Dear Declared Business Students,

Thank you for completing steps 1 – 3 of our online graduation application process. Your final step is to Apply for Graduation for one of the following terms: Fall 2024, Spring 2024 or Summer 2024. Please follow the instructions below so that you may complete this final step successfully.
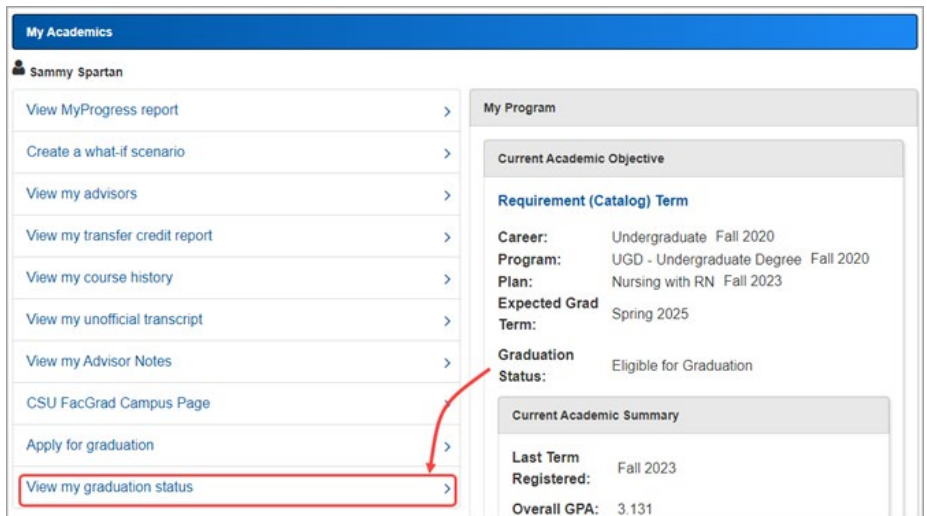
Jack Holland Student Success Center

1. Login to MySJSU.

    a. On the Student Center page, click the My Academics link.
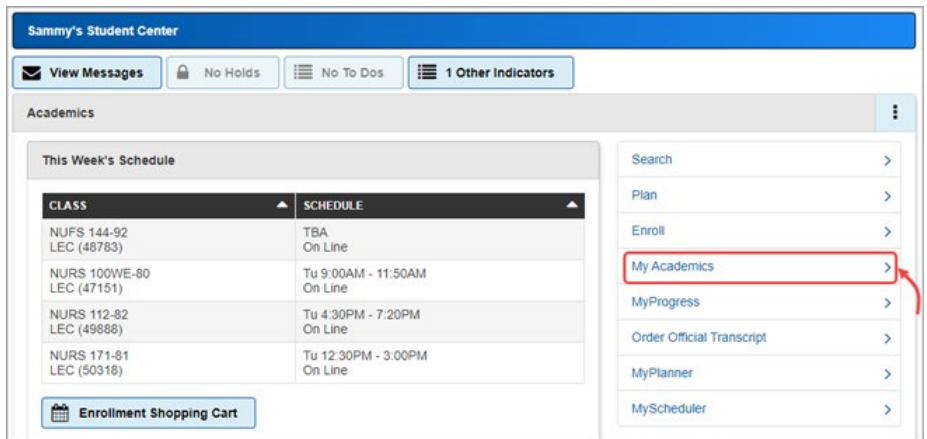
2. Click the View my graduation status link to review the name that will be printed on your diploma and your diploma mailing address.

3. **Review/Update your diploma name.**

   a. Students may use a name other than their Primary (legal) Name on their diploma. If a student adds a Diploma Name before established deadlines, that name will be used on their diploma. Otherwise, the diploma will show the Primary Name from MySJSU.

      For more information, go to [Name Printed on Your Diploma](#) webpage.

      To update the diploma name, click on the Update Diploma Name link.

   b. Update Diploma Name

      i. You will be taken to **Add a new name** if you have not previously added a diploma name. *If you are taken to Change name, proceed to Step ii*.

