MAJOR FORM GUIDELINES

IMPORTANT ITEMS TO REMEMBER WHEN COMPLETING AND SUBMITTING THE MAJOR FORM:

PLEASE SUBMIT MAJOR FORM TO ISE DEPARTMENT ONE YEAR IN ADVANCE

1. Major Form should be typed neatly and correctly (see example).
2. Courses yet to be taken or which are NOT yet completed, are to be shown on the Major Form. No grade should be posted (leaving it blank).
3. If a student has earned one or both of the following for any course, it must be shown on the major form (Grade column is to remain blank):
   - “W” (Withdrawal)
   - “NC” (No Credit) unless re-completed with a new grade
4. All courses that were completed with multiple attempts without filing an academic renewal are required to be listed with a backward slash, \\, after each completed grade. This includes any attempts from all other non-SJSU institutions. For example: F\WU\B

NOTES:

A. You must see your advisor and submit your Major Form and the complete documents for approval and signature.
B. The department will then further verify all aspects of the major form for accuracy and completeness.
C. Upon department verification and approval, your Major Form and the documents will then be forwarded to the department chair for department final approval and signature.
D. Upon department chair’s final approval and signature, your Major Form and the documents will then be forwarded to the office of Admissions and Records to be evaluated.
1. Major Form Checklist/cover page (To be printed as one page only)
2. Major Form (To be printed as one page only)
3. Graduation application (signed)
4. General education checklist (official or copy signed by GE assessment advisor.)
5. College of engineering general education checklist
   • Form A (blue) - for students starting as freshmen
   • Form b (pink) - for transfer students
6. Graduation courses not completed for the baccalaureate degree (signed)
7. SJSU Transcripts (will be printed out by ISE Department)
8. Other college/university transcript(s) (copy is okay) plus:
   • Copies of articulation agreement(s) between the two colleges/universities showing the appropriate school names and the year in which you took the course. (Copies of many articulation agreement(s) can be printed out from the following website WWW.ASSIST.ORG/ (don’t forget to press the print friendly version button on upper left corner before printing)

OR

• Course equivalency form for all course work not taken at SJSU (including all course work from any foreign college(s)
Reminders:

- Any changes to a student’s submitted major form must be documented by a (Changes of Course(s) on Major) form.
- Don’t forget to submit copies of the transcript(s) to the department for course(s) with a “Blank grade” that will be taken at a none-SJSU college/university (Be sure that an official copy goes to the office of Admissions and Records)
- When printing your articulation agreement(s), if the year in which you took the articulated course is not listed on the website and another year is shown instead, you must then fill out the Course Equivalency Form and to submit the form(s) to the appropriate department for evaluation.
- Both the Major form and the Major Form Check List are to be printed as one page each.

Minor Forms

- Approved Minor forms are to be submitted as part of your major form packet for those who have a declared minor.
- All courses that are listed on your major form as REQUIRED COURSES and APPROVED TECHNICAL ELECTIVES may not be double counted toward your minor.
Industrial & Systems Engineering Department
Major Form Check List

Student Name:  Spooky Liu  
Advisor:  Yasser Dessouky  
SID#: 000049590  
Today's Date: 09/26/2010  
Phone No.: 408-924-3301  
Semester to Graduate: Spring 2004  
Email: ise@email.sjsu.edu

Following items are attached:

☐ ISE Dept. Major Form
☐ SJSU Graduation Application
☐ GE Check List
  ☐ Official or copy signed by GE assessment advisor
  ☐ College of Engineering GE check list – FORM “A” for those who entered as freshmen OR FORM “B” for transfers
☐ SJSU Transcript (will be printed out by ISE department)
☐ Other College/University transcript with articulation agreement
☐ Articulation Agreement(s) (Agreements can be printed from www.assist.org for course works that were completed from a none SJSU institute)
  OR
☐ Equivalency Form(s) (This form is to be used only when agreements are not available from www.assist.org)

I understand that the major form needs to be filed one year prior to graduation. Late filing will delay my graduation. I believe that I have not intentionally violated any course prerequisite requirement; however, here is a list of violations, discrepancies, or comments if any:

________________________________________________________________________

________________________________________________________________________

I have discussed my GE course completion with a GE course advisor and I am required to complete ___3___ units of additional courses.

