

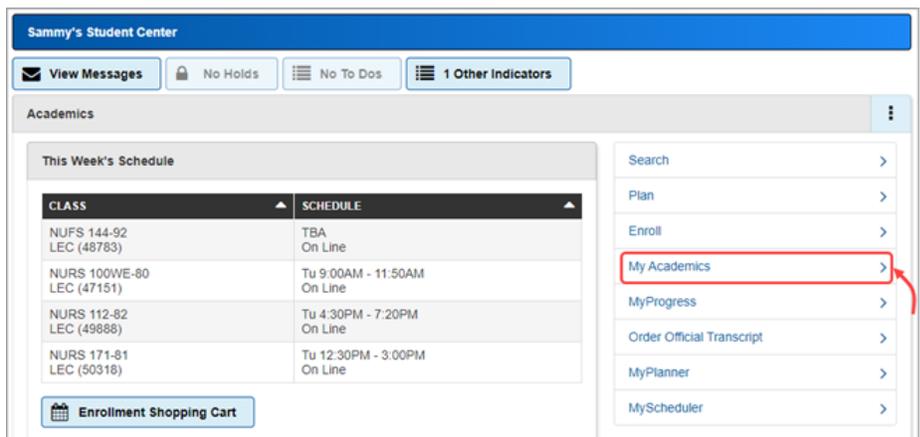
This on-line tool allows undergraduate students to apply for graduation via MySJSU.

Note:

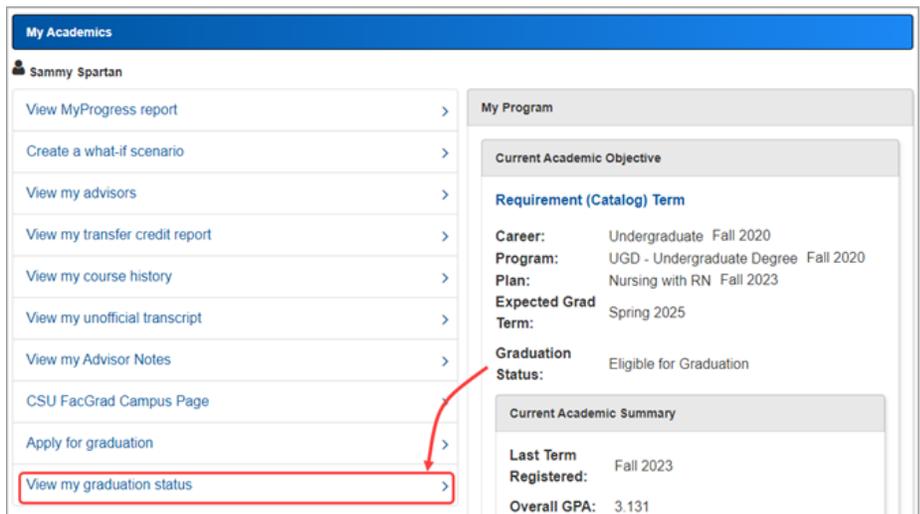
- Please ensure that you follow the guidelines set by your College in applying for graduation.
- College of Business and College of Science students must follow instructions provided by their College to apply for graduation.

1. Login to MySJSU.

- a. On the Student Center page, click the [My Academics](#) link.



2. Click the [View my graduation status](#) link to review the name that will be printed on your diploma and your diploma mailing address.



3. Review/Update your diploma name.

- a. Students may use a name other than their Primary (legal) Name on their diploma. If a student adds a Diploma Name before established deadlines, that name will be used on their diploma. Otherwise, the diploma will show the Primary Name from MySJSU.

For more information, go to [Name Printed on Your Diploma](#) webpage.

To update the diploma name, click on the [Update Diploma Name](#) link.

Graduation Status

Sammy Spartan

Program: UGD - Undergraduate Degree

San Jose State University | Undergraduate

Degree: Bachelor of Science
Major: Nursing with RN

Status: Eligible for Graduation
Expected Graduation Term: Spring 2025

Student Information

Students may use a name other than their Primary (legal) Name on their diploma. If a student adds a Diploma Name before established deadlines, that name will be used on their diploma. Otherwise, the diploma will show the Primary Name from MySJSU.