         ● Enter the appropriate information for your diploma name.

         ● Click the **Save** button.

         ● Your entry was saved successfully.

         ● Click the **OK** button to return to the Graduation Status page.

         ● *Proceed to Step 4.*

ii. You will be taken to **Change name** if you already have a diploma name.

● Update the appropriate information for your diploma name.

● Click the [Save] button.

| Names > Change name | Return |

👤 Sammy Spartan

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

| Name Type | Diploma |
| Format Using | English | Change Format |

Prefix	Select ⌄
*First Name	Sammy
Middle Name	SJ
*Last Name	Spartan
Suffix	Select ⌄
Date new name will take effect	10/26/2023 📅 (EXAMPLE: 12/31/2000)
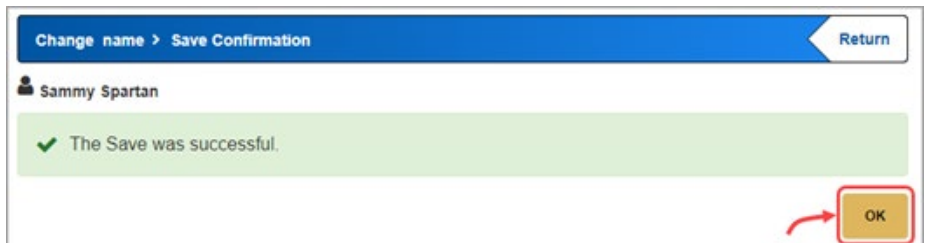
[Save]

● Your entry was saved successfully.

● Click the [OK] button to return to the Graduation Status page.

| Change name > Save Confirmation | Return |

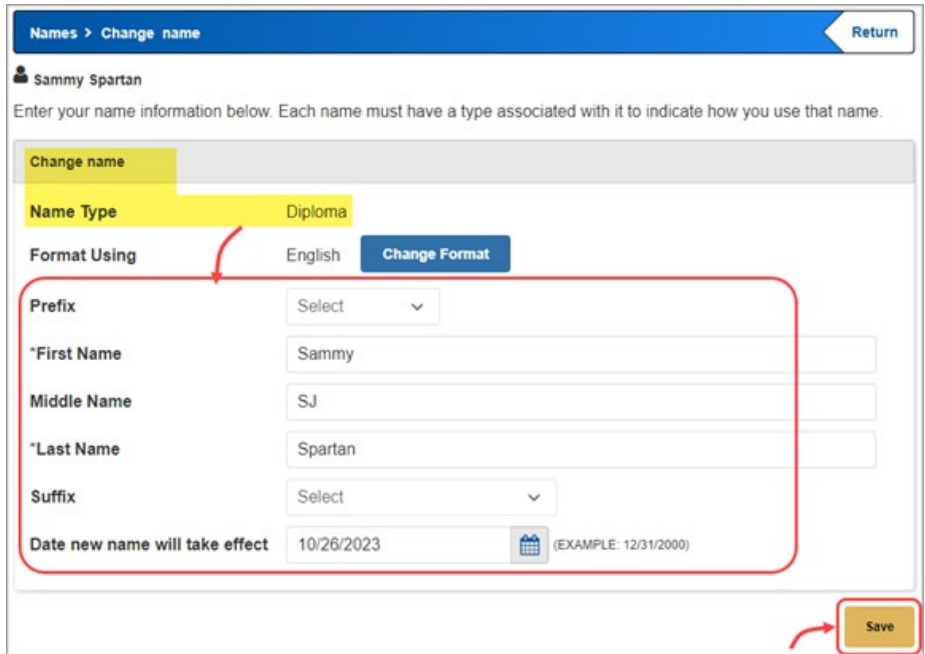👤 Sammy Spartan
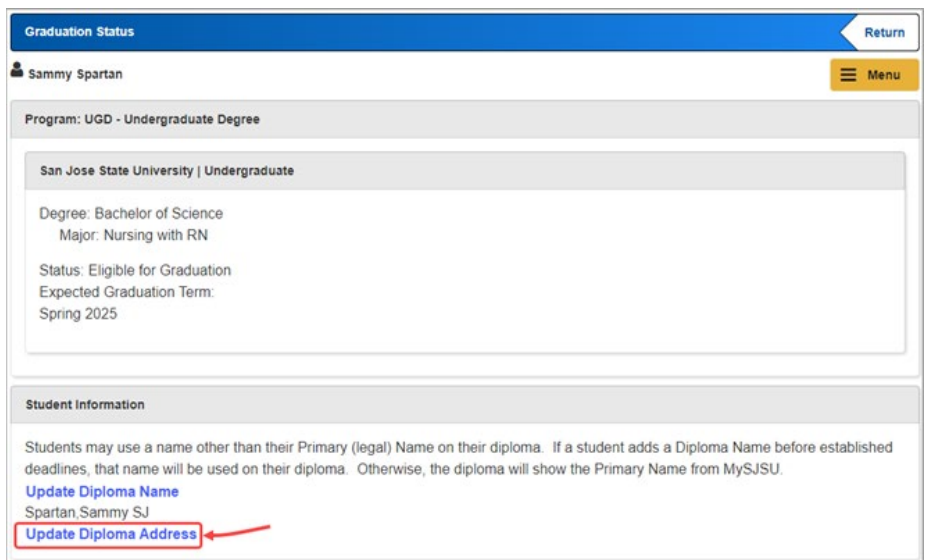
✔ The Save was successful.

