

# Steps to Enrollment

SPRING 2019 | UPPER DIVISION TRANSFERS



## Important Information about completing the Steps to Enrollment:

Although the steps are presented in numerical order, keep in mind that you may not necessarily complete all of these steps in the order that they are presented. Refer to your MyJSU student account for specific deadlines and tasks that need to be completed to ensure your enrollment.

**Photography by:** Dan Liberti

**On the Cover:**  
**Mike,** Business

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SJSU'S OFFICIAL MASCOT  
IS THE SPARTAN

## Welcome

Congratulations on your admission! We are excited to welcome you to San José State University, the founding campus of the California State University (CSU) system. Please know you still have steps to take to stay admitted and officially enroll for Spring 2019, which are outlined in this guide.

## Stay Committed to the Process

There are consequences if you miss deadlines. Deadlines are very important and are in place to help you through the enrollment process. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. To prevent this from happening, sign in to your MySJSU student account every few days and thoroughly read any messages, "To Do List" items or posted deadlines and take the requested action as soon as possible.

Although the steps are presented in numerical order, keep in mind that you may not necessarily complete all of these steps in the order that they are presented. Refer to your MySJSU student account for specific deadlines and tasks that need to be completed to ensure your enrollment.

# 2018-2019 Calendar

October	<b>Monday, October 15</b>	Transcripts Due Housing application due Housing application fee and initial payment due
	<b>Saturday, October 20</b>	WST Exam
	<b>Tuesday, October 23</b>	Schedule of Classes goes live at <a href="http://info.sjsu.edu">http://info.sjsu.edu</a> Registration Appointments posted on MySJSU
	<b>Tuesday, October 30 – Sunday, January 20, 2019</b>	Advance Registration
November	<b>Monday, November 12</b>	Veteran's Day (Holiday) – campus closed
	<b>Thursday, November 22 – Friday, November 23</b>	Thanksgiving Day (Holiday) – campus closed
	<b>Saturday, December 1</b>	Intent to Enroll deadline (last day to accept SJSU's offer of admission)
December	<b>Wednesday, December 5</b>	Payment Due Date (if registered between 10/31/18 - 11/29/18)
	<b>Monday, December 24 – Tuesday, January 1, 2019</b>	Winter Break – campus closed
	<b>Tuesday, January 1</b>	Housing Contract Start Date
January	<b>Friday, January 4</b>	Payment Due Date (if registered between 11/30/18 - 12/29/18)
	<b>Sunday, January 13</b>	International House contract start date
	<b>Friday, January 18</b>	Spring Orientation
	<b>Sunday, January 20</b>	Advance Registration ends On-campus housing opens for Spring 2019 semester. Check in at 12 p.m.
	<b>Monday, January 21</b>	Dr. Martin Luther King, Jr. Day (Holiday) – campus closed
	<b>Monday, January 21 – Wednesday, January 23</b>	No registration activity
	<b>Thursday, January 24</b>	First day of instruction
	<b>Thursday, January 24 – Tuesday, February 12</b>	Late Registration period
February	<b>Monday, February 4</b>	Payment Due Date (if registered between 12/30/18 - 1/29/19) If registered after 1/29/19 - three days to make payment.
	<b>Tuesday, February 5</b>	Last day to drop a class without a "W" on a student's permanent record
	<b>Tuesday, February 12</b>	Last day to add courses via MySJSU and without a Petition and late fee Last day to submit Audit/Credit/No Credit grading option
March	<b>Thursday, March 7</b>	Final Payment Due Date for Spring
April	<b>Monday, April 1 – Friday, April 5</b>	Spring Recess - no classes
	<b>Monday, April 1</b>	Cesar Chavez Day (Holiday) – campus closed
	<b>Thursday, April 25</b>	Last Day to withdraw for Spring
May	<b>Monday, May 13</b>	Last day of instruction for Spring
	<b>Wednesday, May 15 – Friday, May 17 and Monday, May 20 – Tuesday, May 21</b>	Final exams
	<b>Saturday, May 25</b>	Initial Spring 2019 grades viewable via MySJSU account
	<b>Monday, May 27</b>	Memorial Day (Holiday) – Campus closed
June	<b>Monday, June 10</b>	Academic standing viewable on MySJSU (unofficial transcript)



# 1

## Submit Your Intent to Enroll

<https://nextsteps.sjsu.edu/spring>

San José State will need to know if you plan on attending in Spring 2019. Go to the Next Steps Intent to Enroll website (<https://nextsteps.sjsu.edu/spring>) and tell us your plans. You must complete the multi-step Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Daylight Time) on **Saturday, Dec. 1** or your admission will be withdrawn.

