. S. Constitution			
F3	California Government			

Physical Education Activity (2 courses)

1	-----			
2	-----			

Completed by: _____ Date: _____

REGISTRATION HOLDS WILL BE REMOVED BY THE MAJOR ADVISOR ONLY!

FAQs ABOUT THIS GENERAL EDUCATION WORKSHEET

What do I do with this?

This documents which General Education courses you have completed and which courses you must still complete. Bring it to all of your advising sessions and keep a copy safely in your SJSU records file.

Who completed this worksheet?

This worksheet was completed by Engineering Student Success Center staff.

Is this worksheet an official document?

This worksheet is not an official document. Final review of general education requirements at the time of graduation is completed by the Evaluations staff in the SJSU Student Services Center.

I think there is an error on my worksheet.

This worksheet was completed based on transcripts that have been submitted to SJSU. Any work completed or currently in progress at a community college or at another university may not appear on this worksheet if you have not yet submitted the transcript to SJSU.

If you have questions about anything on this worksheet, please visit the Engineering Student Success Center in E334.

Department of Industrial & Systems Engineering

Graduation Courses Not Completed for the Baccalaureate Degree

Advisor: Yasser Dessouky

List of courses to be completed before graduation:

I, Spooky Liu, 123-45-6789,
(Student's Name) (Student's Social Security Number)

certify that the following courses need to be completed before graduation:

Student's Signature: _____

Date: 09/13/2010

Term: Fall 2003

Term: Spring 2004

Term: _____

ISE 167

ISE 195B

ISE 151

ISE 151

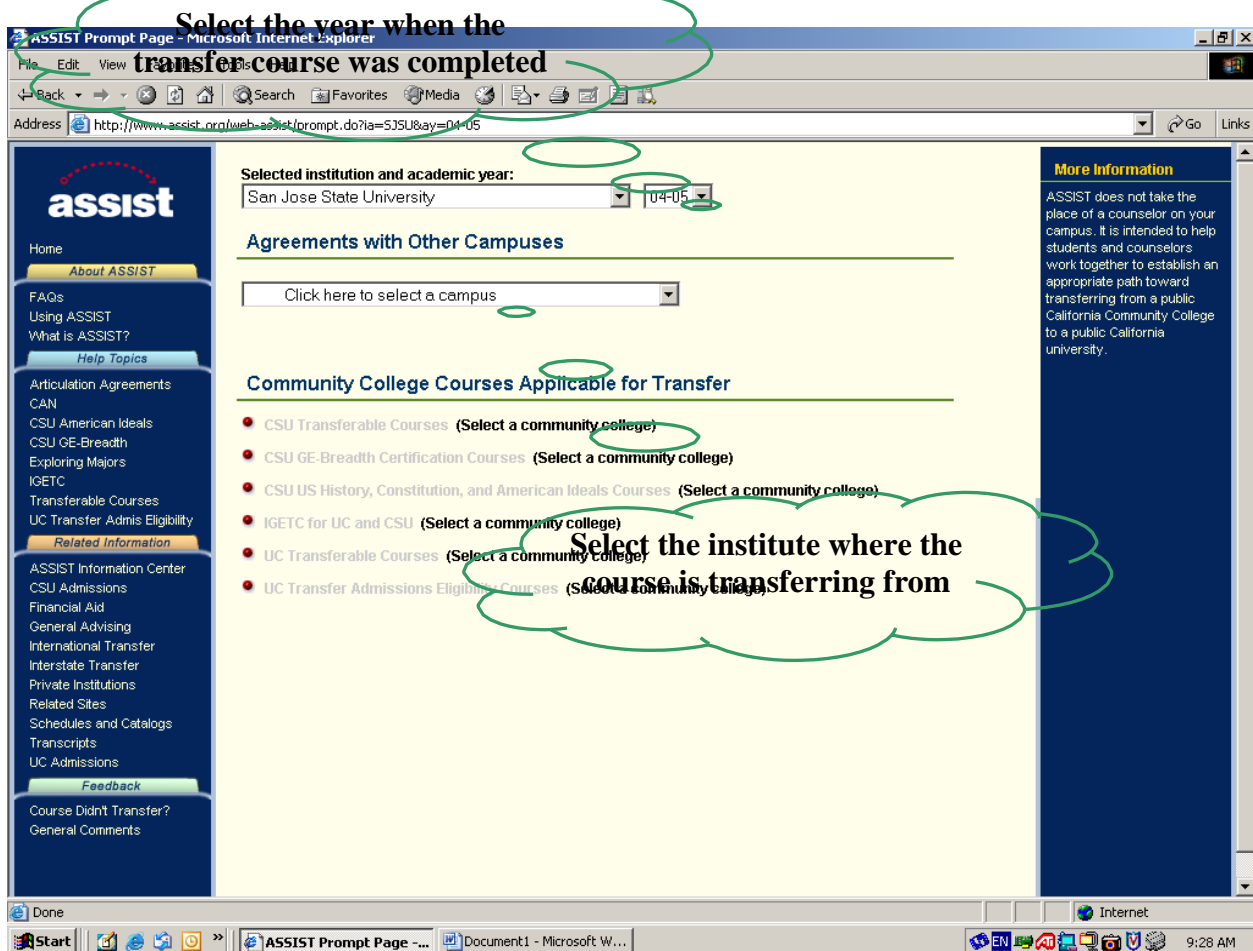
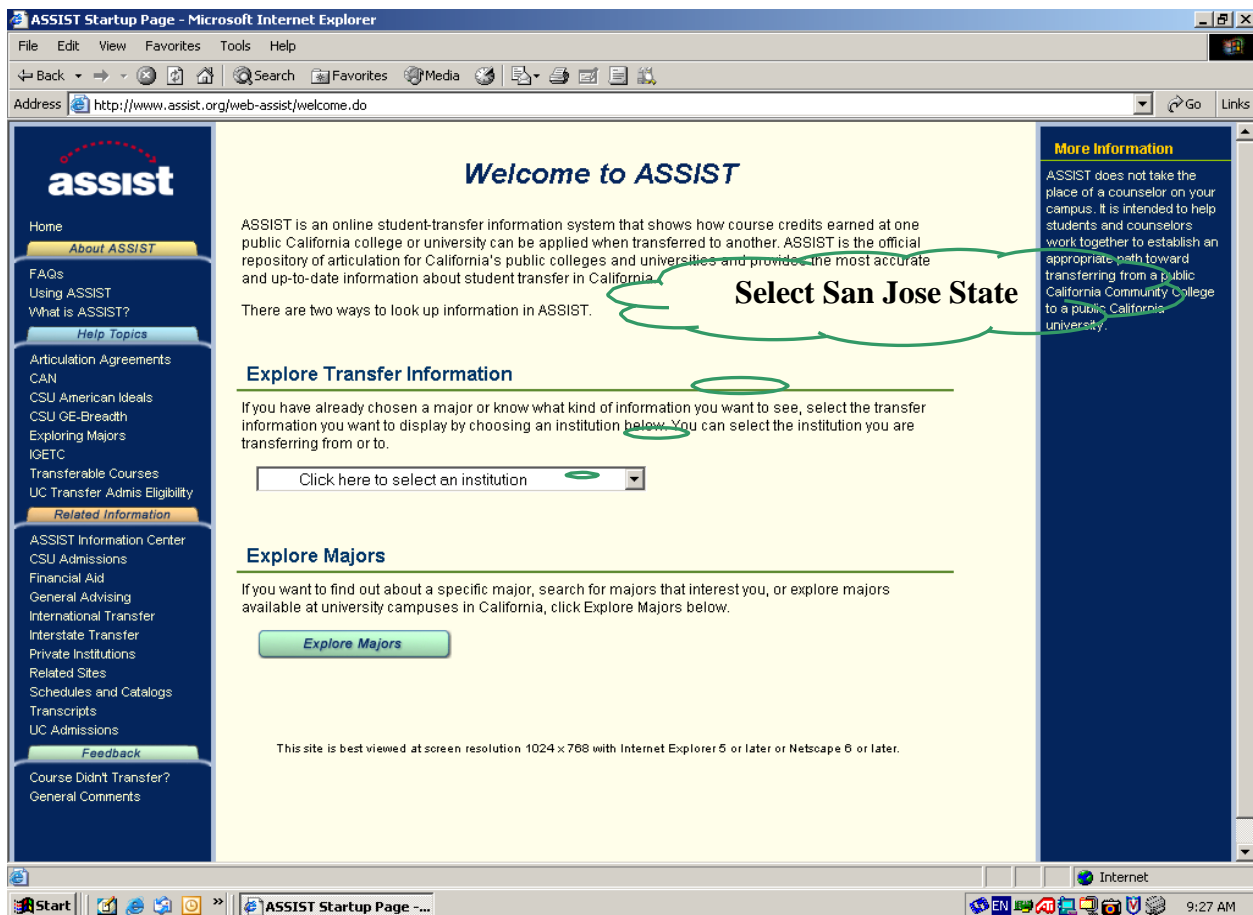
ISE 140

ISE 135

ISE 195A

Upper GE

NOTE: This form must be attached to Major Form.



Select the course department at San Jose State University

Address: <http://www.assist.org/web-assist/articulationAgreement.do?ia=SJSU&ay=04-05&ia=EVERGRN&dir=2>

Selected institution and academic year:
 [San Jose State University] [04-05]

Agreements with Other Campuses
 From: [Evergreen Valley College]

By Major
 [Select a major]

By Department at:
 San Jose State University OR Evergreen Valley College
 [Select a department] [Select a department]

For General Education/Breadth (Not Available)

Evergreen Valley College Courses Applicable for Transfer

- CSU Transferable Courses
- CSU GE-Breadth Certification Courses
- CSU US History, Constitution, and American Ideals Courses
- IGETC for UC and CSU
- UC Transferable Courses
- UC Transfer Admissions Eligibility

More Information
 ASSIST does not take the place of a counselor on your campus. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California Community College to a public California university.

