

Dear Declared Business Students,

Thank you for completing steps 1 - 4 of the **Online Graduation Application Process**. Your final step is to **Apply for Graduation - Fall 2023, Spring 2024 or Summer 2024** by following the instructions below.

Step 1:

Login to your MySJSU account.

Go to Student Center and click on **My Academics** to open page.



Student Center

Sammy's Student Center

View My Messages

You have no new messages.
[View Messages](#)

Academics

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[My Academics](#)
[Spartan Planner](#)

other academic...

Spring 2016 Schedule

Class	Schedule
AC 100-00 LEC (28613)	We 6:00PM - 8:45PM Industrial Studies 216
BUCC 100-00 LEC (21878)	TuTh 3:00PM - 4:15PM Boccardo Business Center 105
BUCC 100-00 LEC (28971)	TuTh 1:30PM - 2:45PM Boccardo Business Center 203
BUCC 100-00 LEC (24819)	MoWe 10:30AM - 11:45AM Boccardo Business Center 102
BUCC 100-00 LEC (23427)	TuTh 4:30PM - 5:45PM Hugh Gillis Hall 225

[enrollment shopping cart](#)

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Finances

Search For Classes

Holds

Administrative Hold
[details](#)

Other Indicators

Tuition Fee Deferral
[details](#)

To Do List

No To Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Spring 2016 Regular Academic Session session on November 10, 2015.

Step 2:

Click on **View My Graduation Status** to review your primary name and diploma



ORACLE

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My Academics

Academic Requirements [View my advisement report](#)

What-If Report [Create a what-if scenario](#)

Advisors [View my advisors](#)

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Course History [View my course history](#)

Transcript [View my unofficial transcript](#)
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Enrollment Verification [Request enrollment verification](#)

Graduation [Apply for graduation](#)
[View my graduation status](#)

[View my Advisor Notes](#)

[CSU FacGrad Campus Page](#)

My Program:

Current Academic Objective [Requirement \(Catalog\) Term](#)

	Requirement (Catalog) Term
Career:	Undergraduate
Program:	UGD - Undergraduate Degree
Plan:	Business Admin/Entrepreneurship

Expected Grad Term: Spring 2016

Graduation Status: Eligible for Graduation

Current Academic Summary

Last Term Registered: Spring 2016

Academic Standing: Good Standing

Overall GPA:

SJSU GPA:

Step 2A:

Review your name. Your Primary name will be printed on your diploma. To change your name please submit a Name Change Form to the Office of the Registrar.

<http://www.sjsu.edu/registrar/forms/index.html>

Review your diploma address.

Your diploma will be mailed to this address. Please update your address by clicking on the **Update Diploma Address** link.

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My Acad

Graduation Status

Program: UGD - Undergraduate Degree

San Jose State University | Undergraduate

Degree: Bachelor of Science

Major: Business Admin/Entrepreneurshp

Status: Applied for Graduation

Expected Graduation Term: Fall 2016

Student Information

Please review your diploma address and primary name. To update, select the Update Diploma Address link. The name printed on your diploma will be your primary name as it appears on your SJSU records.

Review Current Primary Name

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Update Diploma Address

Step 2B:

Update your diploma address.

- Select **Add A New Address**
- Input new address
- Select **Diploma** in Address Types
- **Save**

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Personal Information

Security

Credentials

Participation

Addresses

Updating your address(es) below ensures that your information is correct throughout SJSU (Admissions, Student Records, Human Resources, etc.).

Mail and Home Addresses: If you currently have a campus mailing address listed, please do NOT change your home or mail addresses to match it, or you may miss important correspondence. The home and mail address fields should show your permanent off-campus addresses only. The University will direct mailings to your campus mailing address for as long as it is active.

On-Campus Address: If you live on campus and need to change your On-Campus address, you must visit the Housing Office in person.

SJSU Employees: If your Home and Mailing addresses are different, your SJSU W2 tax information will be sent to your Mailing address.

Please note: Changes to addresses displayed below that are not editable (no "edit" button) must be completed in person in Human Resources located on the 3rd floor of the UPD building at 7th and San Salvador.

To add, change or delete an address, click the appropriate button below. If the same address exists for more than one Type, click the edit button to change all of them; click the Add a New Address button to change only one.

Address Type	Address	
Mail		edit
Home		edit

Add A New Address

Step 2C:

Go back to **My Academics**. You are now ready to apply for graduation.