Student: ___________________________ Date: 09/28/2003
Advisor: ___________________________ Date: 09/29/2003
Chair: ___________________________ Date: 

Received at COE by: ___________________________ Date: ___________________________
Reviewed by: ___________________________ Date: ___________________________
☐ Approved to be forwarded to A/R on ___________________________
☐ Return to department for corrective action listed below

________________________________________________________________________

________________________________________________________________________

Received at Department by: ___________________________ Date: ___________________________
Corrective actions reviewed and implemented

By: ___________________________ Date: ___________________________

Received at COE by: ___________________________ Date: ___________________________
Reviewed by: ___________________________ Date: ___________________________
☐ Approved to be forwarded to A/R on: ___________________________

Revised 03/18/10
Application for Graduation Information
Office of the Registrar, One Washington Square, San Jose, CA 95192-0009

Graduation Application

Deadlines

Summer and Fall Graduation:
March 1st: We encourage you to apply at least 2 semesters in advance of the graduation date, if you have completed 90 semester units.

Spring Graduation:
July 1st of the preceding year, if you have completed 90 semester units.

Application Processing

If your application is submitted to our office by the deadline date, a graduation worksheet of outstanding requirements will be mailed to you the semester prior to your graduation term. Please review this worksheet carefully. You must complete all requirements and submit all paper work by the last day of the term of graduation. Students will be given additional time to submit other documents (i.e. substitution forms, petitions, etc.)

Second Baccalaureate Degree

If you currently have a bachelor degree and have matriculated at SJSU into the second baccalaureate program, you should apply for graduation by the deadline. Please review the requirements for a second baccalaureate degree in the SJSU catalog.

To be eligible for the degree, you must complete all course work which constitutes the second degree with at least two additional semesters of work with a minimum of 30 units beyond the first degree in accordance with the University residence requirement. Second baccalaureate degree candidates must meet the academic regulations required of all undergraduate students.

Attendance at another College or University

Students planning to attend a college or university other than SJSU during their final semester must notify their Graduation Evaluation. Courses must be completed the semester of graduation, and transcripts received within one month after graduation.

Changing Your Date of Graduation

All requirements must be completed by your graduation date. If you discover that you will not be able to complete all requirements by the end of your anticipated graduation term, 1) you must meet with your major advisor who needs to approve your graduation date change form. 2) After your date change request has been approved, you will need to pay the $10 processing fee at the Bursar’s Office, 3) the completed Graduation Date Change Form must be submitted to Window “R” (Registrar) in the SSC no later than the first day of classes for the intended graduation term.

Official Notification of Degree

The notification of graduation is mailed to the diploma mailing address you indicated on your Application for Graduation. If your diploma address has changed, please update your diploma and email address on my.sjsu.edu (view or update this information under your personal data) or contact your Graduation Evaluators as soon as possible to insure receipt of your correspondence.

Diplomas are mailed on a rolling basis as soon as final semester grades are posted and requirements are cleared (normally four to six weeks after the close of the semester).

Commencement

Degrees are conferred three times a year: August (Summer), December (Fall) and May (Spring). The date of the diploma reflects the term for which you applied and completed all degree requirements.

There is one Commencement Ceremony each academic year. It is held in May. Student who graduated in August or December of the previous year, and those who have applied for May graduation are eligible to participate in the ceremony. The Office of the President will mail commencement information to you in April of the year you qualify for participation.

Please note: If you apply after the application for graduation deadline date, or do not submit your graduation date change to your Evaluators on or before the first day of classes for the term of graduation, your name will not appear in the commencement book.

Graduate Admission

Once you are granted your degree, you are no longer an enrolled student. Should you wish to continue your enrollment as a graduate student, you must file a new admission application on-line at: www.csumentor.edu

If you require further information, please call (408) 283-7500.

APPLICATION CHECKLIST

☐ Please read this brochure carefully.

☐ Review all graduation requirements in the catalog under which you will graduate.

☐ View your Degree Progress Report (http://degreeprogress.sjsu.edu/) to determine what General Education (GE) requirements you may still have outstanding to complete your degree. You can keep track of your progress toward earning your Bachelor’s degree by checking your Degree Progress on MySJSU, which will also give you detailed GE information.

