

Engineering BS Degree Graduation Documentation Coversheet and Checklist

Name : _____	Student ID: _____
SFSU Email: _____@mail.sfsu.edu	Phone# : _____
Personal Email: _____	
Major: <input type="checkbox"/> Civil <input type="checkbox"/> Computer <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical	
Pattern: <input type="checkbox"/> Native <input type="checkbox"/> 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://registrar.sfsu.edu/graduation> after you complete the exit survey.
- Do not fill in an “Emphasis” after the “Major.”
- List courses in ascending order.
- List only upper division (**ENGR 300 and above**) courses for major.
 - 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. Tom Holton
Electrical Engineering	- Dr. Tom Holton
Mechanical Engineering	- Dr. Ed Cheng

Engineering Student Planning Worksheet

- Complete your worksheet with grades (match transcripts) 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.

Transcripts

- Provide a copy of your SFSU transcript.
- For transfer students, provide a copy of transcripts from all California Community Colleges attended.
- Highlight all courses required for your engineering curriculum, both lower and upper division courses.