



# ECONOMICS GRADUATION APPLICATION

## WHAT YOU NEED TO DO ...

- Go to “My Student Center,” and under “Academics,” choose “Apply for Graduation” from the pull-down menu box; Follow steps specified
- Complete Graduation Application form (found online by going to the Registrar website: <http://registrar.sfsu.edu/graduation> **Complete the Exit Survey to get to the form**)
- Fill out, print and sign form
- Pick up your yellow Advising Folder and Faculty Office Hours sheet from HSS 142
- See a Faculty Advisor and have application reviewed and signed (bring DPR and unofficial transcript)
- Bring application form to HSS 142 for Department Chair’s signature
- Once application has been signed by the Chair, pay the \$100 application fee at the Bursars’ Office (*also see Note*), then submit application form to the Registrar’s Office.

### **ECONOMICS DEPARTMENT (HSS 142)**

#### Office Hours

Monday through Friday  
8:30 a.m.-5:00 p.m.

### **REGISTRAR’S OFFICE ONESTOP HOURS (SSB 103)**

#### First week of the semester:

Monday - Thursday

9 AM- 6 PM

Friday 9 AM - 5 PM

#### Regular Hours:

Weekdays 9 AM - 5 PM

### **BURSAR’S OFFICE HOURS (ADM 155)**

Mon.-Thurs., 8:30 a.m.-5 p.m.

Fri., 8:30 a.m.-4:30 p.m.

Note: You can also pay for the application fee at the Bursar’s window located at OneStop on Mondays and Fridays.

## ***APPLICATION DEADLINES***

FALL 2018: SEPTEMBER 28, 2018

SPRING 2019: FEBRUARY 15, 2019

SUMMER 2019: JULY 12, 2019