☐ Please have your major department submit your completed Major/Minor forms in a separate sealed department envelope with your application for Graduation to the Student Service Center – Attn: Office of the Registrar(extended zip 0009) by the application deadline shown above.

☐ Effective July 1, 2010, all graduation application packets (with major and minor forms) must be submitted to the Office of the Registrar.

☐ Complete all outstanding requirements by your graduation date.

☐ Register with the Career Planning and Placement Office (Optional).
Check one box to indicate the term and fill in the blank line to indicate the proposed year of graduation. Deadline to apply is right next to each option.

☐ Summer (March 1st)    ☐ Fall (March 1st)    ☐ Spring (July 1st of previous year)

Please note: You are encouraged to apply by the deadline; however, applications must be in our office by the last day to add classes of the graduation term. Delays may occur and names may not appear in commencement book if not filed by the deadline.

SJISU ID: ___________________________    or    Social Security number (optional): ___________________________

Legal name as it appears on your SJISU records (Your name will appear on your diploma and in the Commencement Book as it is listed on your official SJISU record. If you need to update your name in our system, you must file a timely name change with the Office of the Registrar in the SSC Building)

Last name                 First name                 Middle

Diploma Mailing Address for all graduation materials (including your graduation worksheet and diploma):
Note: It is the student’s responsibility to update this information on MySJISU (http://my.sjsu.edu/). Please be sure to view or update your current diploma mailing address and email address under your Personal Information. The university will not be held responsible if it is not updated.

Street number                Street name                Apartment

City                        State                         Zip Code

Home Telephone:             Work Telephone:              Gender:     ☐ male     ☐ female

Area Code  Number            Area Code  Number            Ext.

What is your degree objective? ___________________________  e.g.  BA, BS, BFA, B of Music, Second Baccalaureate

Major ___________________________  College ___________________________

Concentration, or Double Concentration, if any ___________________________  Minor, if any ___________________________

Double Major ___________________________

Non-SJISU College work not yet submitted to San José State University (Previously taken, in progress, or planned):

__________________________________________

List the college courses in which you are currently enrolled at SJSU:

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Applicant’s signature ___________________________  Date

Major Advisor’s printed name & signature

__________________________________________  Date

Graduation Application 03/06/2012
San Jose State University  
College of Engineering  
Department Industrial & Systems Engineering  
Major Form for B. S. in Industrial & Systems Engineering

Name ___________________________  
Last: Spooky  
MI: Liu  
First: ___________________________  
SSN: __123-45-6789  
SID: _______________ 000049590

Minimum number of semester units for the degree: 130  
Proposed Date of Graduation: __Spring 2010

ENGINEERING COMMONCORE (minimum 14 units)

<table>
<thead>
<tr>
<th>Dept No.</th>
<th>Title</th>
<th>Unit</th>
<th>Grade</th>
<th>Dept No.</th>
<th>Title</th>
<th>Unit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CmpE 46</td>
<td>Computer Engineering I</td>
<td>3</td>
<td></td>
<td>Dept Engr 20</td>
<td>Design &amp; Graphics</td>
<td>2</td>
<td>A</td>
</tr>
<tr>
<td>EE 98</td>
<td>Intro. To Circuit Analysis</td>
<td>3</td>
<td></td>
<td>Engr 10</td>
<td>Engr. Process &amp; Tools</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Engr 10</td>
<td>Intro. To Circuit Analysis</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ISE 103</td>
<td>Engineering Economic Systems</td>
<td>3</td>
<td>A</td>
<td>ISE 140</td>
<td>Operation Planning &amp; Control</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>ISE 105</td>
<td>Systems Engineering &amp; Activity Costing</td>
<td>3</td>
<td>A</td>
<td>ISE 151</td>
<td>Managing Engineering</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>ISE 110</td>
<td>Systems Engineering &amp; Activity Costing</td>
<td>3</td>
<td>A</td>
<td>ISE 152</td>
<td>Software Engineering I</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>ISE 115</td>
<td>Computer Integrated Manufacturing</td>
<td>3</td>
<td>B</td>
<td>ISE 167</td>
<td>System Simulation</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>ISE 120</td>
<td>Work Methods Design &amp; Measurement</td>
<td>3</td>
<td>A</td>
<td>ISE 170</td>
<td>Operations Research</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>ISE 130</td>
<td>Engineering Statistics</td>
<td>3</td>
<td>A</td>
<td>ISE 195A</td>
<td>Senior ISE Design I</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>ISE 131</td>
<td>Statistical Process Control &amp; Improvement</td>
<td>3</td>
<td>B+</td>
<td>ISE 195B</td>
<td>Senior ISE Design II</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>ISE 135</td>
<td>Design of Experiments</td>
<td>3</td>
<td>B</td>
<td>Engr 100W</td>
<td>Engineering Reports</td>
<td>3</td>
<td>A</td>
</tr>
</tbody>
</table>

