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# FAQ for Incoming and Current Design Students

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Fall 2023 V2

San José State University  
Department of Design  
sjsu.edu/design

## **Can I change my major to Animation/Illustration?**

**No.** Students have to apply to SJSU as an Animation/Illustration major through Cal State Apply. There are no exceptions to changing your major to Animation/Illustration.

**Why can't I apply for BFA Graphic Design, BFA Interior Design, or BS Industrial Design on Cal State Apply?** The above programs are acceptance only by portfolio review once you have been admitted as a **BA Design Studies major**. Each program has its own portfolio review criteria and classes that must be taken before being accepted to either of the above programs. If you do not pass the portfolio review, you will remain a BA Design Studies student.

## **When transferring from a community college on the quarter system, will that affect my units when transferring?**

If you are transferring from a community college that is on the quarter system, make sure to let your advisor know and provide your transcript from the institution you have transferred from. This can result in using two courses from your community college for one course at SJSU.

## **What do I need to know when I declare a Design minor?**

The minimum criterion for any minor is 12 semester units of coursework **completely distinct** and separate from the coursework in the major (University Policy S16-4).

**I need a major requirement exception (substitution); what do I do?** If you need an exception (formally known as substitution) for one of your required major courses, please see your **major advisor for approval and submission**. If they approve, they will submit the exception or loop in Allison Reyna (allison.reyna@sjsu.edu) to input for processing. Once inputted, **please allow 4-6 weeks** for the H&A Student Success Center to process. The exception will show on your MyProgress once it is completed.

## **Who is eligible to obtain a design locker?**

All design students can get a locker. An email will go out before the semester begins to complete a Design Locker Google Form.

## **When completing my major form, what do I need?**

Student's need their major advisor's signature. Please ensure advisors also initial any exceptions (substitutions) they are approving. Also, ensure that any classes that are not taken at SJSU are marked by the **other institutions abbreviation** (ex. EVC, Evergreen Valley College). In the margin, clarify the abbreviation meaning at the bottom. Indicate what classes are planned (semester & year) and which are in progress (IP).

## **What are the two types of Change of Major forms, and what are the differences?**

The two DocuSign forms initiated are Change of Major with fewer than 90 units or Change of Major with more than 90 units. Once the Change of Major DocuSign has been initiated by either the Major Advisor or Allison Reyna (allison.reyna@sjsu.edu), the student will receive an email in their SJSU email asking to complete a document via DocuSign.

**Fewer than 90-units** form requires student's unofficial transcript. Which can be accessed via the student center in MySJSU. Once the advisor and the Department chair sign the DocuSign the Design office will submit the student's change of major to the Registrar.

**More than 90 units** form requires your **previous and new major form**, a **personal statement**, and an **unofficial transcript**. Once the advisor and the Department chair sign the DocuSign, it will go to the H&A Dean's office for final signature and approval. They will also submit the student's change of major to the Registrar.

**How will I be able to find my major advisor's office hours?** Faculty office hours are posted on the Design website sjsu.edu/design under Advising.

## **Who can take DsGN 127?**

Only students that are BFA Animation/Illustration, BFA Graphic Design, BFA Interior Design, and BS Industrial Design.