SPRING 2016 Kinesiology Undergraduate Graduation Application Guidelines:

1. **Friday, February 19, 2016** is the deadline for undergraduate students to apply for January 2016 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. Application and related information are available from the SFSU Website: [http://www.sfsu.edu/~admisrec/reg/ga.htm](http://www.sfsu.edu/~admisrec/reg/ga.htm). You must complete University Exit Survey to proceed with the online application form for graduation. When completing the application for graduation online form, list courses IN THE ORDER they appear on the degree requirement handouts or the department website: [http://kin.sfsu.edu/currentstudents](http://kin.sfsu.edu/currentstudents).
   (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 Junior colleges, list course prefixes and numbers from corresponding institution(s).*  
   Exercise Science and Physical Education majors must show proof of CPR certification.

3. **Complete a Kinesiology Department Exit Survey**, (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](http://kin.sfsu.edu). Upon completion, and before clicking DONE, PRINT THAT CURRENT PAGE WITH YOUR NAME ON IT. (Electronic versions will **not** be accepted.)

4. Have your **assigned advisor** review and **sign** your application. If you do not know who your assigned advisor is, contact either Dr. Lee ([cmlee@sfsu.edu](mailto:cmlee@sfsu.edu)) or Ms. Ana Maria Barrera ([abarrera@sfsu.edu](mailto:abarrera@sfsu.edu)) to find out.

5. After your advisor has signed your application, **drop it off at the KIN office (Gym 101) with the printed page from the Kinesiology Exit Survey**. You must have your **Kinesiology Department Exit Survey** attached or it will be denied.

6. **Allow a few days for it to be reviewed and then pick up your application from the KIN office.** If it has been signed by Dr. Lee or Dr. Kim, bring your signed application and your **Dept. Exit Survey** page to Gym 137. If it has not been signed because of errors or it was not completed correctly, resubmit to the KIN office after fixing the errors.

7. **Bring your application to the Cashier’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 February 19th at 5pm.**