

Below is a step-by-step guide to filling out the attached Pre-Nursing Certificate Approved Program form and receiving the certificate upon completion of the program. Only submit this form if you have completed the 30 units required to receive a certificate. Up to 15 units may be transferred from another institution toward this 30-unit total, contact us if you have any questions.

Forms must be typed and follow the formatting listed below.

- 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.
- Each required class is listed, for example: MATH 124, SCI 124, etc.
 - If you took a given class at SF State, fill in the:
 - 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 class at SF State, but you did take the class elsewhere, fill in the:
 - 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.)
 - 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.**

An example is shown below:

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; please see list below of common substitute classes. For example, if you did not take SCI 124 but you did take SCI 328, fill in the:
 - Semester units

- Term registered, in the "Two Letter, Two Number" format. For example: summer
- Substitute course
- Grade you earned in the class (A, A-, B+, etc.)
- Leave the "Institution if transfer" blank if you took the class at SF State.
- There are other possibilities for substitute classes but they need to be somewhat close to the original class. In this case, it will be best go over the form with your advisor.
- After the form is complete, email it to hpac@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 certificate 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 on page 3-4 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.

Alternate Courses

Dept. and Course No.	Course Title	Sem Units
BIOL 100	Human Biology	3
BIOL 101	Human Biology Lab	1
COMM 150	Fundamentals of Oral Communication	3
H ED 825	Epidemiology	3
SCI 103	Science Concepts: Survey of Chemistry	1
SCI 110	Science Concepts: Human Biology	1
SCI 210	Science Concepts: General Microbiology and Public Health	1
SCI 328	Science Concepts: Human Anatomy	1
SCI 610	Science Concepts: Human Physiology	1

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.



[Home](#)

» [Academics](#)

FUTURE STUDENTS

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STUDENT

[Schedule / Classes](#)

[Academics](#)

[Financial / Jobs](#)

FACULTY / STAFF

[Class Services](#)

[Employee Services](#)

[IT Services](#)

Student Center

Campus Solutions (including Student Center) will be unavailable Fridays between 8:00 pm and midnight. It may also be unavailable outside this maintenance period. Please visit [scheduled system maintenance](#) page for detail.

To find textbooks and other course materials required for your courses, or for those courses you are considering, please view the Class Details page in your student schedule or the general [Class Schedule](#). Textbook information is also available on the [SF State Campus Store website](#).

[CS Student Center Guides](#)

[Student Center sign in by SF State ID](#)

[Student Center](#)

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

Academics

[Search](#)

[Plan](#)

[Enroll](#)

[My Academics](#)

[Gator Scheduler](#)



Select Class Schedule using the pull-down in the Academics section to view your current schedule(s).

other academic... ▾ >>

Finances

My Account

[Account Inquiry](#)

[Enroll In Direct](#)

[Deposit](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Report Other Financial Aid](#)



You have no outstanding charges at this time.

[*Important Student Fee Information](#)

[Make a Payment](#) ▶

other financial... ▾ >>

Personal Information

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'.

<input checked="" type="checkbox"/> 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
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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		