APPROVED TECHNICAL ELECTIVES  
(all technical electives must be completed with a grade of “C” or better)  
(minimum 9 units)

| ISE 114 | Safety Engr | 3 | B | Bus2 130 |  |
| ISE 155 | Supply Chain Engineering | 3 | B+ |  |

Courses Required in Preparation for the Major – Mathematics, Chemistry, Physics (minimum 29 units)

| Phy 50 | General Physics | 4 | B | Math 30 | Calculus I | 3 | AP Credit |
| Phy 51 | General Physics | 4 | B | Math 34 | Calculus II | 4 | WU/I/ |
| Phy 4B | Engr Physics-Electricity | 5 | F/I/B | Math 72 | Calc II with Analyt Geometry | 5 | |
| Phy 52 | General Physics | 4 |   |   |   |   |   |
| Chem 1A | General Chemistry | 5 |   |   |   |   |   |

S=Cal Poly State University; *=San Jose City College; @$=Mission College

Requirements for the Bachelor of Science in ISE after:  
(a) successful completion of the above work.  
(b) An audit of the student’s transcript of record to verify that all-appropriate data has been entered accurately.  
(c) A minimum 2.0 GPA in all required courses has been achieved.  
(d) A minimum 2.0 GPA in all required and technical electives combined has been achieved.  
(e) A minimum 2.0 GPA in all required courses and technical electives taken at SJSU has been achieved.

[Signed] ___________________________________________  
[Date]     __________________________________________

Major Advisor.  
[Signed] __________________________________________

[Date]     __________________________________________

Department Chair

[Student’s Signature] ________________________________________________________________

will have completed all the

[Date]     __________________________________________  

This doc. has to be printed as one page only

A forward slash, (/), is required to be listed at the end of a none passing grade to indicate a passing grade is or will be in progress.

Use a symbol to Reference courses taken at other University/College.  
Also reference the University/College where course was taken at the bottom of the chart
(Original) Official or copy of your General Education Checklist (signed by GE advisor or stamped by the Advising Center)

Students can schedule an appointment with an advisor at the Student Advising Center (408) 924-2129 in the Student Services Center (Counter 4) to review completion status of G.E. requirements and for EOP advising.
# Engineering General Education Worksheet

**Last Name (print)***

**First**

**Student ID #**

**Catalog Year**

**Major**

**Minor**

## Core General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Where Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Basic skills (9 units) Complete one course in each area. Categories marked with * require a grade of C or better</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Communication *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Communication 1A*</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Critical Thinking *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---- Pending Completion of Engineering Degree ----</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>B. Science &amp; Math (9 units) Complete one course in each area. Categories marked with * require a grade of C or better</td>
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<tr>
<td>Physical Science</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Life Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematical Concepts *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---- Pending Completion of Engineering Degree ----</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Humanities &amp; Arts (9 units) Complete one course in each area. Categories marked with * require grade of C or better</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Communication 1B*</td>
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<td></td>
<td></td>
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<tr>
<td>D. Social Sciences (9 units) Complete one course in each category.</td>
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<tr>
<td>Human Behavior</td>
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<tr>
<td>Comparative systems</td>
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<td></td>
<td></td>
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<tr>
<td>Social Issues</td>
<td></td>
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<td></td>
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<tr>
<td>E. Human Understanding &amp; Development (3 Units)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Prerequisites to SJSU Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Writing Skills Test</td>
<td>yes</td>
<td>N/C</td>
<td>Upper Division Standing</td>
</tr>
</tbody>
</table>

