Cross The Finish Line

Remember the Prize, Your SJSU Degree!

Office of the Registrar
Graduation Team

www.sjsu.edu/registrar/graduation
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.
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, for career opportunities!
How Do You Stay on Track to Graduate?

- Review Your Hold Letter for Outstanding Requirements
- Change Your Graduation Date
- Come up with a Plan with Your Student Success Center/Advisor
October 4, 2013

SJU 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 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.

   Office of the Registrar, One Washington Square, San Jose, CA 95192-0200 voice: (408) 924-5600 e-mail: registrar@sjsu.edu
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 appropriate documentation, contact your college success center.

3. 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
How To Return as a Matriculated Student

- 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).

- Bursars Drop - complete the reactivation form and pay fee
Fulfilling Requirements as a Non-Matriculated Student

- Take courses at a community college.
- Take courses through Open University.

******************************************************

Considerations:

1. Costs
2. Pending courses
3. Impacted courses
4. Wait list prioritization
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/yJhC1jUQPDgwpacjZ
GOOD LUCK!

YOU CAN CROSS THE FINISH LINE!