[Update Diploma Name](#)
Spartan, Sammy SJ

[Update Diploma Address](#)

b. Update Diploma Name

- i. You will be taken to **Add a new name** if you have not previously added a diploma name. *If you are taken to **Change name**, proceed to Step ii.*

- Enter the appropriate information for your diploma name.
- Click the  button.

Names > Add a new name

Sammy Spartan

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Diploma

Format Using: English 

Prefix: Select

*First Name:

Middle Name:

*Last Name:

Suffix: Select

Date new name will take effect: 10/27/2023  (EXAMPLE: 12/31/2000)



- Your entry was saved successfully.
- Click the  button to return to the Graduation Status page.

- Proceed to **Step 4**.

Add a new name > Save Confirmation

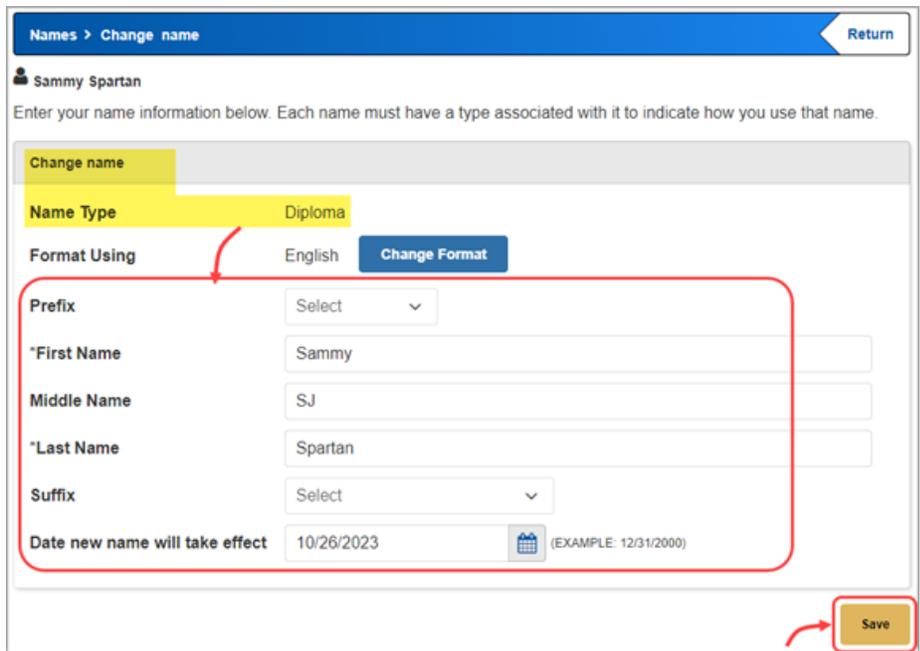
Sammy Spartan

✓ The Save was successful.



ii. You will be taken to **Change name** if you already have a diploma name.

- Update the appropriate information for your diploma name.
- Click the  button.



Names > Change name Return

Sammy Spartan

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type Diploma

Format Using English Change Format

Prefix Select

*First Name Sammy

Middle Name SJ

*Last Name Spartan

Suffix Select

Date new name will take effect 10/26/2023 (EXAMPLE: 12/31/2000)

Save

- Your entry was saved successfully.
- Click the  button to return to the Graduation Status page.



