

**COMMUNICATION STUDIES
GRADUATION CHECKLIST
SAN FRANCISCO STATE UNIVERSITY**

Baccalaureate Graduation Checklist:

- 1. Pick up the graduation application from the Registrar's Counter or access it via the SFSU website. (Search "Undergraduate Degree Application" on the Registrar's page at: <https://www.sfsu.edu/~admisrec/gradapp/ga.htm> .)
- 2. Follow their instructions for completing the application. **List your COMM courses in the following order:**
 - 1. Breadth Area Classes first;
 - 2. Depth Elective Classes last (i.e., electives approved by your academic advisor, which may include courses in transfer or from allied departments).
- 3. When completed, make an appointment with your major advisor for her/his approval of your application. Bring your B.A. Planner to this meeting in case your advisor approved substitute courses. If she/he did, attach the Planner to your application; the Department Chair will need to see it.
- 4. Next, bring your application to the Department office, HUM 282, for the Department Chair's approval. Leave only pgs. 1 and 2 of your application, we don't need or want the instructions, etc. No appointment is necessary; you can return for your application after 48 hours.

When you leave your application, you will be given a departmental Senior Exit Survey to complete. Return the completed Survey to us when you come back for your application. Your application will be returned to you once we receive your exit survey – we'll trade! The Senior Exit Survey is available at http://www.sfsu.edu/~comm/undergrad/advis_BA2007+/survey_seniors.htm

If your application is NOT approved, it will be returned to your advisor and you must make an appointment with her/him to resolve the problem.

- 5. Take your application to the Bursar's Counter at the Student Services Building's One Stop to pay the application fee. Then, take your application to the Registrar's Counter for processing. THAT'S IT! If all your University requirements are met, we'll see you at our Commencement Reception in May.

DON'T MISS THE DEADLINE!

LATE APPLICATIONS WILL NOT BE ACCEPTED BY THE REGISTRAR'S OFFICE!