[OK]

4. **Review/Update your diploma address.** Students may send their diploma to a different address. If a student adds a Diploma Address before established deadlines, that address will be used to send their diploma. Otherwise, the diploma will be mailed to the mailing address.

For more information, go to the [Mailing Address](#) webpage.

To review/update the diploma address click on the Update Diploma Address link

| Graduation Status | Return |

👤 Sammy Spartan | ☰ Menu

Program: UGD - Undergraduate Degree

San Jose State University | Undergraduate

Degree: Bachelor of Science
  Major: Nursing with RN

Status: Eligible for Graduation
Expected Graduation Term:
Spring 2025

Student Information

Students may use a name other than their Primary (legal) Name on their diploma. If a student adds a Diploma Name before established deadlines, that name will be used on their diploma. Otherwise, the diploma will show the Primary Name from MySJSU.
Update Diploma Name
Spartan,Sammy SJ
Update Diploma Address

a. Update Diploma Address

| Addresses |

👤 Sammy Spartan

| ADDRESS TYPE ▲ | ADDRESS | ▲ | EDIT |

23UX

i. You will be taken to the **Addresses page**.

If you don't have an existing address type of Diploma, click the [Add a new address] button to enter one. *If you have an existing diploma address, proceed to Step ii.*
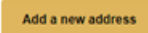
● Enter the appropriate information for your diploma name.

● Click the [OK] button.

● Check the Diploma address type.

● Click the button.

● The diploma address was saved successfully.

● Click the [OK] button.

ii. If you have an existing diploma address, you can click the [✏ Edit] button to update it if needed. *If you do not need to update it, proceed to Step 5.*

Addresses

👤 Sammy Spartan

ADDRESS TYPE ▲	ADDRESS ▲	EDIT
Home	1000 Spartan Lane San Jose, CA 95192	✏ Edit
Mail	1000 Spartan Lane San Jose, CA 95192	✏ Edit
Diploma	1000 Sammy Ct San Jose, CA 95192	✏ Edit

[Add a new address]

● Update the appropriate information.
● Click the button.

Edit Address

👤 Sammy Spartan

Please follow the standard address rules below when updating/entering your address:

- Do not use commas or periods.
- Use the '#' sign to indicate an apartment number.
- Use mixed case, as opposed to all uppercase or lower case letters.

Sample USA Address (international addresses may require other information):

Address 1: 25 N 74 St # 83

Address 2: blank if no information needed

City: San Jose

State: CA

Postal: 95192

Country	United States
Change Country	
*Address 1	1000 Sammy Ct
Address 2	
Address 3	
City	San Jose
State	CA 🔍 CALIFORNIA
Postal	95192

[OK]

[Cancel]

● Click the [Save] button.

