Cross The Finish Line

*Remember the Prize, Your SJSU Degree!*

Office of the Registrar
Graduation Team

[www.sjsu.edu/registrar/graduation](http://www.sjsu.edu/registrar/graduation)
Remember Your First Day at SJSU!
There was a desire to obtain something...
A Bachelor’s Degree Has Many Benefits!

- **Career**
  - Advancement and Job Security

- **Personal**
  - Growth and Accomplishment

- **Community**
  - Impact and Service

Check out SJSU’s Career Center, [www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter), for career opportunities!
How Do You Stay on Track to Graduate?

1. Review Your **Hold Letter** for Outstanding Requirements
2. Change Your Graduation Date
3. Come up with a Plan with Your **Student Success Center/Advisor**
Hold Letter

October 4, 2013

Spartan, Sammy S.,
One Washington Square
San Jose, CA 95192

Our records indicate you have NOT cleared the following requirements for graduation. It is your responsibility to submit official documentation to your Evaluator by 9/13/2013 or you must change your date of graduation.

NOTE: All course work must be completed by your graduation date

1. ☒ Clearance of incomplete(s) in: HRTM 191B
   You must notify your evaluator when a grade is posted for this course(s).

2. ☐ Your grade(s) for has not been submitted; please contact your Instructor(s). Notify your evaluator when a grade is posted for this course(s).

3. ☐ Clear unit grade point deficiency. You must earn at least units of "B" in your work with no other grades less than "C" to clear the deficiency.
   You must contact your major/minor advisor for assistance in clearing grade point deficiencies.

4. ☐ File official transcript(s) from:
   by your graduation date and the transcript should be filed immediately.
   The work must be completed

5. ☒ File an official Minor form and complete all requirements listed.

6. ☒ Complete the following course(s) for your Major:
   BUS 21: HRTM 191B

7. ☐ Complete the following course(s) for your Minor:

8. ☐ If you have substituted any course(s) for your major/minor requirements, you must contact your department to have an approved substitution form sent to this office in a sealed envelope. Form available at http://www.sjsu.edu/registrar/docs/Substitution_form.pdf

9. ☒ Complete the following General Education requirement(s):
   B2: LIFE SCIENCE, B3: LAB

10. ☐ Complete unit(s) of to bring your total up to units.

11. ☒ Comments:
   If you plan to take another course from what is listed on your major form, please see your major department advisor for appropriate substitution form: http://www.sjsu.edu/registrar/docs/Substitution_form.pdf
   If you expect to postpone graduation, submit written notification with a $10.00 fee. We do NOT automatically transfer your application to the next graduation date. The date change form may be found at http://www.sjsu.edu/registrar/forms. If you were admitted to a Graduate program for the next semester and must postpone graduation, your Graduate admission will be void.

If you need help, please contact us at registrar@sjc.edu or call 408-998-9080.
Come Up With a Plan

1. Carefully review your Hold Letter.

2. Contact your Graduation Evaluator to determine your next steps e.g. meet with your Major Advisor, submit a petition, contact your college success center.

3. Submit a Graduation Date Change form to the Office of the Registrar with your new expected graduation term.

YOUR GRADUATION DOES NOT AUTOMATICALLY ROLL OVER TO THE NEXT TERM
Graduation Date Changes

Submit a date change to keep your file active for the next semester(s).

- In addition, you will need to submit a **new** Application for Graduation, if it has been five years or more.

- Submit a Personal Information Change Form, if you had changes to your Address, Name, SSN, etc.

You can get the Graduation Date Change form at, [www.sjsu.edu/registrar/docs/grad_change.pdf](http://www.sjsu.edu/registrar/docs/grad_change.pdf). Email the completed form to your Graduation Evaluator.

College of Business majors should email [jackholland-center@sjsu.edu](mailto:jackholland-center@sjsu.edu) for the form.

College of Science majors should email [cosac-grad-specialist-group@sjsu.edu](mailto:cosac-grad-specialist-group@sjsu.edu) for the form.
Fulfilling Requirements as a Non-Matriculated Student

- Take courses at a community college.
- Take courses through Open University, no more than 24 units.
- Apply for readmission the upcoming semester (if applicable).
Resources

Undergraduate Graduation Website
https://www.sjsu.edu/registrar/graduation

FAQs for Undergraduate Graduation
https://www.sjsu.edu/registrar/graduation/faq

Graduation Date Change
https://www.sjsu.edu/registrar/graduation/graduation-date-changes

Substitution Form
https://www.sjsu.edu/registrar/docs/substitution_form

Personal Information Changes
https://www.sjsu.edu/registrar/academic-records/update-personal-information
Questions?
Contact

Convocation and Ceremony
https://www.sjsu.edu/commencement

College Success Centers
https://catalog.sjsu.edu/content.php?catoid=10&navoid=630

Undergraduate Graduation Evaluators
http://www.sjsu.edu/registrar/about-us/staff
Workshop Survey

Please take 3 minutes to complete this brief survey!

https://forms.gle/yJhC1jUQPDgwpacj7
GOOD LUCK WITH YOUR COURSES!

YOU CAN CROSS THE FINISH LINE!