

How to Prepare for Registration

- Do you know your MySJSU password? (Try to sign in now. If not, email cmshelp@sjsu.edu today to get your password.)
- Have you reviewed the class schedule worksheet/matrix you received at Orientation and compared it with your classes?
- Have you met with your college advisor or a General Education advisor if necessary? (Check with your department to see if you have mandatory advising – Science and Engineering DO. Student Advising Center cannot remove these holds.)

(Advising offices are least busy from last day to add until registration begins and most busy at the beginning and ends of semesters. **See an advisor before registration begins. No office can see everyone at the same time.**)

- Do you have a copy of the requirements for your degree (info.sjsu.edu – catalog section) or a departmental roadmap (departmental website)?
- Have you looked at the class schedule, available at info.sjsu.edu? (Your enrollment appointment will be available at the same time.) Do your classes work together? Do your classes work with your other commitments? Do you need to change anything in your plan?
- Have you checked for holds (negative service indicators) and cleared them? (note: not all holds prohibit registration--read the information regarding what services are affected)
- Check your holds 2-3 days prior to registration day and make sure you are cleared to register.
- Have you checked the Section Status Report (go to Class Schedule) to see if space is available in your course?

Planning your schedule – setting yourself up for success

Pay attention to the combination and number of classes.

Remember to plan 2 hours of study out of class for every hour in class around your work, family obligations, etc.

Don't forget commuting time – from home, work, etc.

What sort of work/study is required for each class? (consider reading the course description in the catalog at info.sjsu.edu or check at departmental offices to see if there are copies of green sheets available.)

What is easy and difficult for you? Play to your strengths.

Set your schedule and register as soon as your appointment allows - and stick with it. Continuing to adjust the schedule after classes begin is like starting a race 30 seconds after everyone else and thinking you can win.

Check your schedule often if you use the waitlist and around the time classes start. “I forgot I was registered for that” is not an acceptable reason for a late drop. You (and only you) are responsible for your registration.

Other Useful Materials/Information

General Education Requirements

Go to info.sjsu.edu and choose “Schedules”. Under the policies section of any term schedule you can find a listing of which classes count for which area of GE as well as a list of all GE requirements.

Advising HUB

Check out the new consolidated online advising information website at www.sjsu.edu/advising - also a quick link from the sjsu.edu homepage.

Important Dates

Also in the schedule you will be able to find important dates. You may make changes to your schedule online during this period.

Last Day to Drop Without a W – Click the appropriate term on <http://www.sjsu.edu/registrar/calendar/>

Last Day to Add – Click the appropriate term on <http://www.sjsu.edu/registrar/calendar/>

Waitlist

Remember that YOU (and only you) are responsible for your registration. If you choose to waitlist a class, be sure to watch your schedule to see if you get it. ALWAYS check your schedule the day before classes begin to be sure you are in what you planned for.

Remediation – EO 665

If you are in remedial math or English, you may not register for math or English until your results from this semester are in (usually during Finals Week). You have been notified of this by Susan McClory. You will be able to register for your other classes.

Those in remedial classes are limited to certain classes. That list is available in the EO665 Handbook found at:

<http://www.math.sjsu.edu/~mcclory/>

View Degree Progress Report

Log into MySJSU at <http://my.sjsu.edu> – In the Academics section of the Student Center, click on “Degree Progress”. Make sure San Jose State University is selected as the Academic Institution. Choose “Academic Advising Report” from the “Report Type” drop-down menu and click “Go”.