The process includes accepting SJSU's offer of admission, signing up for any necessary placement exams, signing up for mandatory orientation, and paying the enrollment deposit.

**YES** – I intend to enroll at SJSU for the Spring 2019 semester.  
(**Please note:** You may not defer your enrollment to a later semester.)

**NO** – I will not attend SJSU for the Spring 2019 semester.  
(Your application will be withdrawn from further consideration.)

You will need the following to submit your intent to enroll:

- Your nine-digit SJSU ID (provided on your Letter of Admission)
- PIN (month and day of your birth date). For example, January 21 is 0121.

If you anticipate any problems completing the required steps below by the stated deadlines, contact [nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu) immediately.

NEXT STEPS INTENT TO ENROLL • <https://nextsteps.sjsu.edu/spring> 



# 2

## Sign Up for Spring Orientation

<https://nextsteps.sjsu.edu/spring>

Spring Orientation is a mandatory one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend the entire program. (Guests are not permitted.)

If you do not attend or leave during any portion of the event, you will be blocked from registering for classes and will not be able to attend SJSU in Spring 2019. Students who arrive late will not be allowed to attend the program. During orientation, you will:

- Be welcomed from SJSU administrators, faculty, staff and students and learn what it means to be part of the Spartan community.
- Connect with student leaders in small groups and have an opportunity to ask questions about campus life.
- Receive campus information to help maximize your first-year experience and student success.
- Learn tools to best navigate key university services and resources.
- Meet with academic advisors to plan your class schedule and register for courses.
- Review what's next before you start classes.

For more information, visit [sjsu.edu/newspartans](https://sjsu.edu/newspartans) or contact New Student and Family Programs at [transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu) or 408-924-5972.

NEXT STEPS INTENT TO ENROLL • <https://nextsteps.sjsu.edu/spring> 



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## Pay Your Enrollment Deposit

<https://nextsteps.sjsu.edu/spring>

In order to complete the Next Steps Intent to Enroll process, you will be prompted to pay your enrollment deposit online via a link provided in your Next Steps portal. Your \$250 Enrollment Deposit includes your \$80 Orientation payment and deposit of \$170 towards your tuition and fees for Spring 2019. Please note: The \$250 Enrollment Deposit is non-refundable, even if you do not enroll in classes for the Spring 2019 semester.

NEXT STEPS INTENT TO ENROLL • <https://nextsteps.sjsu.edu/spring> 



# 4

## Apply for Campus Housing

[sjsu.edu/housing](https://sjsu.edu/housing) (University Housing Services)

[sjsu.edu/ihouse](https://sjsu.edu/ihouse) (International House)

If you would like to stay on campus while attending SJSU, you must complete a housing application for either University Housing Services or the International House (I-House), depending on where you prefer to stay. (Please note the I-House has a separate application for the I-House.)

Housing Options	Description	Residents	Rent*	Meal Plan**	Included in Rent
<b>Campus Village Apartments – Building A “CVA”</b>	Eight-story building: efficiencies, one and two bedroom units and bedspaces	Juniors, Seniors, Graduate Students, Faculty and Staff	\$11,672	No Meal Plan required. Meal Plans offering a limited number of meals per semester are available.	Internet, Basic Utilities & Internet TV
<b>Campus Village Apartments – Building B “CVB”</b>	Fifteen-story building: studios, three, four and five-bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$11,291	No Meal Plan required. Meal Plans offering a limited number of meals per semester are available.	Internet, Basic Utilities & Internet TV
<b>Campus Village Suites – Building C “CVC”</b>	Seven-story building: four-bedroom units	Freshmen	\$16,599	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Internet TV
<b>Campus Village 2 “CV2”</b>	Ten-story building: traditional hall	Freshmen	\$17,303	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Internet TV
<b>Washburn Hall “The Bricks” “The Classics”</b>	Three-story building: traditional hall	Freshmen	\$14,214	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Internet TV
<b>Joe West Hall “The Classics”</b>	Twelve-story building: traditional hall	Freshmen	\$14,214	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Internet TV
<b>International House “I-House”</b>	Large residence near campus. Home to 71 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$16,116 (activities included)	7-day meal plan included in rent	Internet, Basic Utilities & Internet TV

\*Rent amounts are subject to change and are based on double occupancy, furnished units with a 10-month contract.