Change name > Save Confirmation Return

Sammy Spartan

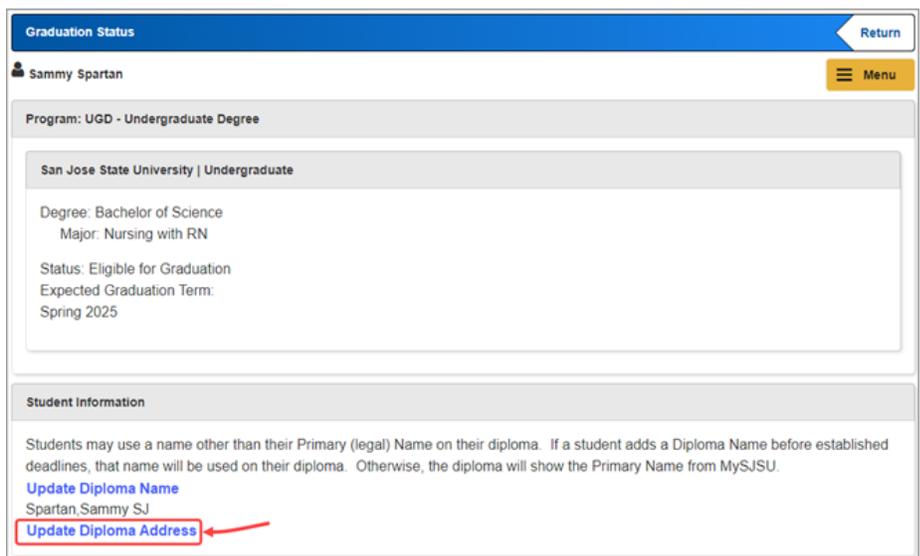
✓ The Save was successful.

OK

4. **Review/Update your diploma address.** Students may send their diploma to a different address. If a student adds a Diploma Address before established deadlines, that address will be used to send their diploma. Otherwise, the diploma will be mailed to the mailing address.

For more information, go to the [Mailing Address](#) webpage.

To review/update the diploma address click on the [Update Diploma Address](#) link



Graduation Status Return

Sammy Spartan Menu

Program: UGD - Undergraduate Degree

San Jose State University | Undergraduate

Degree: Bachelor of Science
Major: Nursing with RN

Status: Eligible for Graduation
Expected Graduation Term: Spring 2025

Student Information

Students may use a name other than their Primary (legal) Name on their diploma. If a student adds a Diploma Name before established deadlines, that name will be used on their diploma. Otherwise, the diploma will show the Primary Name from MySJSU.

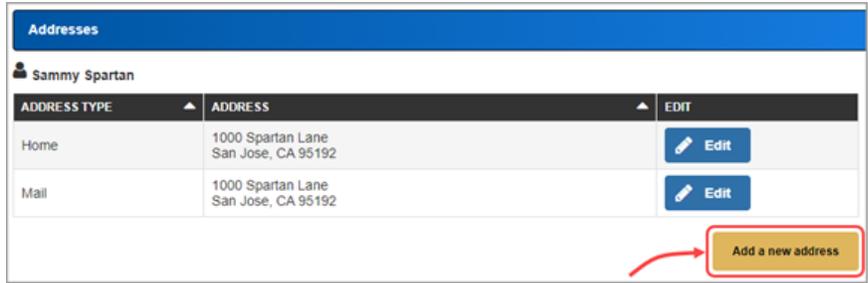
[Update Diploma Name](#)
Spartan, Sammy SJ
[Update Diploma Address](#)

a. Update Diploma Address

- i. You will be taken to the **Addresses page**.

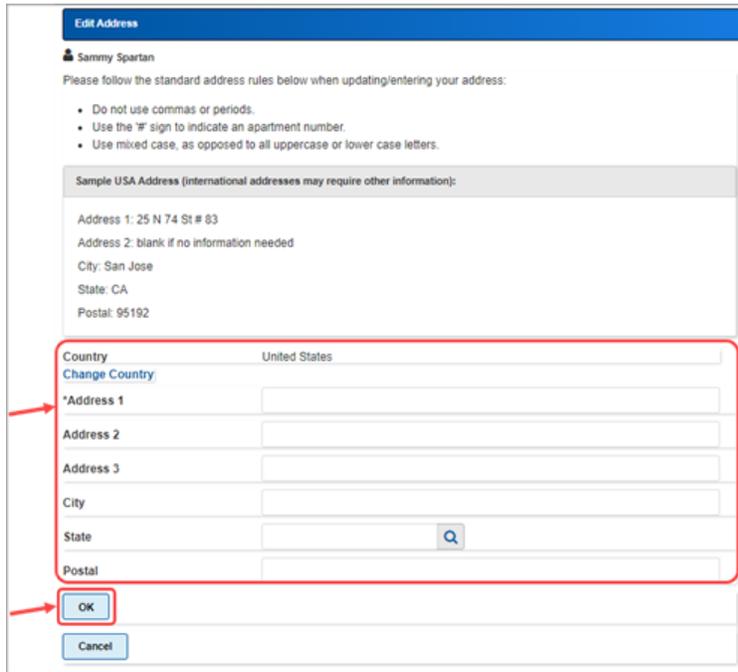
If you don't have an existing address type of Diploma, click

the **Add a new address** button to enter one. *If you have an existing diploma address, proceed to **Step ii**.*



