

Engineering BS Degree Graduation Documentation Coversheet and Checklist

Name : _____

Student ID: _____ Email Address: _____

Major: Civil Computer Electrical Mechanical

Pattern: Native Transfer

- Make sure each appropriate item is completed and checked off.
- Submit this coversheet with your graduation application

University Baccalaureate Application Form

- Obtain online at <http://www.sfsu.edu/~admisrec/forms/formstoc.htm>
- Do not fill in an “Emphasis” after the “Major.”
- List courses in ascending order.
- List only upper division (300 and above) courses for major.
 - Exception: If you are following the “Old Curriculum” in Electrical Engineering and you took ENGR 201 instead of ENGR 303, then list ENGR 201.
 - Another exception: If you are still taking lower division courses in your major at SFSU or a community college, list these courses too.
- If you have transfer credit for any upper division SFSU course, use the course number and title from the institution where you took it.
- Where the application form asks for the name of your advisor, enter the name of the Program Head for your major. They are as follows:

Civil Engineering	- Dr. T. D’Orazio
Computer Engineering	- Dr. T. Holton
Electrical Engineering	- Dr. T. Holton
Mechanical Engineering	- Dr. A. Ganji

Engineering Student Planning Worksheet

- Complete your worksheet with grades and semester. If it is messy, redo it
- For transfer students, the back of the worksheet must be filled in and signed, or a copy of same from your old worksheet should be attached.

Degree Audit Report (DAR)

- Make sure you have a current DAR, not an old one. Note you will need a second copy of your DAR for your GE application
- Highlight all courses required for your engineering curriculum, both lower and upper division courses.