

# 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)

# The goal!

## San José State University

The Trustees of the California State University  
on recommendation of the faculty of the  
College of Business  
have conferred upon

Your Name Here

the degree of

Bachelor of Science

Business Administration (Corporate Accounting & Finance)

with all the rights and privileges pertaining thereto,  
given at San José this seventeenth day of December, two thousand twenty.



Governor of California and President of the Trustees

Chancellor of The California State University

Chairman, Board of Trustees

President of the University



# A Bachelor's Degree Has Many Benefits!

**Career**

**Advancement and Job Security**

**Personal**

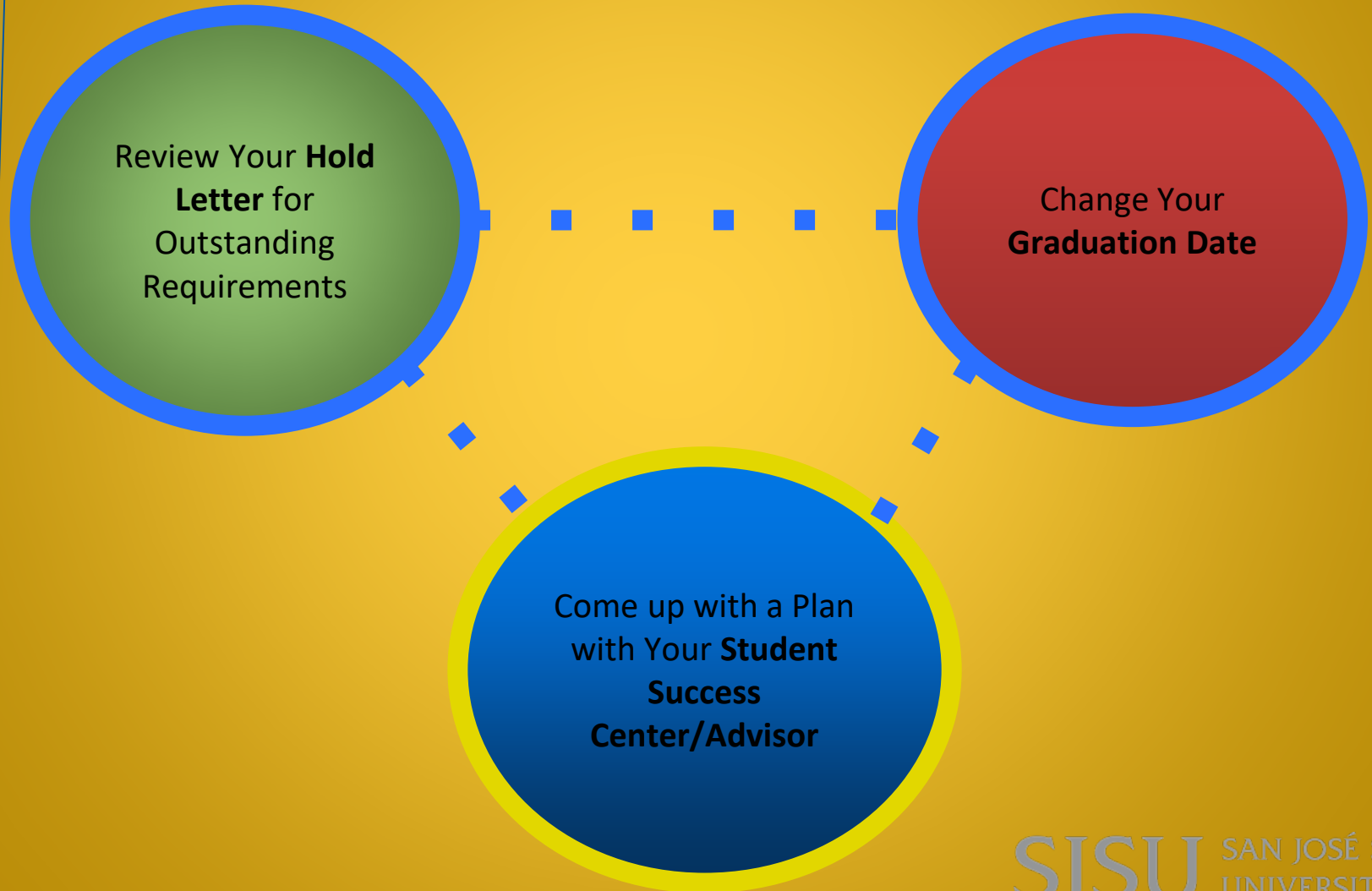
**Growth and Accomplishment**

**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?



# Come Up With a Plan

1. Carefully review your Hold Letter.
1. Contact your Graduation Evaluator to determine your next steps e.g., meet with your Major Advisor, submit appropriate documentation, contact your college success center.
1. Submit a [Graduation Date Change](#) form to the Office of the Registrar(Graduation Evaluator) with your new expected graduation term.

**YOUR GRADUATION DOES NOT AUTOMATICALLY ROLL OVER  
TO THE NEXT TERM**

# Hold Letter



**SAN JOSÉ STATE  
UNIVERSITY**

Office of the Registrar, One Washington Square, San José, CA 95192-0200 voice: (408) 924-5680 e-mail: registrar@sjsu.edu

October 4, 2013

SJSU Id:

Grad Date: Spring 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 grades(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: \_\_\_\_\_ The work must be completed by your graduation date and the transcript should be filed immediately.
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](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](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 have questions, please contact: [registrar@sjsu.edu](mailto:registrar@sjsu.edu) 408.924.2000

# Returning Student

Matriculated Student or Non matriculated student

Matriculated/Enrolled:

- Apply for readmission to the upcoming semester (if applicable).
- Expedite Matriculation (Contact your graduation evaluator if you are 1 to 2 semesters away from graduating).



# Returning Student

## Non Matriculated/Open University

- Students who missed two or more consecutive semesters

## Considerations:

1. Costs
2. Pending courses
3. Impacted courses
4. Wait list prioritization
5. MyProgress



# Resources

Undergraduate Graduation Website

<https://www.sjsu.edu/registrar/graduation>



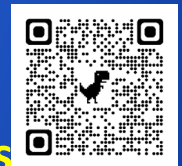
FAQs for Undergraduate Graduation

<https://www.sjsu.edu/registrar/graduation/faq>



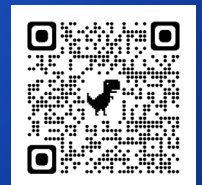
Graduation Date Change

<https://www.sjsu.edu/registrar/graduation/graduation-date-changes>



Personal Information Changes

<https://www.sjsu.edu/registrar/academic-records/update-personal-information>



# Questions?



# Contacts

## Convocation and Ceremony

<https://www.sjsu.edu/commencement>



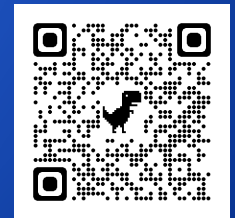
## College Success Centers

<https://catalog.sjsu.edu/content.php?catoid=10&navoid=630>



## Undergraduate Graduation Evaluators

<https://www.sjsu.edu/registrar/graduation/evaluators.php>



# Workshop Survey

Please take 3 minutes to complete this brief survey!

<https://forms.gle/yJhC1jUQPDgwpacj7>

# GOOD LUCK!



# YOU CAN CROSS THE FINISH LINE!