Addresses > Change Address

👤 Sammy Spartan

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Address Types

- Click [OK] button.

Change Address > Save Confirmation

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✔ The Save was successful.

OK

- Verify Diploma Address updated appropriately.

Addresses

👤 Sammy Spartan

ADDRESS TYPE ▲	ADDRESS ▲	EDIT
Home	1000 Spartan Lane San Jose, CA 95192	✏ Edit
Mail	1000 Spartan Lane San Jose, CA 95192	✏ Edit
Diploma	1000 Sammy Ct San Jose, CA 95192	✏ Edit

Add a new address
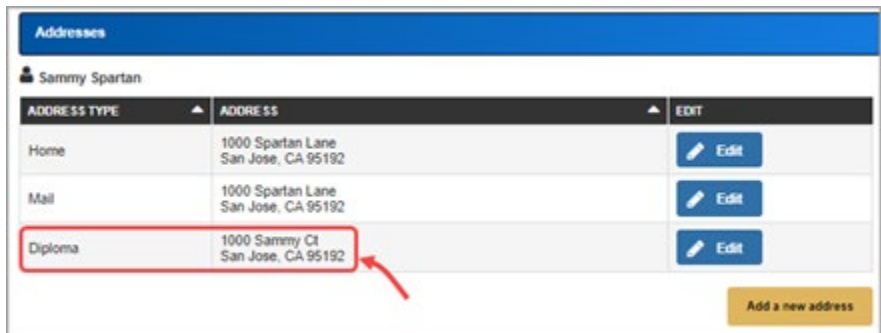
5. You are now ready to apply for graduation. Click the Student Center link on the left navigation pane.

SJSU SAN JOSÉ STATE UNIVERSITY

⭐ Student Center >
✉ View My Messages >
🔒 Holds >
☰ To Do List >
🖥 Make a Payment >
🖥 Academics: Enrollment ∨
🎓 Academics: Records ∨

Addresses

👤 Sammy Spartan

ADDRESS TYPE ▲	ADDRESS ▲	EDIT
Home	1000 Spartan Lane San Jose, CA 95192	✏ Edit
Mail	1000 Spartan Lane San Jose, CA 95192	✏ Edit
Diploma	1000 Sammy Lane San Jose, CA 95192	✏ Edit

Add a new address

6. On the Student Center page, click the My Academics link.

Sammy's Student Center

✉ View Messages   🔒 No Holds   ☰ No To Dos   ☰ 1 Other Indicators

Academics   ⋮

This Week's Schedule	
CLASS ▲	SCHEDULE ▲
NUFS 144-92 LEC (48783)	TBA On Line
NURS 100WE-80 LEC (47151)	Tu 9:00AM - 11:50AM On Line
NURS 112-82 LEC (49888)	Tu 4:30PM - 7:20PM On Line

Search	>
Plan	>
Enroll	>
My Academics	>
MyProgress	>
Order Official Transcript	>

7. Click the Apply for graduation link.

8. Verify the degree and major. If this is not the correct major, please contact your success center to submit a Change of Major Advisor Request **before** applying for graduation.

   To proceed to apply, click the **Apply for Graduation** button.
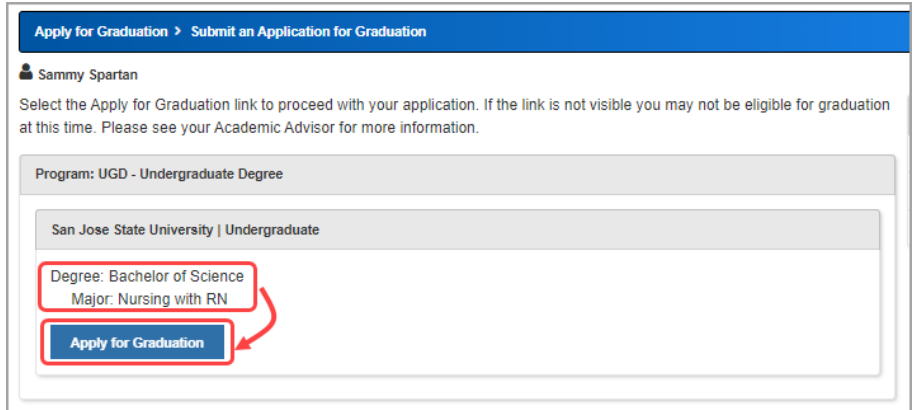
9. Select **Expected Graduation Term** and click the **Continue** button.

