

HELPFUL HINTS TO NAVIGATE THE SYSTEM

- 1) **Establish and maintain an academic file to include transcripts from all colleges attended, GE checklist, petitions, equivalency forms, relevant information sent from Admissions & Records.**

- 2) **Register on a timely basis.** The College is very crowded and the longer you wait to register, the more difficult it will be to enroll in classes during the advanced registration period. You should avoid having to add classes on the first day of instruction. Space availability will be extremely limited in many classes. **Please note that the fall 2010 registration cycle will only allow you to register for up to 14.0 units. It will increase to 18 when the semester begins.**

- 3) **Be sure that you have completed all prerequisite courses as listed in the SJSU course catalog. Automated course prerequisite checking is in place for the fall 2010 registration cycle and students will be blocked from registering for classes if various course prerequisites are not met. 100W(B) is required in several upper-division concentration courses. This may not affect you until spring 2011 but it is best to be aware of the situation.**

- 4) Pay close attention to add/drop deadlines, especially drops. You may drop courses during the schedule adjustment period within the **first 2 weeks of instruction**. After the first 2 weeks, you must file a drop petition and have serious, compelling reasons. Documentation will be required. You can continue to add classes through the 3rd week of instruction.

- 5) Familiarize yourself with university policies and procedures as they may be quite different from your previous institutions. For example, **Grade Forgiveness** for a repeated course requires a petition process to **NOT** have the first attempt negated from your GPA. **OTHERWISE, IT IS PROCESSED AUTOMATICALLY.** As upper-division transfer students, you will have 3 opportunities at Grade Forgiveness. Once exhausted, all attempts calculate into your GPA.

- 6) Be aware of registration holds that may be listed on your **“To do” icon through mysjsu.edu**. There are several, such as mandatory advising, proof of measles immunization prior to your second semester, documents outstanding if final transcripts are not submitted, several types of monetary holds and probation holds, among others.

- 7) Meet with an advisor periodically to ensure you are completing your degree requirements in a timely manner. Utilize the **Tutorial Center** if you need help with a specific business course.

- 8) Get to know your faculty, especially in your concentration to discuss electives you might complete, gain insight into what is currently happening in your field, and to discuss your career options.

- 9) Register with the Career Center to get information on internships, Career Fairs, and other activities that may impact on your career search as well as your career goals and objectives.