

Cross The Finish Line



*Remember the Prize,
Your SJSU Degree!*



Office of the Registrar
Graduation Team

www.sjsu.edu/registrar/graduation





Remember Your First Day
at SJSU!

There was a desire to obtain something...

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

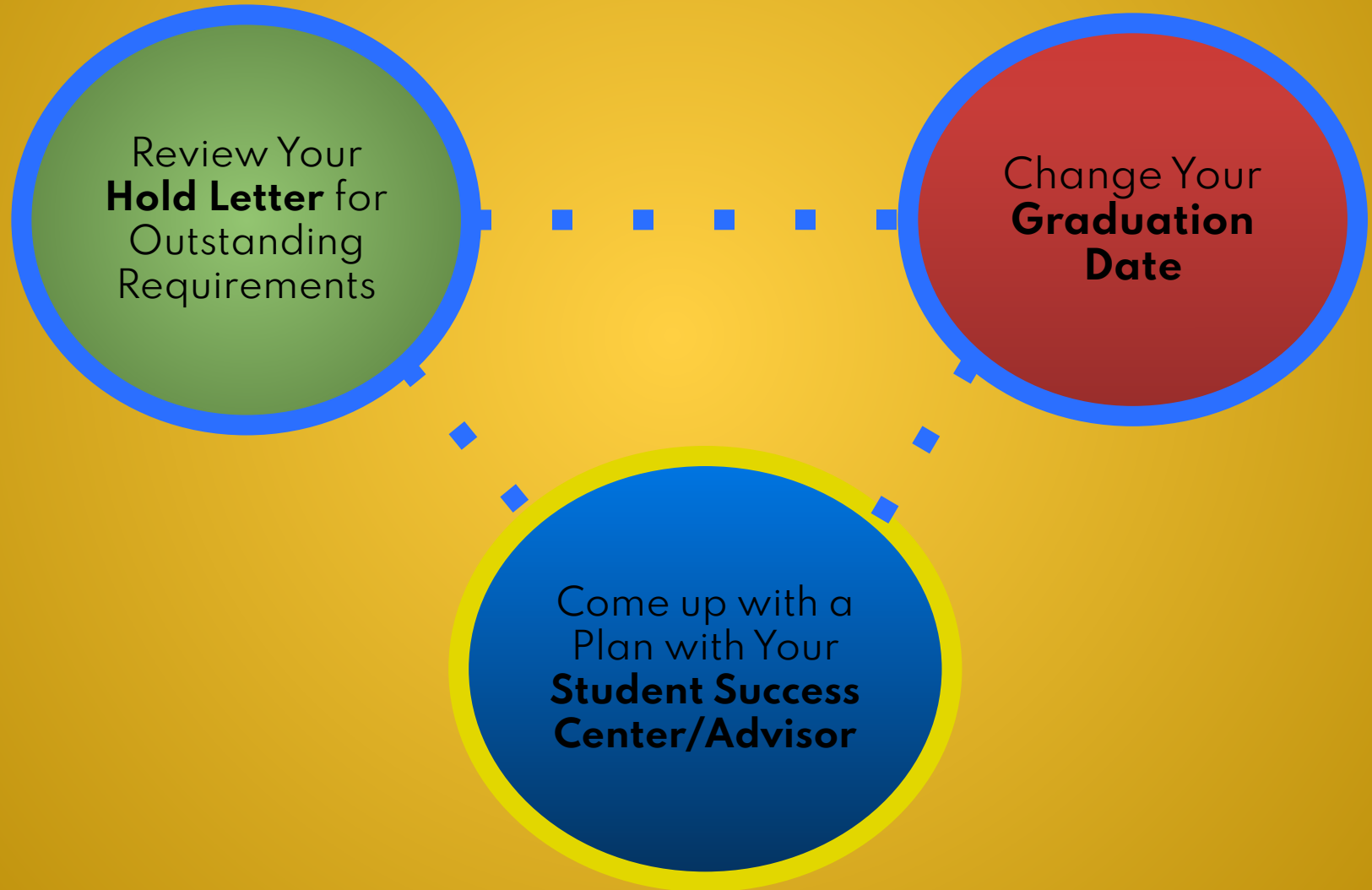
Growth and Accomplishment

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?



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
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.

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. Email the completed form to your Graduation Evaluator.

College of Business majors should email jackholland-center@sjsu.edu for the form.

College of Science majors should email 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](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/yJhCljUQPDgwpacj7>

GOOD LUCK WITH YOUR COURSES!



YOU CAN CROSS THE FINISH LINE!