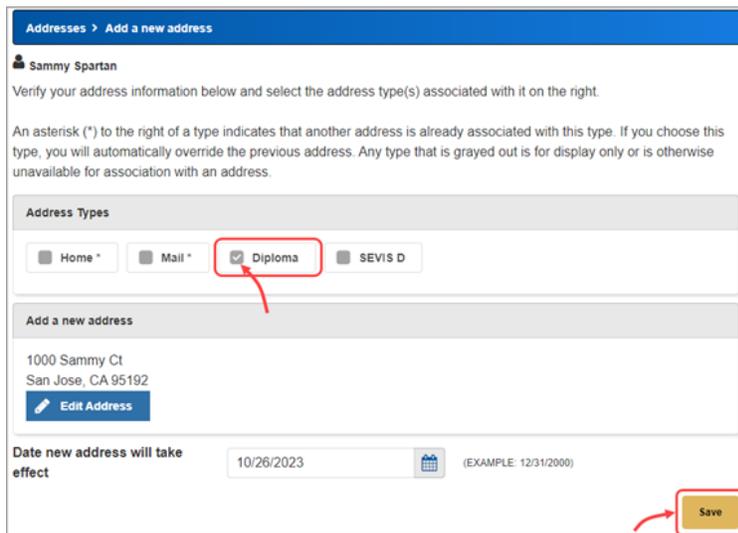
- Enter the appropriate information for your diploma name.

- Click the **OK** button.



- Check the Diploma address type.

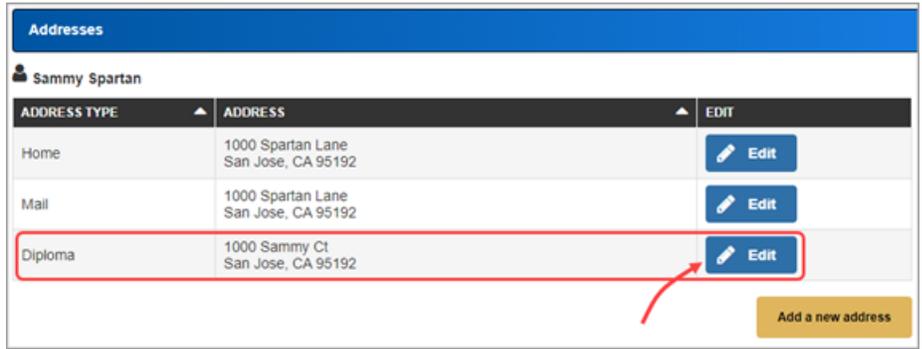
- Click the button.