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Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

One Washington Square
San Jose, CA 95192

Edit Address

Date new address will take effect 01/06/2016 (example: 12/31/2000)

SAVE

Return to Current Addresses

Address Types

- ☐ Mail *
- ☐ Home *
- ☒ Diploma

Step 3:

Click on **Apply for Graduation** to apply.

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My Academics

Academic Requirements [View my advisement report](#)

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My Program:

Current Academic Objective 1 of 1

[Requirement \(Catalog\) Term](#)

Career:	Undergraduate	Fall 2011
Program:	UGD - Undergraduate Degree	Fall 2011
Plan:	Business Admin/Entrepreneurship	Fall 2011

Expected Grad Term: Spring 2016
Graduation Status: Eligible for Graduation

Current Academic Summary

Last Term Registered: Spring 2016
 Academic Standing: Good Standing
 Overall GPA:
 SJSU GPA:

Step 3A:

Click on **Apply for Graduation**.

Sammy Spartan go to ...

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Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: UGD - Undergraduate Degree

San Jose State University | Undergraduate

Degree: Bachelor of Science
 Major: Business Admin/Entrepreneurship

[Apply for Graduation](#)

Step 3B:

Select **Expected Graduation Term** and click **Continue**. If your major and concentration is not correct, you must complete the change of major process first.

Important Note: The Lucas College of Business only accepts graduation applications **one** semester in advance. If you select **Fall 2024 or Spring 2025** or **Summer 2025** your application will be canceled.

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Apply for Graduation

Select Graduation Term

Please review your major below. This is your official major. If this is not the correct major please submit a Change of Major Form.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Before applying for graduation please ensure that you have reviewed the following items:

- GE/SJSU requirements on your Academic Requirements report on MySJSU.
- Transfer Credit (if applicable) on MySJSU.
- SJSU transcripts for units earned. (Note: A maximum of 70 units from 2-year college(s) can be used towards the degree. This means you must earn a minimum of 50 units at SJSU.)

Program: UGD - Undergraduate Degree

San Jose State University | Undergraduate

Degree: Bachelor of Science
 Major: Business Admin/Entrepreneurship

Expected Graduation Term select term ...

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)

Step 3C:

Verify your Expected Graduation Term, this term should MATCH the term you selected on the B.S. Business Administration Major Form Survey. If so, click **Submit Application**.

If you have not completed the B.S. Business Administration Major Form Survey, do so before completing the Graduation Application via MySJSU.
<https://www.sjsu.edu/lcobssc/advising/graduation-application-process/want-to-apply.php>

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Apply for Graduation

Verify Graduation Data

Program: UGD - Undergraduate Degree

San Jose State University | Undergraduate

Degree: Bachelor of Science
 Major: Business Admin/Entrepreneurship

Expected Graduation Term: Fall 2016

Graduation Instructions

Your application for graduation prompts the university to verify that all of your degree requirements are complete. If the term you expect to complete your degree requirements does not appear in a drop down menu, it is not yet available for applications. As terms become available you will receive an email communication prompting you to apply.

If you plan to graduate this term and online applications are no longer available, see your academic advisor for assistance.

SELECT DIFFERENT PROGRAM

SUBMIT APPLICATION

SELECT DIFFERENT TERM

Step 3D:

Confirmation.

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My Academics

Apply for Graduation

Submit Confirmation

✓ You have successfully applied for graduation.

Step 3E:

Verify Your Graduation Status. Go to **My Academics**.

Click on **MyProgress** and print the first page of this report for your records. This is your evidence that you have applied.

Again, the Lucas College of Business only accepts graduation applications one semester in advance. If you select Fall 2024 or Spring 2025 or Summer 2025 your application will be canceled.

Sammy Spartan

ID: 00123456

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My Academics

Print Report

Current Academic Objective

1 of 1

Requirement (Catalog Term)

Career:	Undergraduate	Fall 2011
Program:	UGD - Undergraduate Degree	Fall 2011
Plan:	Business Admin/Entrepreneurship	Fall 2011

Expected Grad Term: Fall 2016
 Graduation Status: Applied for Graduation

Current Academic Summary

Last Term Registered: Spring 2016
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 SJSU GPA:

General Information

IMPORTANT INFORMATION - PLEASE READ

This is an unofficial degree progress report. The information it contains should be used in conjunction with