

## INSTRUCTIONS FOR COMPLETING KIN MAJOR FORM

Read these instructions fully BEFORE attempting to fill in the Major Form. Altered or messy forms are not acceptable.

1. Select the appropriate major form for your emphasis.
2. Fill in your name, student id number, current phone number, email address, and planned graduation date.
3. Use abbreviations for the term/yr taken for each course (i.e., FA20, SP20, FA21, SU21, etc.).
4. Use "**IP**" if class is in progress; use "**TBT**" if course is to be taken. If for any reason a TBT course is being substituted after Major Form has been handed in to the Registrar, be sure to complete a Substitution Form (available at [www.sjsu.edu/registrar/forms](http://www.sjsu.edu/registrar/forms)).
5. All grades for all courses for the major must be C- or better, with the following exception: KIN 100W must be C or better.
6. Enter the term taken and grade received for all lower division prerequisite courses (also enter the course number of the GE Math B4 taken). If the course was taken at another institution, enter the institution name and course number in the space provided.
7. Enter the term taken and grade received for all courses in the core/emphasis/area z curriculum area. Select appropriate course in the drop down option boxes. Enter course number and title for additional course work as appropriate.
8. Complete Activity Courses in Core section by entering course numbers and names, as well as grades received. List courses in numerical order (e.g., KIN 002B before KIN 014C). If a course was taken at another institution, enter the institution and course number in the space provided.
9. Fill in the course substitution section, if appropriate.
10. Fill out and print out the Graduation Application ([www.sjsu.edu/registrar/forms](http://www.sjsu.edu/registrar/forms)).
11. Take the completed Major Form and Graduation Application to your advisor for approval. Your advisor will forward the form to the Advising Manager and the Undergraduate Coordinator. If a problem arises, you will be notified to pick-up your form to make any needed corrections.
12. Once the form has been approved, the department will submit the form to Student Services. You will be notified when the your form has been submitted and will be able to pick up a copy of the completed form in the department office.

The University Catalog and Schedule of Classes both have information about the university rules and deadlines.

**BE SURE TO READ EVERYTHING ABOUT GRADUATION APPLICATION  
AT LEAST ONE YEAR BEFORE YOU INTEND TO GRADUATE.**  
(Information is in the Catalog; deadlines are in the Schedule of Classes)