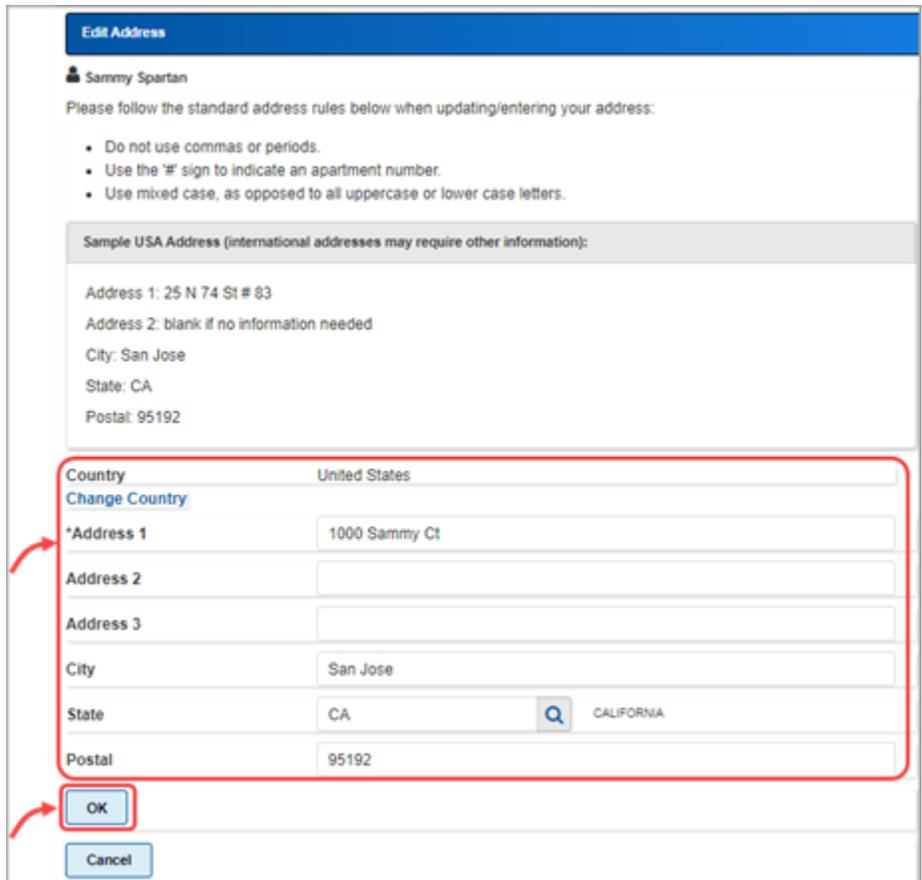
- The diploma address was saved successfully.
- Click the  button.



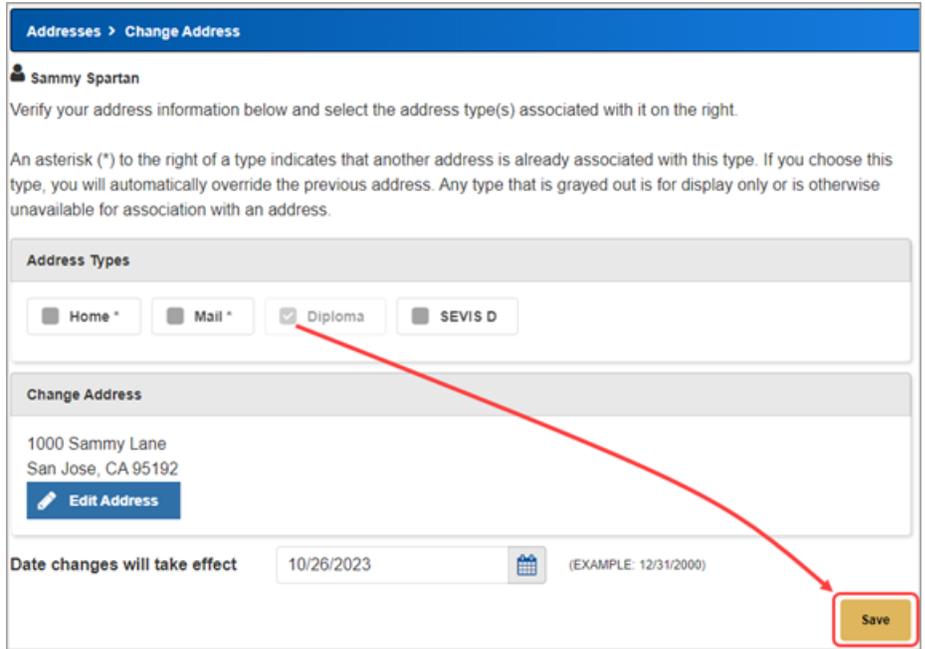
- ii. If you have an existing diploma address, you can click the  button to update it if needed. *If you do not need to update it, proceed to **Step 5**.*



- Update the appropriate information.
- Click the button.



- Click the  button.



Addresses > Change Address

Sammy Spartan

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.

Address Types

Home * Mail * Diploma SEVIS D

Change Address

1000 Sammy Lane
San Jose, CA 95192

[Edit Address](#)

Date changes will take effect: 10/26/2023 (EXAMPLE: 12/31/2000)

[Save](#)

- Click  button.