## SJSU Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Where Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete one course in each area.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area R Earth &amp; environment</td>
<td>ENGR 100w</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Z Written Communication II*</td>
<td>ENGR 100w</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area S Self, Society &amp; Equality in the U.S.</td>
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<td></td>
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</tr>
<tr>
<td>Area V Culture, Civilization &amp; Global Understanding</td>
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</tbody>
</table>

## Graduation Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Where Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Institutions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F1 U.S. History</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F2 U.S. Constitution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F3 California Government</td>
<td></td>
<td></td>
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<tr>
<td>Physical Education Activity (2 courses)</td>
<td></td>
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<td></td>
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<tr>
<td>1</td>
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<td>2</td>
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</table>

Completed by: ____________________

Date: ____________

REGISTRATION HOLDS WILL BE REMOVED BY THE MAJOR ADVISOR ONLY!
FAQs ABOUT THIS GENERAL EDUCATION WORKSHEET

What do I do with this?
This documents which General Education courses you have completed and which courses you must still complete. Bring it to all of your advising sessions and keep a copy safely in your SJSU records file.

Who completed this worksheet?
This worksheet was completed by Engineering Student Success Center staff.

Is this worksheet an official document?
This worksheet is not an official document. Final review of general education requirements at the time of graduation is completed by the Evaluations staff in the SJSU Student Services Center.

I think there is an error on my worksheet.
This worksheet was completed based on transcripts that have been submitted to SJSU. Any work completed or currently in progress at a community college or at another university may not appear on this worksheet if you have not yet submitted the transcript to SJSU.

If you have questions about anything on this worksheet, please visit the Engineering Student Success Center in E334.
Department of Industrial & Systems Engineering

Graduation Courses Not Completed for the Baccalaureate Degree

Advisor: Yasser Dessouky

List of courses to be completed before graduation:

I, Spooky Liu, 123-45-6789
(Student’s Name) (Student’s Social Security Number)

certify that the following courses need to be completed before graduation:

Student’s Signature: ________________________________

Date: 09/13/2010

<table>
<thead>
<tr>
<th>Term: Fall 2003</th>
<th>Term: Spring 2004</th>
<th>Term: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISE 167</td>
<td>ISE 195B</td>
<td></td>
</tr>
<tr>
<td>ISE 151</td>
<td>ISE 151</td>
<td></td>
</tr>
<tr>
<td>ISE 140</td>
<td>ISE 135</td>
<td></td>
</tr>
<tr>
<td>ISE 195A</td>
<td>Upper GE</td>
<td></td>
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</tbody>
</table>

NOTE: This form must be attached to Major Form.
Select the course department at San Jose State University.

In order for this agreement to be printed properly and correctly with all the important information that the ISE department needs, it is vital that you click the “Print Friendly Version” button on the upper left hand corner on the agreement page. Then ASSIST will prepare a report, when it is ready, it will display using Adobe Acrobat. Once the report is displayed, you can then print the agreement by clicking the print button on your tool bar.
Please identify all courses by highlighting them on each agreement.
The above named student had requested that the transfer course(s) listed below be substituted for the indicated SJSU course(s) in his/her program. Please review catalog description and/or evidence of the student’s work and certify: 1. Substantial Equivalency (or not) and 2. Approximate Unit Equivalency by initialing the appropriate column. The completed form should be returned via inter-office mail to the Industrial and Systems Engineering Department (0085) (Please be advised that this form is to be used for U.S. colleges only. For foreign colleges, please fill out the appropriate form that is available from Admissions and Records.)

<table>
<thead>
<tr>
<th>SJSU COURSE</th>
<th>TRANSFER COURSE (To be filled out by student)</th>
<th>TO BE FILLED BY EVALUATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJSU COURSE NAME/NUMBER</td>
<td>Institution</td>
<td>Course Number</td>
</tr>
<tr>
<td>Phys 51</td>
<td>Cal Poly State University</td>
<td>4B</td>
</tr>
<tr>
<td>Phys 51</td>
<td>Mission College</td>
<td>4B</td>
</tr>
<tr>
<td>Phys 51</td>
<td>San Jose City College</td>
<td>4B</td>
</tr>
</tbody>
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Please summit this form via inter-office mail to: INDUSTRIAL & SYSTEMS ENGINEERING DEPT. (0085)