

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:

| Dept. and Course No. | Course Title | Sem Units | Term Registered | Institution (if transfer) | Substitute Course (Dept. and Course No.) | Grade |
|----------------------|---------------------|-----------|-----------------|---------------------------|--|-------|
| CHEM 115 | General Chemistry I | 3,1 | FA 15 | UC Berkeley | CHEM 1A, CHEM 1AL | B+ |

Another example:

| Dept. and Course No. | Course Title | Sem Units | Term Registered | Institution (if transfer) | Substitute Course (Dept. and Course No.) | Grade |
|----------------------|------------------|-----------|-----------------|---------------------------|--|-------|
| BIOL 612 | Human Physiology | 3.33 | WI 14 | UC Davis | NE PH B 101 | C |

- If you took this class after or during your time in our program, you will need to bring or send a **sealed, official transcript** to our offices:
 - HPAC
 - Dept. of Biology
 - San Francisco State University
 - 1600 Holloway Avenue
 - San Francisco, CA 94132
 - If you did not take one of these classes, we can sometimes substitute. For example, if you did not take BIOL 612: Human Physiology but you did take BIOL 212: Principles of Human Physiology, fill in the:
 - Dept. and Course No. of the SF State course (exactly as listed in Table 1)
 - Course Title of the SF State Course (exactly as listed in Table 1)
 - Semester units (To convert, multiply your quarter units by 2/3. Semester units = 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.)
 - If you took the class at SF State, leave the "Institution if transfer" blank.
 - If you did not take the class at SF State, fill in the institution where you took the course in the "Institution if transfer" space, for example, CCSF, UC Davis, etc.
 - Dept. and Course # of the transfer class you are substituting, exactly as it appears on your transcript.
 - There are other possibilities for substitute classes but they need to be somewhat close to the original class. If you have questions, please let us know.
- After the form is complete, email it to pbadmit@sfsu.edu with a copy of your unofficial transcript. We will have it signed by your advisor and the program director, and notify you when it is ready for pickup.
- When your form is ready for pickup, you will need to take the signed form to the Bursar's Window. After paying the \$7.00 fee, they will stamp the form. Return the stamped form to our office and we will submit the form to be processed.
- If you need to pay the fee remotely, please follow the instructions 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 pbadmit@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 arrow. The main content area is titled 'Academics' and contains a 'Student Center' section. This section includes a notice about system maintenance, instructions on finding textbooks, and links to 'CS Student Center Guides' and 'Student Center sign in by SF State ID'. A 'Student Center' button is visible at the bottom of the section.

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

The screenshot shows the 'Finances' section of the Gateway SF State website. It features a 'My Account' section with links for 'Account Inquiry', 'Enroll In Direct', and 'Deposit'. Below this is the 'Financial Aid' section with links for 'View Financial Aid', 'Accept/Decline Awards', and 'Report Other Financial Aid'. A blue arrow points to the 'Make a Payment' button. A notification box states 'You have no outstanding charges at this time.' Below the notification are links for '*Important Student Fee Information' and 'Make a Payment'. A search bar at the bottom contains the text 'other financial...'.

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 style="width: 50px;" 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