



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 application form to HSS 142 for Department Chair’s signature
- Once application has been signed by Chair, pay the \$100 application fee at 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 2017: SEPTEMBER 29, 2017

SPRING 2018: FEBRUARY 16, 2018

SUMMER 2018: JULY 14, 2018