

**Overview:** This on-line tool allows you to apply for graduation via MySJSU. Note that you will still have to submit a major form and additional documents as requested by your major department.

**Note:** Please ensure that you follow the guidelines set by your major department in applying for graduation.

<p>Log into your MySJSU account.</p> <p>Go to Student Center and click on <b>My Academics</b> to open page.</p>	
<p>Click on <b>View My Graduation Status</b> to review you Primary name and diploma address.</p>	

**Review your name.** Your Primary name will be printed on your diploma. To change your name please submit a Name Change Form to the Office of the Registrar.  
[www.sjsu.edu/registrar/forms/index.html#n](http://www.sjsu.edu/registrar/forms/index.html#n)

**Review your diploma address.** Your diploma will be mailed to this address. Please update your address by clicking on the **Update Diploma Address** link.

- Update your diploma address.
- Select **Add A New Address**
  - Input new address
  - Select **Diploma** in Address Types
  - **Save**

Go back to **My Academics**. You are now ready to apply for graduation.

**Sammy Spartan**

Search Plan Enroll My Acad

**Graduation Status**

**Program: UGD - Undergraduate Degree**  
 San Jose State University | Undergraduate  
 Degree: Bachelor of Science      Status: Applied for Graduation  
 Major: Business Admin/Entrepreneursh      Expected Graduation Term: Fall 2016

**Student Information**  
 Please review your diploma address and primary name. To update, select the Update Diploma Address link. The name printed on your diploma will be your primary name as it appears on your SJSU records.  
**Review Current Primary Name** ←  
 Sammy Spartan  
**Update Diploma Address** ←

**Sammy Spartan**

Personal Information Security Credentials Participation  
 addresses || names || phone numbers || email addresses || internet addresses || emergency contacts || demo

**Addresses**

Updating your address(es) below ensures that your information is correct throughout SJSU (Admissions, Student Records, Human Resources, etc.).  
**Mail and Home Addresses:** If you currently have a campus mailing address listed, please do NOT change your home or mail addresses to match it, or you may miss important correspondence. The home and mail address fields should show your permanent off-campus addresses only. The University will direct mailings to your campus mailing address for as long as it is active.  
**On-Campus Address:** If you live on campus and need to change your On-Campus address, you must visit the Housing Office in person.  
**SJSU Employees:** If your Home and Mailing addresses are different, your SJSU W2 tax information will be sent to your Mailing address.  
 Please note: Changes to addresses displayed below that are not editable (no "edit" button) must be completed in person in Human Resources located on the 3rd floor of the UPD building at 7th and San Salvador.  
 To add, change or delete an address, click the appropriate button below. If the same address exists for more than one Type, click the edit button to change all of them; click the Add a New Address button to change only one.

Address Type	Address	edit
Mail		edit
Home		edit

**Add A New Address** ←

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**Sammy Spartan**

**Addresses**

**Add a new address**

Verify your address information below and select the address type(s) associated with it on the right.  
 An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

**Add a new address**

One Washington Square      Edit Address  
 San Jose, CA 95192

Date new address will take effect: 01/06/2016 (example: 12/31/2000)

**SAVE** ←

**Address Types**

- Mail \*
- Home \*
- Diploma ←

[Return to Current Addresses](#)

Click on **Apply for Graduation** to apply.

**ORACLE**

Sammy Spartan go to ...

Search Plan Enroll My Academics

My Academics

Academic Requirements [View my advisement report](#)

What-If Report [Create a what-if scenario](#)

Advisors [View my advisors](#)

Transfer Credit [Evaluate my transfer credits](#)  
[View my transfer credit report](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)  
[Request official transcript](#)

Enrollment Verification [Request enrollment verification](#)

**Graduation** [Apply for graduation](#)  
[View my graduation status](#)

[View my Advisor Notes](#)

[CSU FacGrad Campus Page](#)

**My Program:**

**Current Academic Objective** 1 of 1 [Requirement \(Catalog\) Term](#)

Career:	Undergraduate	Fall 2011
Program:	UGD - Undergraduate Degree	Fall 2011
Plan:	Business Admin/Entrepreneurshp	Fall 2011

**Expected Grad Term:** Spring 2016  
**Graduation Status:** Eligible for Graduation

**Current Academic Summary**

Last Term Registered: Spring 2016  
Academic Standing: Good Standing  
Overall GPA:  
SJSU GPA:

Click on **Apply for Graduation**.