\*\*Meal plans are required for all freshmen living in University Housing.

## University Housing Services

We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. Our living-learning communities help ease the transition to university life, serve as an extension of the classroom, and increase awareness of community responsibility. Located on the main San José State campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown. If you have questions, contact University Housing 408-795-5600 or [uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)

The Housing Application deadline is **Monday, Oct. 15**. To fill out a housing application, visit [sjsu.edu/housing](http://sjsu.edu/housing)

## International House

A large, comfortable home located near campus, the International House (I-House) is a residence for 70 U.S. and international students attending San José State. At I-House, residents find friends, study partners, and mentors in addition to opportunities for leadership, group activities and travel. I-House students represent approximately 25 countries, range in age from 17 to 35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, and English language programs.

I-House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. Students interested in living in the I-House must send a separate application directly to the I-House. There is no application fee. Applications are available at [sjsu.edu/ihouse](http://sjsu.edu/ihouse)

# Financial Aid

## FAFSA

To help cover the cost of attending SJSU, you may apply for financial aid provided through federal grants, state grants, work study and loans by using the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov) Once you apply, you will view a personalized Student Aid Report online. Print this report for your records. SJSU's Financial Aid office will post requests on your MySJSU student account for documents required to determine if you are eligible for financial aid and how much you are eligible to receive. It will take about two weeks to receive a response after you apply and three to four months to complete the entire process. Learn more at [sjsu.edu/faso](http://sjsu.edu/faso)

## California Dream Act—AB540

AB540 students (undocumented immigrant status) may qualify for the state grant programs that make up the California Dream Act of 2011. The California Dream Act is the result of two bills, Assembly Bill 130 (AB 130) and Assembly Bill 131 (AB 131). Together, these bills allow undocumented and documented students who meet certain provisions of AB540 law to apply for and receive private scholarships funneled through public universities (AB 130), state-administered financial aid, university grants and community college fee waivers (AB 131). For the California Dream Application, you will need SJSU's six-digit code, which is 001155.

For more information on qualifications for in state tuition go to [sjsu.edu/studentaffairs/current\\_students/ab540\\_students](http://sjsu.edu/studentaffairs/current_students/ab540_students)





# 5

## Attend Spring Orientation (Mandatory)

[sjsu.edu/newspartans/transfer-orientation](https://sjsu.edu/newspartans/transfer-orientation)

Spring Orientation is a mandatory one-day program that will orient you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend the entire program.

### Please bring the following:

- Unofficial copies of all college transcripts
- GE certifications (if applicable)
- Placement test scores
- Other documents (if applicable)

### Spring Orientation Date

- Friday, January 18

### Disability Accommodations

This event is wheelchair accessible. Individuals needing sign language interpreters, visual aids, or other accommodations should contact us at 408-924-5972 at least two weeks prior to their selected orientation date.

For more information about Spring Orientation, contact New Student Family Programs at [transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu) or 408-924-5972.



# 6

## Take the Writing Skills Test (WST)

<http://testing.sjsu.edu/wst>

It is highly recommended that you take the Writing Skills Test (WST) before enrolling at SJSU. If you have not taken the WST by the end of your first semester at SJSU, a registration hold will be placed on your student account, preventing you from signing up for courses in future terms.

Before registering for the WST, students must earn a "C-" or better grade in English 1A (or its equivalent) and are strongly recommended to have completed a GE area A3 course. The WST is generally offered twice in the spring, summer and fall. For the exact dates, or to learn more, <http://testing.sjsu.edu/wst>

### Department Exams (If Required)

To learn if you need to take a department placement exam, contact the department that oversees your degree program (major). View a listing of degree programs and their departments at <http://info.sjsu.edu/home/catalog.html>

Many new undergraduates in the College of Science, Engineering and Business may need to take the Calculus Placement Exam prior to registration. For details, exemptions, and other criteria, visit [sjsu.edu/math/calculus](http://sjsu.edu/math/calculus)



# 7

## Register for Classes

**You will register for classes in your MySJSU student account once you get a registration (enrollment) appointment.**

### Registration Appointments

You will not receive an appointment until we have received and processed all requested documents and you have attended Orientation.

To receive a registration appointment, you must do the following:

- Submit official transcripts by the date posted on your MySJSU “To Do List”
- Show via official transcripts that you have completed the four basic skills course requirements, CSU eligibility and major impaction requirements

### Attend Spring Orientation

After attending Spring Orientation, you should receive a registration (enrollment) appointment within 10 business days. If you have one of the four basic skills courses in progress, please know you won’t be able to register until we have received and verified your final official transcripts.

