

Civil and Environmental Engineering Department

Instructions for Filing a Major Form and Applying for Graduation 2013/2014 CATALOG AND PRIOR

Civil Engineering majors must file a Major Form package **15 months** prior to the intended date of their graduation. The purpose of this early filing is twofold:

- a) To provide a basis for proper academic advisement by requiring an evaluation of the student's prior work at the end of the junior year.
- b) To ensure that the student can make steady progress toward graduation by having a reasonable and practical plan to complete the program and avoid costly, needless delays that could otherwise result.

Deadlines

Deadlines are posted outside the CEE office and on the CEE website (<http://cee.sjsu.edu>) and *are strictly enforced*. Failure to submit by the deadlines can affect your ability to register for courses and may result in delayed graduation.

Graduation Application Package

Your graduation Application package contains a number of forms and supporting documents, including the Major Form, Application for Graduation, signed GE worksheet, unofficial transcripts from all attended schools, articulation agreements or equivalency forms (if necessary), and the intended plan to complete degree coursework. An incomplete package will not be accepted for review. To ensure all your materials are available, use the Major Form Checklist, a form that helps you ensure your package is complete and is a signature page to track the progress of the form through processing. Most forms are fillable and will not be accepted unless typed. Type as much information as possible and use blue or black ink to complete any forms only as necessary. The Major Form must be typed and cannot contain any handwritten marks.

Major Form

The Major Form is the form that lists the major coursework. You need to choose the template that corresponds to the catalog under which you are graduating. There are 3 forms available: One for catalogs prior to the 2014/15 catalog, one for catalogs 2014/15 and 2015/16, and one for the 2016/17 and later catalogs. (NOTE: This form is NOT the form that documents your graduating senior status. That is the Graduation Worksheet, which is a result of the university processing your Major Form.) This form has all the basic coursework listed on it for your convenience. For this form you need to:

1. Fill out the grades for the courses you have completed. Leave grades for incomplete courses BLANK.
2. Fill out your Courses Required in Preparation of the Major. (These are your math and science courses, as listed in the catalog, available at: <http://info.sjsu.edu/cgi-bin/pdfserv?atok=catalog>)
3. Fill out your chosen 4 CE electives, per catalog requirements. The typical rotation of CE Electives is posted outside of the CEE office and on the CEE website.

If you completed any coursework listed on the Major Form at an institution other than SJSU, you will need to include that course information in the box along with the SJSU course information. In the same box as the SJSU equivalent course, strike out the SJSU course and on a new line place the other institution's number, name, units *exactly* as they appear on the school's transcript (add a Q next to the units for a course completed in the quarter system). See below for an example. For a complete example of the Major Form, see the sample Major Form on the CEE website.

Dept.	No.	Title	Units	Grade
EE	98	Intro. To Circuit Anal.	3	
**Engr.	37	Intro to Circuit Anal.	5Q	B
CE	99	Statics	2	
*Engr.	23	Vector Mechanics	3	B+

* = WVC (West Valley College) ** = DeAnza College

Application for Graduation

The Application for Graduation is a university form that can be found on the CEE website or university website here: http://www.sjsu.edu/registrar/docs/grad_app.pdf. The dates on this form do not supersede those established by the department for submission of the Major Form package. There are no fees associated with applying for graduation; however, a fee of \$10 will apply if you change your graduation date after submitting your application. The date change form is on the CEE website or here: http://www.sjsu.edu/registrar/docs/grad_change.pdf.

College of Engineering GE Checklist

The College of Engineering GE Checklist is a form that the Engineering Student Success Center (ESSC) located in ENG 344 will fill out showing that you have completed your GE requirements through waivers and coursework. You need to make an appointment at the ESSC or stop in during drop-in hours to meet with an advisor. They will advise you on missing work and provide input on course options to complete your GE work.

Courses to Complete the Baccalaureate

The Courses to Complete the Baccalaureate form is a planning sheet that will assist you and your advisor in ensuring you have a reasonable and practical plan to complete your degree requirements. Be sure you check prerequisites when completing the form as there are no corequisites allowed for any CE course. This form is not binding to you or the department and only represents a reasonable option to complete your degree in the intended timeframe. Your intention for certain courses in a preferred semester is not an indication that you are assured a seat in the class. Electives are never guaranteed for students. The only way to increase your chances of getting the classes you want when you want is timely advising each semester, registration during your registration window, and payment of fees.

Supplemental Materials

Copies of your transcripts that show courses you completed on the major form are necessary to verify accuracy and satisfaction of degree requirements. (NOTE: Checks by the department are not a substitute or replacement for the university's official verification process of all coursework completed at schools other than SJSU.) Unofficial transcripts or copies of official transcripts are acceptable for this purpose. For coursework completed outside of SJSU, please highlight the relevant courses (those listed on the Major Form) on both the transcript and the

assist.org document (or the SJSU school-to-school articulation document) showing articulation between SJSU and the school to aide the verification process. For coursework completed outside California or in schools that don't have direct articulation agreements with SJSU, copies of the signed equivalency forms also need to be attached to the major form.

Declarations, Disclosures, and Agreements

Once the package is complete, you need to fill out the number of GE units to be completed, based on your discussion with the ESSC during your GE advising session(s), any prerequisite violations that have occurred during your coursework, and then sign the form, which is an indication that you understand the form is *due 15 months prior to graduation*.

Processing

Your Major Form package will be reviewed by your advisor in your presence. Once the advisor feels that the form is complete, they will take it from you for processing. *The CE office staff will not accept Major Form packages directly from students.* After your advisor takes the package, they will route the package through the department processing, which includes verification of accuracy of grades and courses listed on the major form. Once the verification is complete, the advisor will review the package, sign it, then pass it onto the department chair. The department chair will then review and sign it. At any point during this review process, you may be contacted to correct any errors or deficiencies in the package.

Once all departmental processing is complete, the CE office will pass the form onto the university for additional processing. At this time, the CE office will scan and email a copy of the form for your records. Keep it in a safe place. This will be the only proof you will have that you completed your paperwork on time until the university completes their processing, which can take many months.

Once the university has possession of your form, you will become eligible for the "senior cards" from Student Services. These cards are an indication that you have priority over non-graduating students when in need of a class. These cards are *not* a guarantee of registration into a course. After the university processes your Major Form package, they will send you the Graduation Worksheet through your MySJSU account. The Graduation Worksheet is a form that lists the requirements that you still need to satisfy before your degree can be awarded. This form will list any missing coursework, GPA or grade deficiencies, and incomplete GE requirements. The Graduation Worksheet provides you the highest priority in adding classes in CE, but again doesn't guarantee enrollment in a course. For information on the CEE policy for adding a class after advanced registration, please see the CEE website.