Sammy Spartan go to ...

Search Plan Enroll My Academics

**Apply for Graduation**

**Submit an Application for Graduation**

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

**Program: UGD - Undergraduate Degree**

San Jose State University | Undergraduate

Degree: Bachelor of Science  
Major: Business Admin/Entrepreneurshp

[Apply for Graduation](#)

Select **Expected Graduation Term** and click **Continue**

If the term you desire is not available then you are applying too early. See your major advisor.

Review your major. If this is not the correct major, please submit a Change of Major form **before** applying for graduation.

[www.sjsu.edu/registrar/students/change\\_of\\_major/index.html](http://www.sjsu.edu/registrar/students/change_of_major/index.html)

Sammy Spartan go to ...

Search Plan Enroll My Academics

**Apply for Graduation**

**Select Graduation Term**

Please review your major below. This is your official major. If this is not the correct major please submit a Change of Major Form.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Before applying for graduation please ensure that you have reviewed the following items:

- GE/SJSU requirements on your Academic Requirements report on MySJSU.
- Transfer Credit (if applicable) on MySJSU.
- SJSU transcripts for units earned. (Note: A maximum of 70 units from 2-year college(s) can be used towards the degree. This means you must earn a minimum of 50 units at SJSU.)

**Program: UGD - Undergraduate Degree**

San Jose State University | Undergraduate

Degree: Bachelor of Science  
Major: Business Admin/Entrepreneurshp

**Expected Graduation Term** select term ...

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)

Verify graduation data and click **Submit Application.**

**Sammy Spartan** go to ...

Search Plan Enroll My Academics

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**Apply for Graduation**

**Verify Graduation Data**

**Program: UGD - Undergraduate Degree**

San Jose State University | Undergraduate

Degree: Bachelor of Science  
Major: Business Admin/Entrepreneurship

**Expected Graduation Term** Fall 2016

**Graduation Instructions**

Your application for graduation prompts the university to verify that all of your degree requirements are complete. If the term you expect to complete your degree requirements does not appear in a drop down menu, it is not yet available for applications. As terms become available you will receive an email communication prompting you to apply.

If you plan to graduate this term and online applications are no longer available, see your academic advisor for assistance.

SELECT DIFFERENT PROGRAM **SUBMIT APPLICATION**

SELECT DIFFERENT TERM



Confirmation.

**Sammy Spartan** go to ...

Search Plan Enroll My Academics

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**Apply for Graduation**

**Submit Confirmation**

You have successfully applied for graduation.

Verify Your Graduation Status.  
Go to **My Academics.**

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**My Academics**

**Academic Requirements** [View my advisement report](#)

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**My Program:**

**Current Academic Objective** 1 of 1

[Requirement \(Catalog\) Term](#)

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Plan:	Business Admin/Entrepreneurship	Fall 2011

**Expected Grad Term:** Fall 2016

**Graduation Status:** Applied for Graduation

**Current Academic Summary**

**Last Term Registered:** Spring 2016

**Academic Standing:** Good Standing

**Overall GPA:**

**SJSU GPA:**



Go to **MyProgress** to confirm your status.

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**STUDENTS FROM THE FOLLOWING MAJORS:**

- College of Science- all majors

**Follow the instructions provided by your College to obtain a major form.**

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**STUDENTS FROM THE FOLLOWING MAJORS:**

- To see a complete list please go to:

[List of online majors](#)

**Major forms are not required. Use your MyProgress to follow your progress toward graduation.**

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Sammy Spartan ID: 00123456

go to ...

