

Below is a step-by-step guide to filling out the attached Pre-Health Professions Certificate Approved Program form and receiving the certificate upon completion of the program. Only submit this form if you have completed the 40 units required to receive a certificate. Up to 20 units may be transferred from another institution toward this 40-unit total, contact us if you have any questions.

Forms must be typed and follow the formatting listed below. Forms that are submitted with incorrect formatting cannot be processed.

- The required course SCI 695 is listed. This course **must** be the applying colloquium which included weekly writing assignments for your personal statement and professional school application.
- The remaining 38 units may be satisfied by any combination of the courses in Table 1 below

Dept. and Course No.	Course Title	Sem Units
BIOL 230	Introductory Biology I	5
BIOL 240	Introductory Biology II	5
BIOL 328	Human Anatomy	4
BIOL 350	Cell Biology	3
BIOL 355	Genetics	3
BIOL 382	Developmental Biology	3
BIOL 401	General Microbiology	3
BIOL 430	Medical Microbiology	3
BIOL 435	Immunology	3
BIOL 453	General Parasitology	3
BIOL 609	Physics in Medicine	3
BIOL 612	Human Physiology	3
BIOL 615	Molecular Pathophysiology	3
BIOL 616	Cardiorespiratory Physiology	3
BIOL 618	Biology of Aging	3
BIOL 619	Pathophysiology	3
BIOL 620	Endocrinology	3
BIOL 623	Pharmacology	3
BIOL 627	Biophysics	3
BIOL 640	Cellular Neurosciences	3
BIOL 642	Neural Systems Physiology	3
BIOL 760	Cancer Biology	3
BIOL 782	Developmental Biology	3
CHEM 115	General Chemistry I	5
CHEM 215	General Chemistry II	3
CHEM 216	General Chemistry II Lab	2
CHEM 233	Organic Chemistry I	3
CHEM 234	Organic Chemistry I Lab	2
CHEM 335	Organic Chemistry II	3
CHEM 336	Organic Chemistry II Lab	2
CHEM 349	General Biochemistry	3

H ED 221	Health and Social Justice	3
H ED 414	Women's Health	3
H ED 810	Public Health and Community Organizing	3
MATH 199	Pre-Calculus	4
MATH 226	Calculus I	4
PHYS 111	General Physics I	3
PHYS 112	General Physics I Lab	1
PHYS 121	General Physics II	3
PHYS 122	General Physics II Lab	1
SCI 111	Science Concepts – Physics I	1
SCI 121	Science Concepts – Physics II	1
SCI 115	Science Concepts – Chemistry I	1
SCI 215	Science Concepts – Chemistry II	1
SCI 230	Science Concepts – Biology I	1
SCI 235	Science Concepts	2
SCI 240	Science Concepts – Biology II	1
SCI 333	Science Concepts – Organic Chemistry I	1
SCI 335	Science Concepts – Organic Chemistry II	1

- If you took a given class at SF State, fill in (**exactly as listed in the above Table 1**) the:
 - Dept. and Course No.
 - Course Title
 - Semester units
 - Term registered, in the "Two Letter, Two Number" format. For example: summer 2015 = SU 15, fall 2015 = FA 15, spring 2016 = SP 16
 - Grade you earned in the class (A, A-, B+, etc.)
 - Leave the "Institution if transfer" and "Substitute course" columns blank.
- If you did not take the full 38 units at SF State, you can do a transfer of courses (maximum of 20 units) taken elsewhere. You will need to fill in (**exactly as listed in the above Table 1**) the:
 - Dept. and Course No. of the SF State course
 - Course Title of the SF State Course
 - Semester units (To convert, multiply your quarter units by 2/3. Semester units = $\frac{2}{3}$ *Quarter units)
 - Term registered, in the "Two Letter, Two Number" format. For example: summer 2015 = SU 15, fall 2015 = FA 15, winter 2016 = WI 16, spring 2016 = SU 16
 - Grade you earned in the class (A, A-, B+, etc.)
 - Institution where you took the course, for example, CCSF, UC Davis, etc.
 - Dept. and Course # of the transfer class you are substituting, **exactly as it appears on your transcript.**

