

How to Fill Out the BECA Graduation Application

Updated Fall 2017

Have the BECA Graduation Worksheet (Orange Sheet) and the Sample Graduation Application (see attached) available as a reference. Please follow these format instructions carefully.

First, list *the three Prerequisite Core classes* as follows:

- **BECA 200** (or equivalent from a Community College or other University; list the course name and number as offered from the Community College/Other University)
- **BECA 300**
- **BECA 340**

Then leave a *blank space*.

Next, list *all five of the Core Foundation classes* in the same order as they appear on your Orange Graduation Worksheet. In the case of 230/231 & 240/241, list the class (i.e. 230) and the lab (i.e. 231) on separate lines. If you have Community College/Other University equivalents for 230/231 and/or 240/241, list the course names and numbers as offered by the Community College/Other University.

Then leave a *blank space*.

Now, list *completed and in-progress BECA elective classes in numerical order* from low to high. Mark in-progress BECA classes with an IP instead of a grade. All in-progress classes are also listed on the front page of the application in the indicated section.

Visit a Faculty Advisor with your *Orange Sheet, all Unofficial Transcripts, and your Graduation Application*. Have the Faculty Advisor look it over your Graduation Application and sign it.

Once signed by an advisor, bring the completed Graduation Application to the BECA office along with your signed Orange Form and a copy of your Unofficial Transcripts from all institutions attended.

Important:

- List equivalent transferred courses as they are known at their home institution.
- Extra classes beyond the five in the Foundation Core may be used as electives.
- Only list enough classes to fulfill graduation requirements.
- Up to 6 units of elective classes from other departments are allowed with advisor approval.
- You may list up to 6 units total toward your BECA degree requirements from a combination of the following: 576 (2), 685 (1), 695 (1), 699 (1).
- The form should be typed, but you may hand write in pen if you are very neat.
- Double-check your total units (minimum of 120) and GE requirements.
- *See an advisor before completing the application!*

