

Graduation Application Procedures

***Applications Due to the Department:
One Week Before Registrar Deadline***

***Due to One Stop Registrar: Spring or Summer and want to attend commencement –third Friday in February,
Summer –second Friday in July and Fall – last Friday in September
Check registrar’s Website at <http://www.sfsu.edu/~admisrec/reg/reg.html>***

Step 1: Download BECA Graduation Application Packet at beca.sfsu.edu.

The Graduation Application Package is also available from the BECA office CA 133.

Student downloads the official Graduation Application form from the Registrar’s website at (<https://www.sfsu.edu/~admisrec/forms/regforms/gai.pdf>). The form may be completed on-line or may be printed out to be completed.

Step 2: Fill out Application and see a BECA Adviser

Student fills out graduation application according to sample.

Student brings supporting documents (Orange Graduation Checklist, Unofficial transcripts) and sees a BECA adviser for approval and the adviser’s signature.

Step 3: Submit Application and Fill out Online Questionnaire

Student submits the BA degree application to the BECA office with your unofficial transcripts.

BECA office checks that the form is properly completed and signed.

Step 4: Complete the BECA Graduation Online Questionnaire (http://beca.philonet.tv/grad_survey.htm)

Step 5: Chair’s signature (1-2 days)

Chair reviews graduation application.

If denied, student must pick it up in the BECA office.

If signed, BECA office scans a copy.

Step 5: Pick Up Application

Student picks up Graduation Application from the BECA office (must have completed online Survey and show student ID.) Student makes a copy for his/her records.

Step 6: Submit Graduation Application to OneStop

Student pays fee at Bursar’s window.

Student submits application to the Registrar’s office at OneStop.

Student may check status for your graduation period at <http://sims.sfsu.edu/simsr/gradS.html>