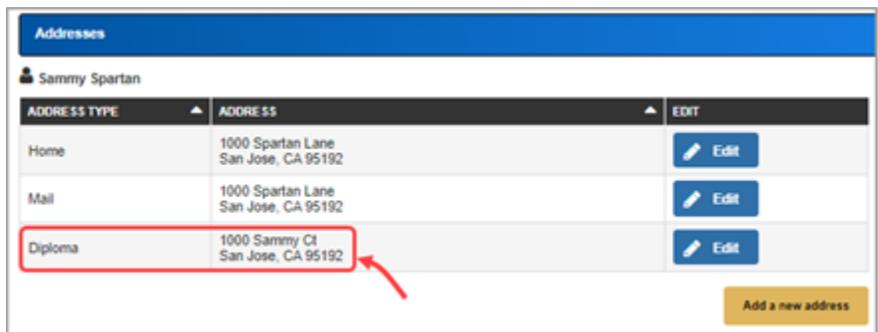
Change Address > Save Confirmation

Sammy Spartan

✓ The Save was successful.

[OK](#)

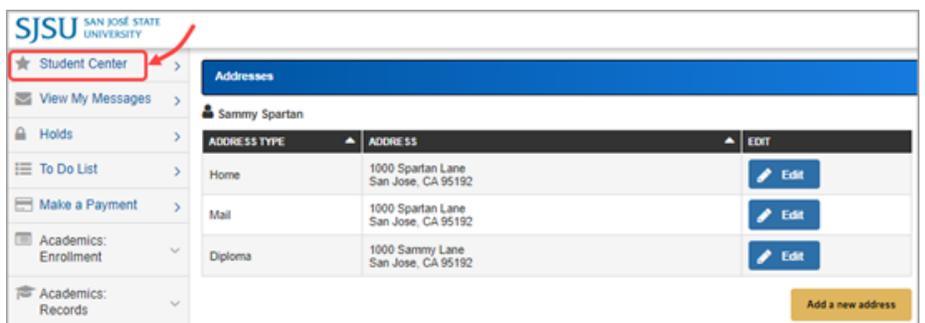
- Verify Diploma Address updated appropriately.



ADDRESS TYPE	ADDRESS	EDIT
Home	1000 Spartan Lane San Jose, CA 95192	Edit
Mail	1000 Spartan Lane San Jose, CA 95192	Edit
Diploma	1000 Sammy Ct San Jose, CA 95192	Edit

[Add a new address](#)

5. You are now ready to apply for graduation. Click the [Student Center](#) link on the left navigation pane.



SJSU SAN JOSE STATE UNIVERSITY

- [★ Student Center](#)
- [View My Messages](#)
- [Holds](#)
- [To Do List](#)
- [Make a Payment](#)
- Academics: [Enrollment](#)
- Academics: [Records](#)

Addresses

Sammy Spartan

ADDRESS TYPE	ADDRESS	EDIT
Home	1000 Spartan Lane San Jose, CA 95192	Edit
Mail	1000 Spartan Lane San Jose, CA 95192	Edit
Diploma	1000 Sammy Lane San Jose, CA 95192	Edit

[Add a new address](#)

6. On the Student Center page, click the [My Academics](#) link.

The screenshot shows the 'Sammy's Student Center' interface. At the top, there are navigation options: 'View Messages', 'No Holds', 'No To Dos', and '1 Other Indicators'. Below this is the 'Academics' section. On the left, there is a 'This Week's Schedule' table with columns for 'CLASS' and 'SCHEDULE'. The table lists four classes: NUFS 144-92 LEC (48783) On Line, NURS 100WE-80 LEC (47151) Tu 9:00AM - 11:50AM On Line, NURS 112-82 LEC (49888) Tu 4:30PM - 7:20PM On Line, and NURS 171-81 LEC (50318) Tu 12:30PM - 3:00PM On Line. Below the table is an 'Enrollment Shopping Cart' button. On the right side, there is a vertical menu with options: Search, Plan, Enroll, My Academics (highlighted with a red box and an arrow), MyProgress, Order Official Transcript, MyPlanner, and MyScheduler.