### Registering for Courses

Sign in to MySJSU, navigate to Self Service > Enrollment > Enrollment Dates, then select a term to view your start date/time for your Enrollment. The SJSU Schedule of Classes has the specific class number codes and section numbers you’ll need to register.

For instructions on how to register for classes, visit [http://my.sjsu.edu/students/student\\_tutorials](http://my.sjsu.edu/students/student_tutorials)

### Registration Holds

If you have a registration hold, click the hold icon and read this information carefully. If you do not have a hold, you may begin to register at your appointment time. (You do not need to come in person or call us to register.)

### Late Registration

After the initial registration period (Advance Registration) ends, you may still register, but not until Jan. 24, the first day of instruction. Late registrants are assessed a \$25.00 late fee. Late registration is dependent on the space available. Getting the classes you want may be very difficult.

## 7 REGISTER FOR CLASSES CONTINUED

### What will I need to register for classes?

- A file of your SJSU admission information, including admission letters, grade reports, copies of transcripts from other schools, placement test scores, and everything related to your enrollment.
- Attend all segments of the mandatory orientation.
- Schedule of Classes <http://info.sjsu.edu>
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at <http://info.sjsu.edu/home/catalog.html>

### Once I've registered, can I change my schedule?

If work or family obligations require you to change your schedule, you may re-enter the system to make changes before the last day of Advanced registration.

Important note: before dropping any class(es) from your schedule to enroll in a different class, be sure you can successfully add the other course(s). Classes at SJSU fill up quickly. If a course you want is full, search for open sections using the registration system. Or, place yourself on the class waitlist. You are not guaranteed admission into waitlisted courses.

### Can I still get academic advising in Academic Advising and Retention Services if my transcripts have not been fully evaluated?

Yes. The advisors will advise you on general university expectations and graduation requirements including general education course requirements. However, once you get your transcript fully evaluated by Admissions, you must meet with an Academic Advisor again to re-examine your general education checklist and progress toward degree completion because changes to your academic plan may have to be made.

This is essential if you plan to graduate in a timely manner. Call AARS at 408-924-2129 to make an appointment after the third week of the semester.

**TUESDAY, OCTOBER 30**

Advance Registration begins

**SUNDAY, JANUARY 20**

Advance Registration ends

**THURSDAY, JANUARY 24**

Late Registration begins

**TUESDAY, FEBRUARY 12**

Late Registration ends



# 8

## Submit Final Transcripts and Documents

All supporting documents, including transcripts with coursework through Summer 2018, must be postmarked by **Monday, Oct. 15**. We highly encourage you to check your “To Do List” in MySJSU for any additional items that you may need to submit.

### Transcripts

Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll. To speed up transcript processing time, you are highly encouraged to request that your institution send electronic transcripts to San José State University.

**Mailing Transcripts:** If you must have your transcripts mailed, please make sure that the name on your application matches the name listed on your transcripts. All transcripts must be sealed and unopened to be accepted as official documents. PLEASE NOTE: COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED. Once submitted to SJSU, documents become the property of the University and cannot be released. If transcripts must be mailed, send to:

**San José State University**  
Undergraduate Admissions  
One Washington Square  
San José, CA 95192-0016

COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED.

### Please note:

After your documents have been received, it may take up to three weeks for your “To Do List” items on your MySJSU account to be reviewed and updated. Avoid delays; apply early, and submit documents as soon as possible in the approved format.

**Continue to check MySJSU for important messages, required documents and deadlines.**

### Test Scores/IB Diploma

Test Scores (AP exams, SAT and ACT) and IB diploma must also be sent directly to SJSU from the testing agency. Continue to check MySJSU each week for important messages, required documents and deadlines.



# Pay Your Tuition and Fees

[sjsu.edu/bursar](https://sjsu.edu/bursar)

Fees are due after registering for your classes. To see your payment due date, check your MySJSU account under the “Finances” section. You have the option to pay in full or sign up for a payment plan. For details, visit [sjsu.edu/bursar](https://sjsu.edu/bursar)

Amounts are based on full-time attendance (12 units per semester or more) for a nine-month academic year.