   If the term you desire is not available then you are applying too early. See your major advisor.
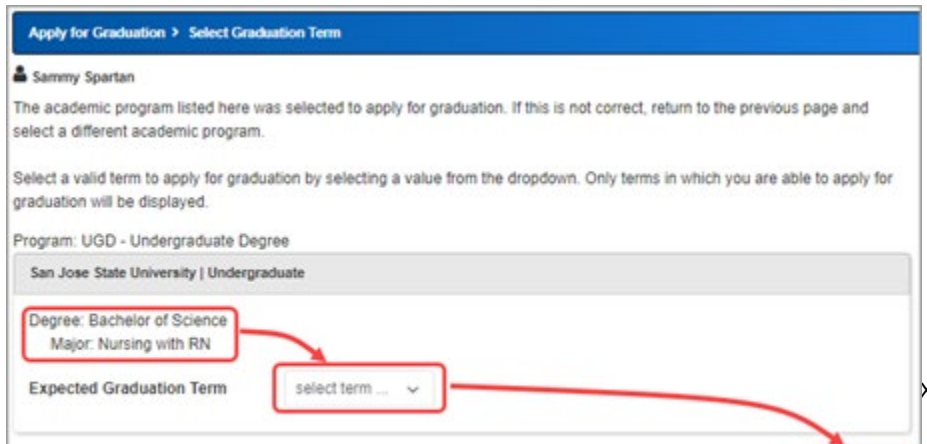
Remember: If this is not the correct major, please contact your success center to submit a Change of Major Advisor Request **before** applying for graduation.