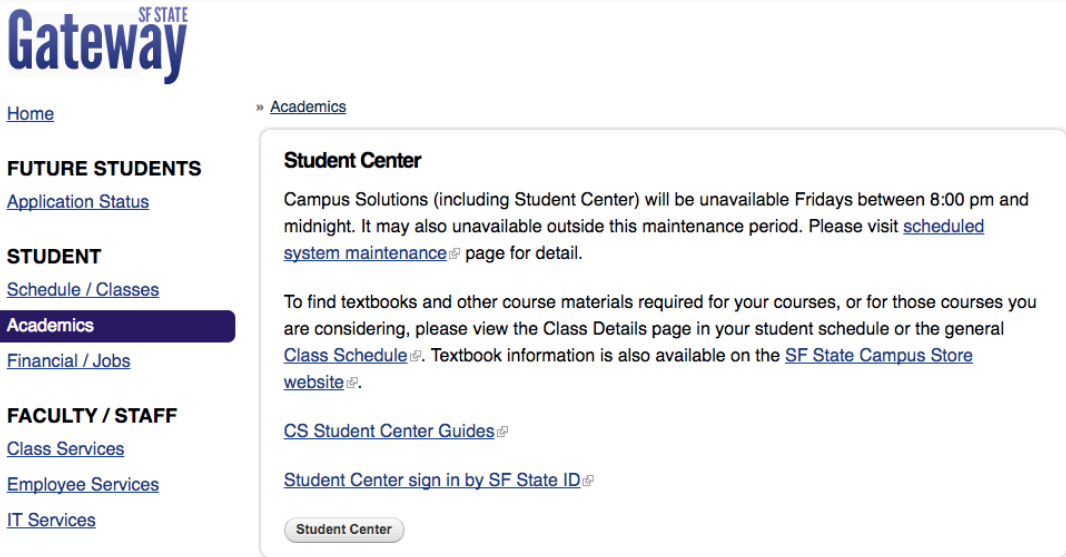
A few examples are shown below:

Your certificates should be ready for pickup in a few weeks. They can also be mailed to the address listed on the form.

If you have any questions, please contact us at hpac@sfsu.edu.