7. Click the [Apply for graduation](#) link.

The screenshot shows the 'My Academics' page for 'Sammy Spartan'. On the left, there is a list of links: View MyProgress report, Create a what-if scenario, View my advisors, View my transfer credit report, View my course history, View my unofficial transcript, View my Advisor Notes, CSU FacGrad Campus Page, Apply for graduation (highlighted with a red box and an arrow), and View my graduation status. On the right, there is a 'My Program' section. Under 'Current Academic Objective', it shows: Requirement (Catalog) Term, Career: Undergraduate Fall 2020, Program: UGD - Undergraduate Degree Fall 2020, Plan: Nursing with RN Fall 2023, Expected Grad Term: Spring 2025, and Graduation Status: Eligible for Graduation. Below this is a 'Current Academic Summary' section showing: Last Term Registered: Fall 2023 and Overall GPA: 3.131.

8. Verify the degree and major. If this is not the correct major, please contact your success center to submit a Change of Major Advisor Request **before** applying for graduation.

To proceed to apply, click the [Apply for Graduation](#) button.

The screenshot shows the 'Apply for Graduation' page. At the top, it says 'Apply for Graduation > Submit an Application for Graduation'. Below this, it says 'Sammy Spartan' and provides instructions: 'Select 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.' The main content area shows 'Program: UGD - Undergraduate Degree' and 'San Jose State University | Undergraduate'. Below this, there is a box containing 'Degree: Bachelor of Science' and 'Major: Nursing with RN'. At the bottom of this box is a blue 'Apply for Graduation' button, which is highlighted with a red box and an arrow.

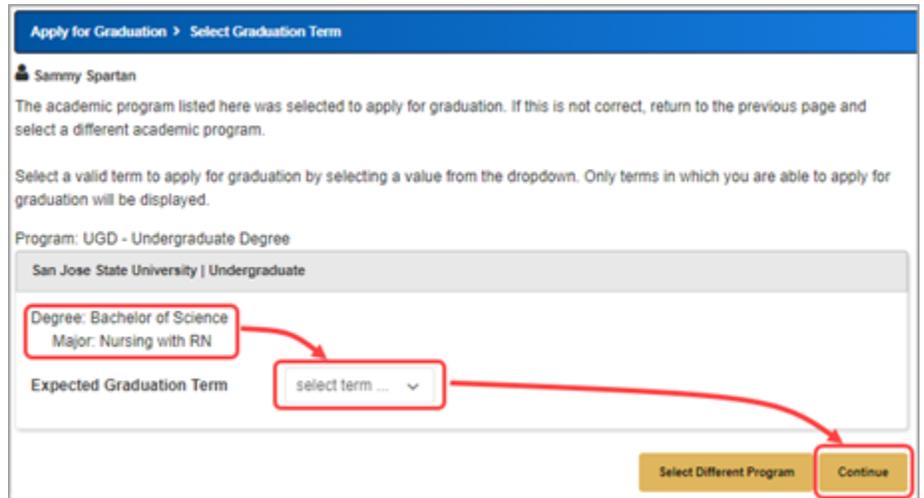
9. Select **Expected Graduation**

Term and click the



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

Remember: If this is not the correct major, please contact your success center to submit a Change of Major Advisor Request **before** applying for graduation.



