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.

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, 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**
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
San José State University
Office of the Registrar, One Washington Square, San José, CA 95192-0260 voice: (408) 924-6080 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:
   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):
   BY; LIFE SCIENCE; BY-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.
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!