

Department of Biology
Advising Checklist for Undergraduate Majors

NAME _____ MAJOR _____

ADVISOR _____ assigned by Department of Biology Office Receptionist

BIOLOGY ADVISING: <http://online.sfsu.edu/~pasion/AdvisingWeb/biologyadvising.htm>

Use your full name on all correspondence•Keep copies of ALL your forms until you graduate
EACH STUDENT SHOULD MEET WITH HIS/HER ADVISOR TO ESTABLISH A COURSE PLAN.

ALWAYS BRING THE FOLLOWING ITEMS TO YOUR MEETING WITH YOUR ADVISOR:

- Your current unofficial SFSU transcripts*
- Your Degree Audit Report*
for transfer credit from DARS schools
- Your Advanced Standing Evaluation**
for transfer credit from non-DARS schools or AP exam credit
- A print out of your current course enrollment
- Copies of supporting transcripts from other campus(es)

Additional forms or supporting documents for your visit

- ❖ *To obtain approval for the transfer of course credit for courses taken at non-SFSU campus*
 - Print outs of ASSIST.ORG articulation agreement
 - Download the EQUIVALENCY FORM from:
<http://www.sfsu.edu/~biology/pages/BiologyEquivalencyForm.pdf>
- ❖ *To obtain approval for the substitution of a course for your major degree requirement*
 - Download the SUBSTITUTION FORM from:
<http://www.sfsu.edu/~biology/pages/BiologySubstitutionForm.pdf>
- ❖ *To change your major (your SFSU GPA must be a minimum 2.0)*
 - Fill out and download the CHANGE OF MAJOR form
<http://www.sfsu.edu/~admisrec/forms/regforms/cmfpdf>
- ❖ *To obtain approval for your academic standing petition (mandatory advising, probation)*
 - Academic standing petition
<http://www.sfsu.edu/~admisrec/forms/regforms/asfpdf>
 - Copies of your PREVIOUS ACADEMIC STANDING PETITION AGREEMENTS
If you do not have copies, you may obtain them from the Department of Biology Office,
but you should keep copies of all petitions
- ❖ *To obtain approval for your Financial Aid Graduation Plan*
 - obtain Financial Aid Graduation Plan form from Financial Aid Advisor
- ❖ *To obtain approval for your Baccalaureate Degree Graduation Plan (High Unit students)*
 - obtain Degree Graduation Plan form
<http://www.sfsu.edu/~admisrec/forms/regforms/DegreeCompletionPlan.pdf>
- ❖ *To obtain approval for your baccalaureate graduation application*
 - Graduation Checklist
<http://online.sfsu.edu/~pasion/AdvisingWeb/GradChecklists.htm>
 - All approved Equivalency and Substitution forms
 - Baccalaureate Graduation Application
<http://www.sfsu.edu/~admisrec/forms/regforms/gaipdf>

*download online from MySFSU (<https://www.sfsu.edu/online/login.htm>)

**available from One Stop Student Services Center in the Student Services Building.

Revised 1/12/09