

Graduation Application Procedures

Applications due to the BECA Office 1 week before Registrar deadline

Check the Registrar's website: <http://registrar.sfsu.edu/graduation>

Be sure to use your Student ID Number on the Graduation Application!

Step 1: Pick up purple instruction form and sample graduation application

- Go to the BECA Department Office to obtain purple Graduation Procedure/Sample packet.
- Obtain Graduation Application in person at the Registrar's Office (Student Services Building; First Floor) or online through the SFSU Student Center (under *Academics*, choose *Apply for Graduation*)
- Print out Application

Step 2: Go to the Advising Resource Center (The ARC)

- Verify General Education credit completion with ARC Advisor

Step 3: Fill out Graduation Application

- Follow formatting on Sample Graduation Application
- Enter major course in the order they appear on BECA Graduation Checklist (Orange Sheet)
- Print out copy of all Unofficial Transcripts, including from all other colleges and universities attended

Step 4: Meet with a Faculty Advisor

- BECA Advisor listing and hours are available online or in hard copy from the BECA Office
- Bring Graduation Application, Orange BECA Checklist Sheet, and all Unofficial Transcripts
- If seeking a minor, visit an advisor from that department
- Upon approval, the Graduation Application will be signed by the advisor

Step 5: Submit Graduation Application to BECA Office

- Include Graduation Application signed by advisor, all Unofficial Transcripts (from all colleges and universities attended), and Orange BECA Checklist Sheet (with Departmental Permission signed by advisor)

Step 6: Chair Review

- Graduation Application will be reviewed by the chair (1-2 days to complete)
- If denied, you will be notified by email to collect your application materials
- If approved, you will be notified by email to collect your application materials and sent a link the BECA Graduation Survey, which must be completed before collecting your application

Step 7: Collect Graduation Application Materials

- Collect Graduation Materials from BECA Office
- Be sure to bring a valid ID

Step 8: Submit Graduation Application

- Application Fee to be paid at the Bursar's Office
- Application to be submitted to Registrar



Congratulations!