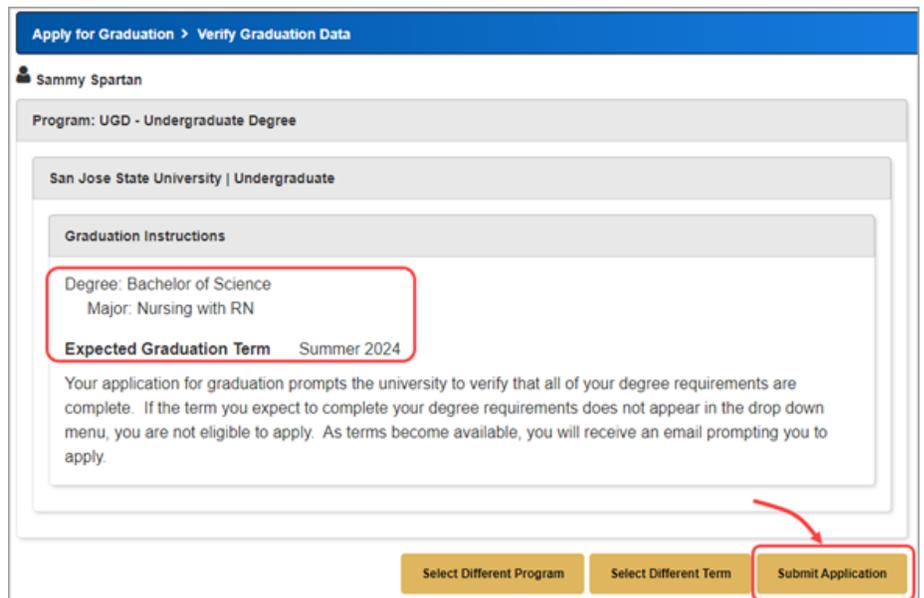
The screenshot shows the 'Apply for Graduation > Select Graduation Term' page for user Sammy Spartan. The page displays the selected program: 'San Jose State University | Undergraduate' and 'Program: UGD - Undergraduate Degree'. Under 'Graduation Instructions', the degree is listed as 'Bachelor of Science' and the major as 'Nursing with RN'. The 'Expected Graduation Term' is currently set to 'select term ...' with a dropdown arrow. A red box highlights the 'select term ...' dropdown, and a red arrow points from it to the 'Continue' button at the bottom right. Other buttons include 'Select Different Program'.

10. Verify graduation data and click

the



button.



The screenshot shows the 'Apply for Graduation > Verify Graduation Data' page for user Sammy Spartan. The page displays the selected program: 'San Jose State University | Undergraduate' and 'Program: UGD - Undergraduate Degree'. Under 'Graduation Instructions', the degree is listed as 'Bachelor of Science' and the major as 'Nursing with RN'. The 'Expected Graduation Term' is now set to 'Summer 2024'. A red box highlights the 'Expected Graduation Term' field. A red arrow points from the 'Submit Application' button at the bottom right to the 'Expected Graduation Term' field. Other buttons include 'Select Different Program' and 'Select Different Term'.

11. You have successfully applied for graduation.

Click the [My Academics](#) link.



The screenshot shows the 'Apply for Graduation > Submit Confirmation' page for user Sammy Spartan. A green checkmark and the text 'You have successfully applied for graduation.' are displayed. A red arrow points from the confirmation text to the 'My Academics' link in the 'In this section' menu on the right. Other links in the menu include 'Plan' and 'Enroll'.

12. Your expected grad term and graduation status have now been updated.

Click the [View MyProgress report](#) link.

My Academics

Sammy Spartan

- [View MyProgress report](#)
- [Create a what-if scenario](#)
- [View my advisors](#)
- [View my transfer credit report](#)
- [View my course history](#)
- [View my unofficial transcript](#)
- [View my Advisor Notes](#)
- [CSU FacGrad Campus Page](#)
- [Apply for graduation](#)
- [View my graduation status](#)

My Program

Current Academic Objective

Requirement (Catalog) Term

Career: Undergraduate Fall 2020
Program: UGD - Undergraduate Degree Fall 2020
Plan: Nursing with RN Fall 2023
Expected Grad Term: Summer 2024
Graduation Status: Applied for Graduation

Current Academic Summary

Last Term Registered: [blurred]
Academic Standing: [blurred]
Overall GPA: [blurred]
SJSU GPA: [blurred]

13. On the My Progress page, verify your graduation term and status.

Congratulations! You have completed the process to apply for graduations.

My Progress

Sammy Spartan

ID [blurred]

[New Window](#) [Print Report](#)

Current Academic Objective

Requirement (Catalog) Term

Career:	Undergraduate	Fall 2020
Program:	UGD - Undergraduate Degree	Fall 2020
Plan:	Nursing with RN	Fall 2023

Expected Grad Term: Summer 2024
Graduation Status: Applied for Graduation

Current Academic Summary

Last Term Registered: [blurred]
Academic Standing: [blurred]
Overall GPA: [blurred]
SJSU GPA: [blurred]

[General Information](#)

14. **Questions?** Please visit the [Graduation website](#) from the Office of Registrar.

