

O E U I I

You're part of the Spartan family

Welcome to San José State University and our community of Spartans!

As a student, you're now part of the Spartan family! This publication is designed to make sure your graduate experience here at SJSU is a successful one and to keep you on track to graduate in a timely manner.

As you make your way through your academic journey, this publication will serve as a guide to help you along the way through graduation. By reading this publication thoroughly, you will be informed of the academic requirements you need to fulfill each term, and additional steps you should take outside the classroom to enhance your educational experience and prepare for your career. You will also learn of resources on campus that can help you navigate through your graduate program.

Benz
BA Behavioral Science

Academic Planning

My First Steps

KEEP YOUR ADMISSION LETTER

This is particularly important for conditionally admitted students, as the letter specifies the conditions you must complete during your first year of study.

PROVISIONAL ADMISSION

For those who were provisionally admitted, make sure to submit any outstanding admission documents to the Office of Graduate Admissions and Program Evaluations (GAPE) by the deadline listed on your MySJSU account. Failure to do so may result in a delay in your financial aid and disenrollment from the university.

DEPARTMENT ADVISOR

If you have not already received communication from your department, connect with your department advisor to determine your course requirements for each term.

ENROLL/REGISTER FOR CLASSES

Enroll/register for classes through your MySJSU account. Questions about registration can be directed to the Registrar's office.

GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)

Complete the Graduation Writing Assessment Requirement (GWAR). The GWAR must be completed before a student can be advanced to graduate candidacy. This requirement can be met in several ways. For more information, visit sjsu.edu/gape/current_students/completing_masters

Tips for Success

- Apply for department and SJSU scholarships.
- Connect with the Office of the Registrar for questions about your enrollment and residency status.

- Visit the Writing Center for additional resources to help with your writing skills such as tutoring and workshops.

- Take advantage of Career Center resources for resume building, interview tips, and job fairs.

- Apply for financial aid (applications available on Oct.).

- Check your MySJSU account, frequently, to view enrollment appointments, enroll for courses, view registration holds, check messages, and pay fees.

- Pay tuition through your MySJSU account. For questions, contact the Bursar's Office

- Get involved in student organizations. Some departments have dedicated student organizations for graduate students such as the Biology Graduate Student Association.

- sjsu.edu/bursar

Every Semester

- Check the university calendar for enrollment appointment dates and final exams schedules

- Sign in to your MySJSU student account to:

- See your enrollment appointment
- View any registration holds
- Register for courses
- Pay fees (or ensure that Financial Aid will cover fees)
- Review your records for accuracy

Academic planning

My Final Steps

- MASTER'S AND DOCTORAL DEGREE GRADUATION WORKSHOP**
Attend an online graduation workshop to ensure you are on track to graduate (offered in the spring and fall semesters).
- GRADUATION APPLICATION**
You can apply for graduation through self-service within your MySJSU account approximately two weeks after being approved for advancement to candidacy. Eligible graduation candidates will receive a MySJSU message prompting them to apply for graduation. This message will include detailed instructions similar to the instructions at sjsu.edu/gape/forms
- APPLICATION STATUS**
Check the status of your graduation application in your MySJSU account.
- COURSE SUBSTITUTION**
Did you take a course(s) not listed on your advancement to candidacy petition to earn your degree? If you took a different course than the one listed on your approved advancement to candidacy petition, submit a Request for Core or Elective Course Substitution form (sjsu.edu/gape/forms)
- DEPARTMENT REQUIREMENTS**
Complete all department requirements, such as your final project, thesis, or exam. Afterwards, your department will verify this requirement with the GAPE of record by submitting either a Verification of Culminating Experience Memo or by your completion of a pre-determined final course in your department.
- UNIVERSITY THESIS**
Are you completing a university thesis? Ensure that you follow all instructions for submitting a formal university thesis.
- NON-COMPLETED COURSES**
Ensure that any non-completed courses have been completed, including courses that appear on your record as "I" (incomplete) or "RP" (report in progress). This may involve a change of grade form signed by the original instructor of record, and submitted by him or her to the Office of the Registrar.
- DEGREES**
Graduate degrees post to academic records approximately three weeks after official grades are posted to transcripts. Check your MySJSU account Other Indicators and Unofficial Transcript to see if your degree has been posted.
- OFFICIAL TRANSCRIPTS**
Order of official transcripts through the Office of the Registrar

Tips for Success

- Check thesis deadlines
- Take advantage of Career Center resources for resume building, interview tips, and job fairs.
- Investigate paid and unpaid internships in your discipline if they are part of your degree program.
- Join SJSU's Alumni Association and LinkedIn group.
- Complete your program within seven years to avoid expiration of courses from your program.
- Check the National Student Loan Data System (NSLDS) to determine loans you have borrowed and to complete appropriate exit interviews.
- Find out about the university commencement ceremony
- Check-in with your program of record to find out if they offer a separate department ceremony.

