Welcome to San José State University!

The information within this guide has been compiled by a group of faculty, staff and students who want to provide a quick list of useful information and “tips” to support student success at San José State University. We hope you will find this guide useful as you navigate your transition to university life. Please take advantage of the rich resources available to you, connect with those around you, engage in university life, and enjoy the learning that awaits you.

**Payment Information**
- **Know your payment deadline**
- Check your MySJSU account to find the payment due date. You will not be sent a paper bill. If you don't pay on time, your classes will be dropped, and adding your courses again can be time-consuming and difficult. There is no guarantee that you will be able to get back into your original classes.
- Enroll in direct deposit under the Finance section of MySJSU. With Direct Deposit, you receive all your money up to seven days faster than a paper check.
- Make your parent/guardian an “authorized user” on your account if they plan to contact the Bursar’s Office about your account.
- If you have any questions about fees, due dates, payment plans, or how to sign up for Direct Deposit or authorized users, contact the Bursar’s Office at 408-924-1601.

**First Steps**
After attending Orientation and before the semester begins:
- Get you library card!
- Sign up for SJSU Alert to receive critical messages about incidents on campus.
- **Check your MySJSU account often** for messages, payment deadlines, holds, and to make sure you are enrolled in your classes.
- If you have a disability, register at the DRC for help with any accommodations and support you need.
- Set up your SJSU One account for access to campus wifi, health services and more. Go to http://uts.sjsu.edu/sjsuone/
- If you are an international student, go to http://www.sjsu.edu/depts/IPSS/
From its beginnings as a normal school to train teachers for the developing frontier, SJSU has matured into a metropolitan university offering more than 134 bachelor’s and master’s degrees with 110 concentrations.

Transitioning to College & SJSU

Whether you are beginning college right after high school or transferring to SJSU from another institution of higher education, you will face some adjustments. There will be some new academic rules and you will have a greater responsibility for your learning. Listed are some suggestions for a successful transition to SJSU.

- You have a lot of personal freedom to do what you wish. No one will be holding your hand to get the work done. You are treated as an independent adult and it is up to you to make the right decisions.
- Along with increased personal freedom comes increased responsibility. You are responsible for getting assignments completed on time without reminders, obtaining your own texts and supplies, and being sure you have read the green sheet for each class to know what is expected of you.
- While having 3 to 5 college classes sounds like less work than the 6 or 7 classes you had each day in high school, you’ll find that your college courses involve more work outside of class. Budget your studies and other activities accordingly. For every unit of class, plan to spend 2-3 hours of work outside of class.
- You will be busy, but not too busy to enjoy your time at SJSU. Decide how to participate in some of the wonderful events and extracurricular activities offered throughout the year on campus.

Course Information

- Order or rent your books early. Please visit http://sjsu.bncollege.com/. Also check to see if some of them will be on reserve at the Library.
- Make sure you know where your classes are meeting. Building names are abbreviated on your schedule. Check the campus map to see where buildings are located.
- Remember that class work may be assigned in a variety of modes. You will be responsible for all assignments regardless of how they were communicated to the class. Not all assigned work may be mentioned in class.

First Day of Classes

- If you are commuting to campus make sure you leave early the first few weeks of school, go to http://www.sjsu.edu/parking/ for parking information. The best way to commute to campus is to take advantage of the Eco Pass you receive in the mail. It allows you to ride the VTA busses and light rail for free.
- Let your professor know if you are unable to attend a class. If you do not show up to class on your first day without letting your professor know then you could be dropped from the class.
- If you want to add a course that is full, visit the class on the first day and see if the professor can provide you with a permission number for the course.
- Read and keep the syllabus for the course.
- If you have been placed in Developmental Math:
  ⇒ Read the EO 665 Handbook available at: https://sites.google.com/site/developmentalstudiesatsjsu/
Be Successful During the Semester

• Read the SJSU Policy on academic integrity. Be sure you know what plagiarism is so you can avoid doing it.

• See your instructor during office hours to clarify assignments and get help or advice.

• Become familiar with the many student services that are available to help you at SJSU.

• If you should have to drop a class, make sure to understand the drop and refund policies.

• Check your MySJSU regularly for any messages or announcements.

• Meet with an academic advisor at least once a semester before signing up for your classes.

• If you have a declared major, you should see an academic advisor in your major department during your first semester. If you are undeclared, go to the Advising Center in the Student Services Center. Your advisor can help you think about your educational goals and can help you plan for your semesters and years at SJSU.

• Seek an advisor soon after the last day to add classes. Don’t wait until they are too busy and you end up delaying your ability to register.