Printer Friendly Version

In order for this agreement to be printed properly and correctly with all the important information that the ISE department needs, it is vital that you click the "Print Friendly Version" button on the upper left hand corner of the agreement page. Then ASSIST will prepare a report, when it is ready, it will display using Adobe Acrobat. Once the report is displayed, you can then print the agreement by clicking the print button on your tool bar.

Address: <http://www.assist.org/web-assist/report.do?back=articulationAgreement.do%3Fay%3D04-05%26ia%3DSJSU%26dir%3D2%26ia%3DEVERGRN&agreement=aa&reportPath=>

Printer Friendly Version **Change Report or Institution**

Articulation Agreement by Department
 Effective during the 04-05 Academic Year
 To: **San Jose State** | From: **Evergreen Valley College**
 04-06 General Catalog | Semester | Semester

Articulation Agreement by Department
 Effective during the 04-05 Academic Year

Physics & Astronomy

ASTR 10	DESCRIPT ASTRONOMY	(3)	ASTRO- 10	Introductory Astronomy	(3)
PHYS 1 & 1L	ELEM PHYS ELEM PHYS LAB	(3) (1)	PHYS- 1	Introductory Physics	(3)
PHYS 1	ELEM PHYS	(3)	PHYS- 1	Introductory Physics	(3)
PHYS 2A	FUND OF PHYSICS (\$ CAN PHYS SEQ A)	(4)	PHYS- 2A	General Physics (CAN PHYS 2) (\$ CAN PHYS SEQ A)	(4)
PHYS 2A & 2B	FUND OF PHYSICS (\$ CAN PHYS SEQ A)	(4)	PHYS- 2A & 2B	General Physics (CAN PHYS 2) (\$ CAN PHYS SEQ A)	(4)
PHYS 2B	FUND OF PHYSICS (\$ CAN PHYS SEQ A)	(4)	PHYS- 2B	General Physics (CAN PHYS 4) (\$ CAN PHYS SEQ A)	(4)
PHYS 2B	FUND OF PHYSICS (\$ CAN PHYS SEQ A)	(4)	PHYS- 2B	General Physics (CAN PHYS 4) (\$ CAN PHYS SEQ A)	(4)
PHYS 35	INTRODUCTION TO PHYSICAL SCIENCES	(3)	No	Current Articulation	

More Information
 ASSIST does not take the place of a counselor on your campus. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California Community College to a public California university.



**Please identify all courses by highlighting
them on each agreement.**

Industrial and Systems Engineering Course Equivalency Form

DATE: 09 / 26 / 10

TO: CHAIRMAN OR APPROPRIATE COURSE COORDINATOR:

Evaluator Name: Dr. Help Me, Phone Number: 408-924-3301
(Please Print Full Name) (Evaluator's Phone Number)

FROM: TRANSFER ADVISOR, INDUSTRIAL & SYSTEMS ENGINEERING DEPARTMENT

RE: TRANSFER COURSE EQUIVALENCY EVALUATION FOR:

Liu Spooky

Student's Name (Last, First)

123-45-6789

Student ID #

The above named student had requested that the transfer course(s) listed below be substituted for the indicated SJSU course(s) in his/her program. Please review catalog description and /or evidence of the student's work and certify: 1. Substantial Equivalency (or not) and 2. Approximate Unit Equivalency by initialing the appropriate column. The completed form should be returned via inter-office mail to the Industrial and Systems Engineering Department (0085) (Please be advised that this form is to be used for U.S. colleges only. For foreign colleges, please fill out the appropriate form that is available from Admissions and Records.)

SJSU COURSE	TRANSFER COURSE (To be filled out by student)					TO BE FILLED BY EVALUATOR		
COURSE NAME/NUMBER	Institution	Course Number	Course Title	Sem/Qtr. Units	Year Taken	Equiv Not Equiv	Sem. Unit Credit	Initial/ Date
Phys 51	Cal Poly State University	4B	Engr Physics-Electricity	5 Q	1999	Equiv <input checked="" type="checkbox"/> Not Equiv	0	9/26/03
Phys 51	Mission College	4B	Engr Physics-Electricity	5 Q	2002	Equiv <input checked="" type="checkbox"/> Not Equiv	0	9/26/03
Phys 51	San Jose City College	4B	Engr Physics-Electricity	5 Q	2003	Equiv <input checked="" type="checkbox"/> Not Equiv	3	9/26/03
						Equiv <input type="checkbox"/> Not Equiv		
						Equiv <input type="checkbox"/> Not Equiv		

Please submit this form via inter-office mail to: **INDUSTRIAL & SYSTEMS ENGINEERING DEPT. (0085)**