

## SCHOOL OF ART GRADUATION CHECKLIST AND GUIDE

1. Check all University graduation information and deadlines, available on the registrar's office website: <https://registrar.sfsu.edu/content/applying-graduation> Note that School of Art graduation application deadlines are earlier than University deadlines.
2.  Confirm remaining requirements and date of graduation.  
Meet with:  GE advisor (Advising Resource Center at 415-338-1486)  
 Major advisor in your major department
3.  Apply for graduation through online Student Center
4.  Complete online Exit Survey to gain access to the PDF graduation application <http://registrar.sfsu.edu/content/applying-graduation>
5.  Fill in Application for baccalaureate degree (PDF Form) \* **See Directions below!**
6.  Review Application with major advisor. Bring your advising sheet and graduation application to your meeting.
7.  Once your major advisor has signed your graduation application, bring the signed application to the Art Office for the Director's signature. The office will contact students when the application is ready to be picked up.
8.  Pay \$100 graduation application fee to the Bursar's Office & submit application form to Registrar's Office (One-stop Student Shop in Student Services Building) with all signatures.
9.  Complete remaining courses (this includes all incompletes, RD grades, and in progress courses taken during your final semester)

## DIRECTIONS FOR FILLING OUT GRADUATION APPLICATION

1. Please check that the following basic information is completed on your graduation application: Personal Information, Date of Graduation, Major (Art with Concentration in Art Education, Art History, Studio Art, or Art History/Studio Art), Student Signature. Whenever possible please TYPE your graduation application.
2. Courses should be listed in the **same order** as they appear on your advising sheet (advising sheets are available on the School of Art Website under the Advising section). Note: Complementary Studies courses are **NOT** listed on the graduation form.
3. All of the courses listed on the application are compared to the student's transcripts on file. The graduation application must match these transcripts. The following must be included for each course listed on the graduation application:
  - Prefix and Number of course **where it was completed** (i.e. for transfer courses, use the prefix and number of the original school where the course was completed, not our equivalent prefix, number, and title)
  - Title
  - # Units
  - Term
  - Grade (for courses still in progress, write IP)
  - Name of Institution **WHERE COURSE WAS COMPLETED**