Costs	With Parents	Campus Housing	Off Campus
Room and Board	\$5,418	\$15,594	\$15,151
Transportation	\$1,587	\$1,473	\$1,545
Miscellaneous/Personal	\$1,480	\$1,480	\$1,480
Books and Supplies	\$2,002	\$2,002	\$2,002
*Tuition Fees	\$7,721	\$7,721	\$7,721
<b>CA Resident Total</b>	<b>\$18,208</b>	<b>\$28,270</b>	<b>\$27,899</b>

\*In addition to all mandatory state and local tuition fees, non-residents of California pay \$396.00 per unit.

## Fees Are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

## In-state tuition for certain non-residents of California (AB 540 provisions)

If you attended high school in California for at least three full years and graduated or earned an equivalent degree, you may be eligible for resident (in-state) tuition. For more information visit [sjsu.edu/registrar/students/Residency/ab540.html](https://sjsu.edu/registrar/students/Residency/ab540.html)

## Installment Payments

For payment plan options visit [sjsu.edu/bursar/payment\\_refunds/installments/index.html](https://sjsu.edu/bursar/payment_refunds/installments/index.html) There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment fees to participate. Please note: Students are not able to sign-up for the payment plan until charges actually appear on their account, either tuition and fees, or housing charges. Payment plans will be available only when tuition and fee and/or housing charges appear on your student account.

## Fee Payment Deadlines

After you register, sign in to your MySJSU account to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check your MySJSU account to keep current with your account. Failure to pay by the deadline will result in your classes being dropped. For more information about payment methods, including international wire transfer, fees and payment due dates visit [sjsu.edu/bursar](https://sjsu.edu/bursar).

## Field Trip Fees

A few courses have additional field trip fees ranging from \$11.00 to \$52.00.

## Special or Optional Fees

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.00.

## Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days quicker than a paper check. To enroll, login to MySJSU, scroll to Finances, and select Enroll in Direct Deposit. To learn more visit [sjsu.edu/bursar](https://sjsu.edu/bursar)

## Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. For more details visit [sjsu.edu/bursar/services](https://sjsu.edu/bursar/services)

## Keeping Your MySJSU Account Current

SJSU has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university or its agent has the right to pursue collections in order to repay a delinquent debt owed to the university.



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## Submit Proof of Immunizations

As a new student, you may need to provide proof of Measles, Rubella (MMR) and Hepatitis B prior to the first day of classes. For more information on requirements and how to submit proof, visit [sjsu.edu/registrar/students/Immunization](https://sjsu.edu/registrar/students/Immunization)



## Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90–5). Students are encouraged to consult the Student Responsibilities and Rights (<http://info.sjsu.edu/web-dbgen/narr/static/catalog/studentrights.html>) section of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth, as well as review important university policies and procedures (<http://info.sjsu.edu/static/catalog/policies.html>) every student at SJSU is responsible for knowing and upholding.

## Student Code of Conduct

Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, at [sjsu.edu/studentconduct/policies](http://sjsu.edu/studentconduct/policies)

# Checklist

## Mandatory

- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Standard Time) on **Saturday, Dec 1**.
- Sign up for Spring Orientation
- Pay Enrollment Deposit
- Apply for On-Campus Housing
- Apply for Financial Aid (optional)
- Complete your work in progress
- Check your "To Do List" in your MySJSU student account
- Attend mandatory Spring Orientation
- Take the Writing Skills Test (WST)
- Register for Classes
- Submit final transcripts and documents by Monday, October 15
- Pay Your Tuition and Fees
- Submit Required Proof of Immunization (if required)
- Complete mandatory Title IX online training courses Sexual Assault Prevention for Undergraduates and AlcoholEdu

## Important

- Read the SJSU Catalog online at <http://info.sjsu.edu/home/catalog.html>
- Read the SJSU Schedule of Classes at <http://info.sjsu.edu/home/schedules.html>
- Follow SJSU Enrollment Services on Instagram: SJSU\_ES
- Follow SJSU Enrollment Services on Twitter: @SJSU\_ES

## Students with Disabilities

The Accessible Education Center provides academically related services for students with disabilities. To qualify, students must register and create a confidential file with the AEC to receive a wide spectrum of services based on their own individual needs. Services include, but are not limited to: Consideration for priority registration, note takers, readers, sign language interpreters/captioners, test accommodations, academic counseling, general education advising and hands-on training with adaptive technology. Students should provide the AEC with disability verification as soon as possible. Before registering for classes, make an appointment with the center at 408-924-6000 for review of specific needs.