• Keep all of your returned, graded class work at least until your grade has been posted.

• Visit LARC to seek help with any courses that are difficult for you. They offer many services, including tutoring for many lower division courses.

• Make an appointment online to visit the Writing Center for help with your writing. http://www.sjsu.edu/writingcenter/

• Stay tuned through the Spartan Daily, SJSU’s Event Calendar (http://events.sjsu.edu/) or posters

Additional tips on how to “thrive”

• Attend and participate in your classes and connect with your professors and classmates. Ask questions both in class and out. Come to class as prepared as you expect your professor to be.

• Get involved, but not to the detriment of your studies. http://www.sjsu.edu/getinvolved/

• Stay current with the world outside the campus. Read at least two sources for news and current events. The library is a source for periodicals and other up to date news sources.

• Read the Spartan Daily (in print or online). Check out SJSU Facebook page and twitter account (located on the first page of this guide) to find out what is happening on campus.

Founded in 1857, San Jose State is the oldest public institution of higher education on the West Coast.
Registering for (adding) classes for the next term.

Acronyms & Explanations

Sometimes we use words and acronyms that are familiar to us but may leave you wondering what we are talking about. Here is a list of common terms and acronyms you may hear around campus:

**Advising** – you will need to have an advisor to help you think about your education, including your General Education, your major coursework, co-curricular activities and future career goals. Depending on your major, you may go to Academic Advising and Retention Services in either the Student Services Center or Clark Hall for your General Education advising and then to your department for your major advising.

**Educational Counseling** – Counseling Services can help you with study skills, time management, succeeding as a student and developing into an educated person.

**AMC** – Alternative Media Center – in the MLK Library. This service translates academic material into a "readable" format for students with disabilities.

**Appointment (for Registration)** – this refers to the day and time you can begin registering for (adding) classes for the next term.

**Articulation** – the process of equating lower division courses taken at other CSU & California Community Colleges to coursework at SJSU. Check the articulation web page: [http://artic.sjsu.edu/](http://artic.sjsu.edu/)

**AS** – Associated Students – go to [http://as.sjsu.edu/](http://as.sjsu.edu/) for more information. Student Government and other services and activities.


**ASSIST** – An official database of transfer information between UC, CSU and California Community Colleges. ([http://www.assist.org](http://www.assist.org))

**Baccalaureate** – term typically used to describe an undergraduate degree.

**B.A.** - Bachelor of Arts

**B.S.** - Bachelor of Science

**B.F.A.** – Bachelor of Fine Arts

**BSAC** – Business Student Advising Center – provides advising for all business majors. Go to [http://www.sjsu.edu/bsac/](http://www.sjsu.edu/bsac/) for more information.

**Bursar** – Cashiering, collections, student accounts and Tower Cards are handled here.

**CMS** – Common Management System – this office is in charge of the computer backbone you know as MySJSU.

**Counseling** – refers to personal, psychological and educational counseling. This is not the same as advising which is designed to help you plan your educational and career goals. There are many groups and workshops that will assist you in being a more successful student and educated person.

**DRC** – the Disability Resource Center – handles accommodations and assistance for students with disabilities. Go to [www.drc.sjsu.edu](http://www.drc.sjsu.edu) and click on "academic advising"

**Drop / Withdraw**– you can “drop” a class or “withdraw” from all classes online through MySJSU during the first two weeks of the semester. After that, both drops and withdrawals require documentation of a serious and compelling reason. A drop/withdrawal will result in a notation on your records, but it does not affect your grade point average unless it is an Unauthorized withdrawal (WU - one where you failed to do the proper paperwork) which counts as an F.

**ELM/EPT** – Entry Level Math and English Placement Test – scores for these tests are required of all non-exempt students before they can register for any classes. The ELM may be retaken, but the EPT cannot.

**EO 665** – the CSU requirement that sets the rules for remediation. See [http://www.math.sjsu.edu/%7Emcclory/](http://www.math.sjsu.edu/%7Emcclory/) for more information.

**EOP** – Educational Opportunity Program - EOP is a nationwide program committed to equal opportunity access, retention and graduation for students from marginalized populations. Requirements include family income and first-generation college students (no one in your family has gone to college before). The program includes a Summer Bridge to help with the transition to SJSU and various types of support once students enroll. Students meet with advisors, have tutorial assistance and workshops, and make connections with other EOP students who have been successful.

**Excess units** – students are limited to 15 units per semester. Students in LLD or Developmental Math classes should limit themselves to 15 units. You must get permission to enroll in more than 12 units. Students on probation are limited to 12 units.