Search

Plan

Enroll

My Academics

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[Print Report](#)

Current Academic Objective	Current Academic Summary															
<p style="text-align: center;">1 of 1</p> <p style="text-align: center;"><a href="#">Requirement (Catalog Term)</a></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Career:</td> <td>Undergraduate</td> <td>Fall 2011</td> </tr> <tr> <td>Program:</td> <td>UGD - Undergraduate Degree</td> <td>Fall 2011</td> </tr> <tr> <td>Plan:</td> <td>Business Admin/Entrepreneurshp</td> <td>Fall 2011</td> </tr> <tr style="border: 2px solid red;"> <td>Expected Grad Term:</td> <td colspan="2">Fall 2016</td> </tr> <tr> <td>Graduation Status:</td> <td colspan="2">Applied for Graduation</td> </tr> </table>	Career:	Undergraduate	Fall 2011	Program:	UGD - Undergraduate Degree	Fall 2011	Plan:	Business Admin/Entrepreneurshp	Fall 2011	Expected Grad Term:	Fall 2016		Graduation Status:	Applied for Graduation		<p>Last Term Registered: Spring 2016</p> <p>Academic Standing: Good Standing</p> <p>Overall GPA:</p> <p>SJSU GPA:</p>
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▼ General Information

**IMPORTANT INFORMATION - PLEASE READ**

This is an unofficial degree progress report. The information it contains should be used in conjunction with regular visits to your advisor. An official graduation requirement verification will be sent to you once you apply for graduation in your senior year.

Please note that it is possible to fulfill the overall minimum units and course count in some areas without completely satisfying all sub-requirements in that area. Please use the **expand all** option when you view the audit on line and you will be able to see the status of each sub-requirement.

This report includes only course work taken at SJSU from Spring 1991 forward. Transfer work is included for all students who transferred in the Fall of 2003 or later. If you have SJSU coursework prior to Spring 1991 or you transferred prior to Fall 2003, this may only be a partial report. Please see your advisor for assistance.

Single courses that are taught by different departments (cross-listed) will receive credit only once, even though they appear several times on the list of approved courses.

Courses in progress are treated as if they will be passed with satisfactory grades; however, actual units are not earned until official grades are posted.

While every effort has been made to ensure the accuracy of this report, mistakes can occur. In the event any discrepancies, University regulations prevail. You have the responsibility to report any perceived discrepancies to your major department. Questions about General Education or American Institution requirements should be taken to an academic advisor in Academic Advising and Retention Services. You may also contact them at [success@sjsu.edu](mailto:success@sjsu.edu)

For more information, visit [www.degreeprogress.sjsu.edu](http://www.degreeprogress.sjsu.edu).

Please check this report periodically for possible changes in requirements. Refer to the catalog for more information and consult with your advisor on a regular basis.

<p style="text-align: center;">Degree Audit Icons</p> <p>These symbols show the status for each requirement within your degree progress report.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">✔</td><td>Requirement is complete</td></tr> <tr><td style="text-align: center;">◊</td><td>Requirement in progress</td></tr> <tr><td style="text-align: center;">★</td><td>Plan for completion in place</td></tr> <tr><td style="text-align: center;">■</td><td>Requirement not yet completed</td></tr> <tr><td style="text-align: center;">▲</td><td>Exception made for requirement</td></tr> </table>	✔	Requirement is complete	◊	Requirement in progress	★	Plan for completion in place	■	Requirement not yet completed	▲	Exception made for requirement	<p style="text-align: center;">Course Icons</p> <p>These codes summarize the type of credit that is being awarded for each requirement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">✔</td><td>Course completed</td></tr> <tr><td style="text-align: center;">◊</td><td>Course in progress</td></tr> <tr><td style="text-align: center;">★</td><td>Course planned for future</td></tr> <tr><td style="text-align: center;">←</td><td>Transfer/Test credit granted</td></tr> <tr><td style="text-align: center;">?</td><td>Course for what-if only</td></tr> </table>	✔	Course completed	◊	Course in progress	★	Course planned for future	←	Transfer/Test credit granted	?	Course for what-if only
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For questions about the graduation process, please visit: <http://www.sjsu.edu/registrar/graduation/>