

# FALL 2017 Kinesiology Undergraduate Graduation Application Guidelines:

1. **Friday, September 29, 2017** is the deadline for undergraduate students to apply for graduation. Review your DARS report and ASE to ensure GE and University graduation requirements have been met. If you need assistance, see a General Education Advisor in the University Advising Center, Adm. 212 or at the CHSS Student Resource Center, HSS 239, to insure that you have completed all GE and University Graduation Requirements.
2. **Graduation Application:** You must apply for graduation online via Student Center AND submit a paper application. To access the paper application, you must complete the **University Exit Survey on the Registrar's website** (<http://www.sfsu.edu/~admisrec/reg/ga.htm>). When you are completing the application, list MAJOR courses **IN THE ORDER** that they appear on the bulletin.

**Please follow the CHECK LIST on the back of the page.**

- (1) Pre-requisite courses (e.g., BIOL 100, BIOL 328, MATH 124, KIN 250, etc)
- (2) Core requirements (e.g., KIN 330, KIN 384, KIN 480, etc.)
- (3) Concentration requirements (e.g., KIN 482, KIN 483, KIN 485, etc.)
- (4) One (from Fall 2011) or Three (prior to Fall 2011) activity/skill courses.

*If you have taken required courses at other institution(s) including community colleges, list course prefixes and numbers from your corresponding institution(s).*

**Exercise Science emphasis and Physical Education concentration must show proof of CPR certification.**

3. **Kinesiology Department Exit Survey:** Students must complete the Kinesiology Department Exit Survey and attach proof of completion (even if you previously applied and completed a department exit survey). Kinesiology Department Exit Survey is online on the KIN department website: <http://kin.sfsu.edu>. Upon completion, and before clicking DONE, **PRINT** THAT PAGE WITH YOUR NAME ON IT. (Electronic versions will **not** be accepted!)
4. **Unofficial Transcript (s):** Your application will not be reviewed if you do not attach a copy of your unofficial transcript(s).
5. **Advisor's Signature:** Have your assigned advisor review and sign your application. If you do not know who your assigned advisor is, contact the Main Office or Ms. Ana Maria Barrera ([abarrera@sfsu.edu](mailto:abarrera@sfsu.edu)).
6. **Department Chair's Signature:** After your advisor has signed your application, **drop off** your **application, exit survey, unofficial transcripts** and any additional required documents to the KIN office (Gym 101). You must have all documents attached, or your application will not be reviewed! Allow a few business days for the Department Chair to review your application. **You will be contacted once your application is approved!** If you need to make corrections to your application, resubmit your application to the KIN office after making the corrections.

**Adding KIN 697/698:** If you would like to enroll in KIN 697/698, show proof of your signed graduation application to your instructor at the **beginning of the semester and before the add deadline** to receive a permission code. Once you've received your permission code and enrolled in the course, submit your application to the Registrar's office.

7. **Submit your application:** Bring your signed application to the Bursar's Office in the Adm. Bldg. or at the Student Services Bldg. (One Stop Center), pay the application fee, and submit your application to Registrar (One Stop Center) on or before **Friday, September 29th, 2017 at 5pm.**

# CHECK LIST

## Kinesiology Graduation Application

- Applied for graduation online via student center
- Completed a minimum of 120 units  
(GE courses can be reviewed by an advisor at the CHSS Resource Center in HSS 254)
- Courses are listed **in the order** as they appear on the curriculum
- Each lecture and lab courses (i.e., KIN 482 & KIN 483) are listed on a separate line
- Emphasis area listed at the top of the application  
(Movement Science, Exercise Science, or Social Science)
- Attached CPR certification (if applicable)  
(Exercise Science emphasis and Physical Education concentration only)
- Attached print out of Kinesiology Exit Survey
- Attached unofficial transcript(s)
- Attached course substitution form (if applicable)