**FAFSA** - Free Application for Federal Student Aid – for information, go to [http://www.sjsu.edu/faso/](http://www.sjsu.edu/faso/). This must be completed by all students applying for Financial Aid.

**GE** – General Education –General Education courses provide the breadth of knowledge and critical skills necessary for an educated person. Program requirements and the lists of approved courses (which may change year to year) may be found in the appropriate Schedule of Classes – [http://info.sjsu.edu/home/schedules.html](http://info.sjsu.edu/home/schedules.html)

**Grade Forgiveness** – one way you can repeat a course that you have taken before in order to improve your grade. Go to this website to learn when and how to apply for grade forgiveness. [http://info.sjsu.edu/web-dhgen/narr/static/catalog/forgiveness.html](http://info.sjsu.edu/web-dhgen/narr/static/catalog/forgiveness.html)

**Graduate Degrees** – degrees you can earn after you complete your Baccalaureate Degree

**EdD** – Doctor of Education

**MA** – Master of Arts

**MBA** – Master of Business Administration

**MS** – Master of Science

**MFA** – Master of Fine Art

**MLIS** – Master of Library and Information Science

**MPA** – Master of Public Administration

**MPH** – Master of Public Health

**MTM** – Master of Transportation Management

**MSW** – Master of Social Work

**California Teaching Credentials**

**EO** 665 – Entry Level Math and English Placement Test – scores for these tests are required of all non-exempt students before they can register for any classes. The ELM may be retaken, but the EPT cannot. Sometimes we use words and acronyms that are familiar to us but may leave you wondering what we are talking about. Here is a list of common terms and acronyms you may hear around campus:
Greek – refers to sororities and fraternities. Check out Greek Week early in the semester. A List of Fraternities and Sororities can be found at: http://www.sjsu.edu/getinvolved/frso/index.html

GUARDIAN SCHOLAR PROGRAM – is a program committed to providing transitional services to current and former foster youth. The program also provides scholarships to supplement students’ financial aid packet and reduce student loans, life skills workshops, and on-campus housing assistance.

Info.SJSU – SJSU Student Information – the website that provides the real time information on admission, schedule of classes and university catalog. Check: http://info.sjsu.edu/home/

Kinesiology (Kin) – the department that offers PE classes (two PE activity classes are required of all students to graduate).

LARC – Learning Assistance and Resource Center. The campus learning center that provides tutorials in most subject areas. All services are free for SJSU students who may sign up for appointments or use drop-in services. http://www.sjsu.edu/larc

LLD – Linguistics and Language Development – the department that offers developmental writing classes.

Lower Division Courses (numbered below 100) are designed for students in their frosh and sophomore years.

Matriculated – accepted and eligible to enroll.

MOSAIC Cross Cultural Center – offers guidance, academic support, programs and leadership opportunities that focus on creating sensitive, aware, and socially responsible individuals who advocate and dialogue for equity and social justice.

Ombudsperson – this office acts as mediator or conflict resolver between students and members of the University community.

Permission numbers:

Provost – the Vice President in charge of academic affairs and includes curriculum, student success, colleges and departments

Registrar – the person/office in charge of student records and registration. Check the Registrar’s web page at: http://www.sjsu.edu/registrar/ for academic/petition forms and registration calendars.

UHS – University Housing Services – On-campus undergraduate, graduate and faculty/staff housing. http://www.housing.sjsu.edu

Undergraduate Degrees you can earn:

BA – Bachelor of Art
BS – Bachelor of Science
BM – Bachelor of Music
BFA – Bachelor of Fine Art

SJSU Studies—Upper division General Education courses that are integrative in nature. With rare exceptions, these courses must be taken at SJSU.

Student Involvement – The office that deals with co-curricular activities such as Orientation and Transition, leadership preparation, Greek Organizations and Election Board.

UPD – University Police Department – responsible for public safety on and around the campus. 408-924-2222.

Upper Division Courses (numbered between 100 and 199) contain more advanced material and are designed to be typically taken by juniors and seniors and may not be available to lower division frosh and sophomores.

WST – Writing Skills Test. Not to be confused with the EPT (English Placement Test) taken at entrance. The WST is taken after you complete English 1A and 1B and just before you enter your junior year. It is the gateway to many of your upper division courses. The WST and a 100W class satisfy the CSU graduation writing assessment requirement (GWAR). The WST must be passed before you can take 100W or SJSU Studies courses. Failure to complete this requirement will delay your graduation.

This guide was written by:

SJSU Academic Senate

And designed by:

STUDENT INVOLVEMENT