International Students

- Work with your department and International Student and Scholar Services for OPT options and requirements.

Additional Resources

Not all students can finish a graduate degree in two to three years. You may face financial challenges that prevent you from attending to your program requirements. Or you may have family responsibilities or other circumstances that work against your graduation plan. Whatever the situation, we are committed to providing the support and resources you need to complete your degree. Please note that you must complete your program within seven years to ensure courses for your program do not expire.

Need Urgent Help?

If you're starting to fall behind in your graduation plan, seek help immediately. We have a number of resources on campus to assist you, including:

- Academic support (major advising)
- Payment plans and financial counseling (Bursar's Office)
- Counseling services (Counseling and Psychological Services)
- Financial aid counseling/assistance (Financial Aid and Scholarship Office)
- Financial hardship (SJSU Cares via Financial Aid Office)
- Health and wellness services (Student Health Center)
- Grievances/grade dispute process (Ombudsperson)
- Veteran services (Military and Veteran Services Office)
- Disability assessment and support (Accessible Education Center)
- International student support and visa advising (International Student and Scholar Services)

You can find the full contact information for these resources and more in the [Contacts](#) section.

Save Money — Graduate on Time

Your education costs you time and money, so every decision will have an impact on you in a real way. By using the resources available, you will save time and money by avoiding classes you don't need and taking only the ones that you do need. This will also help you to spend less money on tuition, books, housing, and other related expenses.

Take advantage of our resources at sjsu.edu/faso/literacy to plan the financial aspect of your pathway to graduation including:

- How to calculate the real cost of taking an extra semester, an extra year, or longer to graduate
- How to create and maintain a budget
- How to plan for unexpected expenses, such as car repairs, medical bills and rent increases
- What your loan repayment options are with respect to payment plans, loan forgiveness, deferment, and forbearance

Student Code of Conduct

Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information is in the SJSU catalog and at sjsu.edu/studentconduct/policies

Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (). Students are encouraged to consult the Student Responsibilities and Rights section (sjsu.edu/ombudsperson/student-rights-responsibilities) of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth.

Savannah
BS Psychology



SJSU Contacts

For a complete directory, visit sjsu.edu/directory

Accessible Education Center
sjsu.edu/aec
aec-info@sjsu.edu

Bursar's Office
(Fees and Tuition)
sjsu.edu/bursar
bursar@sjsu.edu

Career Center
sjsu.edu/careercenter
careerhelp@sjsu.edu

Counseling and Psychological Services
sjsu.edu/counseling
counseling.services@sjsu.edu

Financial Aid and Scholarship Office
sjsu.edu/faso
fao@sjsu.edu

Gender Equity Center
sjsu.edu/genec
genec@sjsu.edu

Graduate Admissions & Program Evaluations
sjsu.edu/gape
graduate@sjsu.edu

Office of Undergraduate Education
sjsu.edu/gup

Housing
(University Housing Services)
sjsu.edu/housing
uhs-frontdesk@sjsu.edu

International House
(I-House)
sjsu.edu/ihouse
ihouse@sjsu.edu

International Student and Scholar Services
sjsu.edu/iss
international-of-ce@sjsu.edu

Majors
catalog.sjsu.edu

Martin Luther King, Jr. Library
sjpl.org/king

Military and Veteran Student Services Office
sjsu.edu/veterans
veterans@sjsu.edu

MOSAIC Cross Cultural Center
sjsu.edu/mosaic
mosaic@sjsu.edu

Office of Diversity, Equity & Inclusion
sjsu.edu/diversity/diversity-equity-inclusion

Office of the Registrar
(Registration and Transcripts)
sjsu.edu/registrar
registrar@sjsu.edu

Office of Research and Innovation
sjsu.edu/research

Ombudsperson
(Grievance/Grade Disputes)
sjsu.edu/ombudsperson
ombuds@sjsu.edu

Police
(University Police Department)
sjsu.edu/police
- - (non-emergency)
(emergency)

PRIDE Center
sjsu.edu/pride
sjsupride@gmail.com

SJSU Cares
sjsu.edu/sjsucares/about/contact-us
sjsucares@sjsu.edu

Student Health Center
sjsu.edu/studenthealth

Student Involvement
sjsu.edu/getinvolved
getinvolved@sjsu.edu

Testing Office
testing.sjsu.edu
testing-of-ce@sjsu.edu

Transportation Solutions
sjsu.edu/as/departments/transportation-solutions
transportation@sjsu.edu

Tuition and Fees
(Bursar's Office)
sjsu.edu/bursar
bursar@sjsu.edu

Writing Center
sjsu.edu/writingcenter
writingcenter@sjsu.edu

Deep
MS Software Engineering

Cover photo and student photos by Dan Liberti.