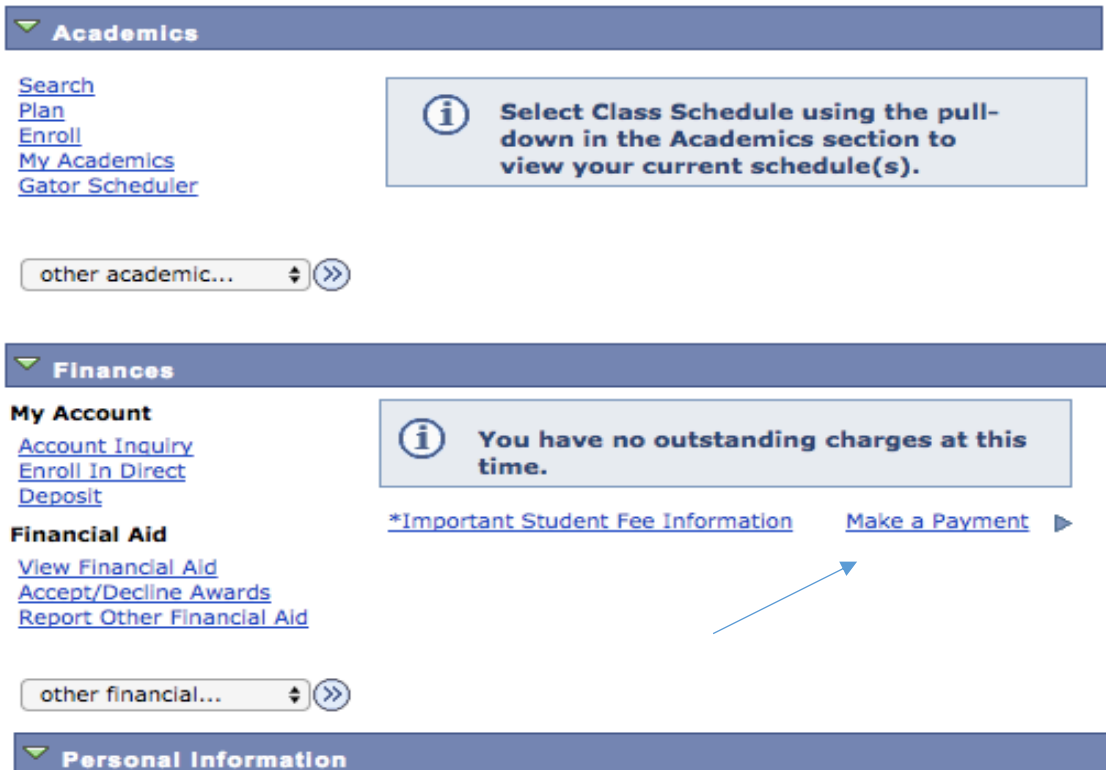
Paying the certificate fee online

1. Click the **Academics** link, then click on the **Student Center** button. This will lead you to a drop-down list of items as seen below.



The screenshot shows the Gateway SF State website. On the left is a navigation menu with categories: FUTURE STUDENTS (Application Status), STUDENT (Schedule / Classes, Academics, Financial / Jobs), and FACULTY / STAFF (Class Services, Employee Services, IT Services). The 'Academics' link is highlighted with a blue bar and a blue arrow points to it from the left. To the right, the 'Academics' page content is visible, featuring a 'Student Center' section with a 'Student Center' button. The page also contains maintenance notices and links to class schedules and textbooks.

2. Click the **Make a payment** button.



The screenshot shows the 'Finances' section of the Gateway SF State website. It includes a search bar with 'other academic...' and a dropdown arrow. A blue box contains the message: 'Select Class Schedule using the pull-down in the Academics section to view your current schedule(s)'. Below this, the 'My Account' section lists links for Account Inquiry, Enroll In Direct, and Deposit. A blue box states: 'You have no outstanding charges at this time.' Below this, there are links for '*Important Student Fee Information' and 'Make a Payment' with a right-pointing arrow. A blue arrow points to the 'Make a Payment' link. At the bottom, there is another search bar with 'other financial...' and a dropdown arrow. The 'Personal Information' section is partially visible at the bottom.

3. Select the **Click here to make a payment link**.

Your Account

Current Balance \$0.00

[Click here to make a payment](#)

The last payment received was for \$8.00 on 6/5/2017.

Your Recent Payments [View All](#)

06/05/2017	\$8.00	View
05/01/2017	\$103.00	View
12/21/2016	\$7.00	View

Parent PINs [Add New](#)

You currently have no Parent PINs set up.

Your Bills [View All](#)

To view all your bills click 'View All'.

Monthly Statement 07/15/2016 [View](#)
[Download](#)

Saved Accounts [Add New](#)

The delete link will not appear if the saved account is designated for use by an upcoming automatic payment or eRefund deposit.

Josue [Edit](#) [Delete](#)

4. Lastly, check the **Certificate Program (NON-REFUNDABLE)** box and checkout.

Your account does not currently have any outstanding charges.

You may purchase the following items:

Select	Description	Pay Amount
<input type="checkbox"/>	Admin Fee Amount: \$20.00	\$ 0.00
<input checked="" type="checkbox"/>	Certificate Program (NON-REFUNDABLE) Amount: \$7.00	\$ 7.00
<input type="checkbox"/>	Housing Application Fee Amount: \$40.00	\$ 0.00
<input type="checkbox"/>	Enrollment Confirmation Deposit (NON-REFUNDABLE) Amount: \$100.00	\$ 0.00
<input type="checkbox"/>	Future terms must be paid at Bursar's Office- POST BACC/GRADUATE Commencement App Fee Amount: \$105.00	\$ 0.00
<input type="checkbox"/>	Housing Summer 2017 Initial Payment Amount: \$115.00	\$ 0.00
<input type="checkbox"/>	SF State Tuition and Fee Charges Amount: \$0.00	\$ <input type="text"/>
<input type="checkbox"/>	Future terms must be paid at Bursar's Office- UNDERGRAD Commencement App Fee Amount: \$105.00	\$ 0.00
Subtotal \$		7.00
Total \$		7.00

Checkout