10. Verify graduation data and click the **Submit Application** button.

Apply for Graduation > Verify Graduation Data

👤 Sammy Spartan

Program: UGD - Undergraduate Degree

San Jose State University | Undergraduate

Graduation Instructions

Degree: Bachelor of Science
   Major: Nursing with RN

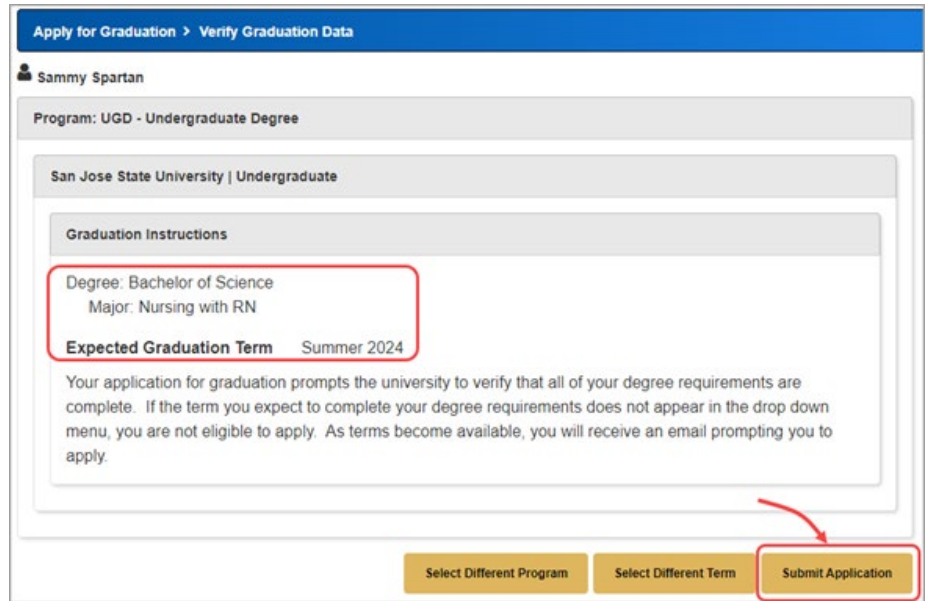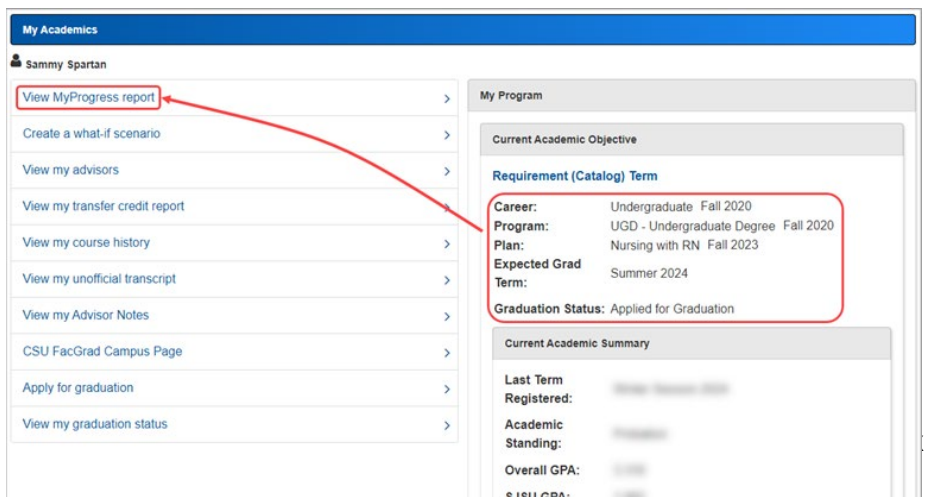**Expected Graduation Term**   Summer 2024

Your application for graduation prompts the university to verify that all of your degree requirements are complete. If the term you expect to complete your degree requirements does not appear in the drop down menu, you are not eligible to apply. As terms become available, you will receive an email prompting you to apply.

Select Different Program   Select Different Term   Submit Application

11. You have successfully applied for graduation.

    Click the My Academics link.

Apply for Graduation > Submit Confirmation

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✔
You have successfully applied for graduation.

In this section

Plan

Enroll

My Academics

12. Your expected grad term and graduation status have now been updated.

    Click the View MyProgress report link.

My Academics

👤 Sammy Spartan

View MyProgress report   >
Create a what-if scenario   >
View my advisors   >
View my transfer credit report   >
View my course history   >
View my unofficial transcript   >
View my Advisor Notes   >
CSU FacGrad Campus Page   >
Apply for graduation   >
View my graduation status   >

My Program

Current Academic Objective

Requirement (Catalog) Term

Career: Undergraduate Fall 2020
Program: UGD - Undergraduate Degree Fall 2020
Plan: Nursing with RN Fall 2023
Expected Grad   Summer 2024
Term:
Graduation Status: Applied for Graduation

Current Academic Summary

Last Term
Registered:

Academic
Standing:

Overall GPA:

13. On the My Progress page, verify your graduation term and status.

    Please ensure you completed all steps of the graduation application process for Business Students - **https://www.sjsu.edu/lcobssc/advising/graduation-application-process/want-to-apply.php**

My Progress

👤 Sammy Spartan

ID

New Window   Print Report

Current Academic Objective

Requirement (Catalog) Term

Career:	Undergraduate	Fall 2020
Program:	UGD - Undergraduate Degree	Fall 2020
Plan:	Nursing with RN	Fall 2023

Expected Grad Term: Summer 2024
Graduation Status:
Applied for Graduation

Current Academic Summary

Last Term Registered:

Academic Standing:

Overall GPA:

SJSU GPA:

⌃ General Information

14. **Questions?** Please email the Jack Holland Student Success Center for help – **jackholland-center@sjsu.edu**.