## Non-Discrimination Policy

San José State University does not discriminate on the basis of age, ancestry, citizenship status, color, disability, ethnicity, gender, gender expression, gender identity, marital status, medical condition, military/veteran status, national origin, race, religion or lack thereof, sex, sexual orientation, genetic information or veteran's status. This policy applies to all SJSU students, faculty, staff and third parties. Questions regarding this policy should be directed to the director of the Office for Equal Opportunity, 408-924-2250.

SJSU prohibits sex and gender based discrimination, harassment and retaliation, sexual misconduct, dating and domestic violence and stalking against students, faculty, staff and third-parties. Please direct questions regarding these policies to the University's Title IX Office at 408-924-7290. Learn more at <http://notalone.sjsu.edu>

# Frequently Asked Questions

## What if I do not complete required courses or miss a deadline?

You will have your admission to SJSU revoked and your registration canceled. Failure to submit your transcript will result in your application being withdrawn, even if you have signed up for housing and attended orientation.

## What if I am taking courses required for admission during the Fall 2018 term?

You may not use coursework from the Fall 2018 term to complete admission requirements.

## Can I defer my admission to another term?

No, your admission is good for one term only. If you wish to be considered for a later term, you must submit a new application for the next available term for which you meet the minimum requirements.

## What if I'm a California Community College transfer?

- Keep your own copy of the general education plan from your community college.
- Keep track of the courses you've completed to meet the GE requirements.
- Work with our academic advisors to complete remaining courses at SJSU.

## Can I change my major?

Due to space limits in many SJSU departments, you may not change your major before the term starts. Note that change of major is never guaranteed, even after admission to SJSU.

# Contacts

For a complete campus directory of faculty, staff and departments, visit [sjsu.edu/directory](http://sjsu.edu/directory)

## Accessible Education Center

[sjsu.edu/aec](http://sjsu.edu/aec)  
[aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)  
408-924-6000 voice

## Advising

[sjsu.edu/aars](http://sjsu.edu/aars)  
[academic.advising@sjsu.edu](mailto:academic.advising@sjsu.edu)  
408-924-2129

## Athletics

[sjsuspartans.com](http://sjsuspartans.com)

## Bookstore

[spartanbookstore.com](http://spartanbookstore.com)  
408-924-1800

## Career Center

[sjsu.edu/careercenter](http://sjsu.edu/careercenter)  
[careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)  
408-924-6031

## Class Schedules

<http://info.sjsu.edu/home/schedules.html>

## Fees and Tuition (Bursar's Office)

Payments and Refunds  
[sjsu.edu/bursar](http://sjsu.edu/bursar)  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
408-924-1601

## Housing (University Housing)

[sjsu.edu/housing](http://sjsu.edu/housing)  
[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)  
408-795-5600

## International House (I-House)

[sjsu.edu/ihouse](http://sjsu.edu/ihouse)  
[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)  
408-924-6570

## Library (Dr. Martin Luther King, Jr. Library)

[library.sjsu.edu](http://library.sjsu.edu)  
408-808-2000

## Maps/Directions to SJSU

[sjsu.edu/about\\_sjsu/visiting\\_campus\\_maps/directions](http://sjsu.edu/about_sjsu/visiting_campus_maps/directions)

## Orientation (New Student and Family Programs)

[transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu)  
408-924-5972

## Parking

Purchase parking permits online only  
[sjsu.edu/parking](http://sjsu.edu/parking)

## Registration (Registrar's Office)

[sjsu.edu/registrar](http://sjsu.edu/registrar)  
[registrar@sjsu.edu](mailto:registrar@sjsu.edu)  
408-283-7500, option 3

## Testing Office

[testing.sjsu.edu](http://testing.sjsu.edu)  
[testing-office@sjsu.edu](mailto:testing-office@sjsu.edu)  
408-924-5980

## Transportation Solutions

<http://as.sjsu.edu/asts>  
[transportation@sjsu.edu](mailto:transportation@sjsu.edu)  
408-924-7433

## Tuition and Fees (Bursar's Office)

[sjsu.edu/bursar](http://sjsu.edu/bursar)  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
408-924-1601

## Tutoring and Mentoring Services

Peer Connections  
<http://peerconnections.sjsu.edu>  
[peerconnections@sjsu.edu](mailto:peerconnections@sjsu.edu)  
408-924-2587

## Social Media

[facebook.com/SJSUEnrollment](https://facebook.com/SJSUEnrollment)  
[facebook.com/sanjosestate](https://facebook.com/sanjosestate)  
[instagram.com/sjsu\\_es](https://instagram.com/sjsu_es)  
[twitter.com/SJSU\\_ES](https://twitter.com/SJSU_ES)