Welcome future Spartan to San José State University

To officially enroll for the Fall 2014 semester, please follow the steps in this guide. And be sure to sign up and pay for a mandatory orientation program when you submit your Intent to Enroll—no later than Thursday, May 1, 2014.

John Geoghegan
Communications
Submit your Intent to Enroll

https://nextsteps.sjsu.edu

You will need the following information to complete the online process:
• Your nine-digit SJSU ID and the password you created in Step 1.

STEP 2

Sign up for Transfer Orientation

https://nextsteps.sjsu.edu

Transfer Orientation is a mandatory one-day program that will acquaint you with your college and major department, and provide you with critical academic planning information. There is a $70 fee non-refundable to be attended.

You are required to attend the entire program. If you arrive late, do not attend, or leave any portion of the program, your application will be withdrawn, and you will need to supply new materials for all required steps.

You will need to attend your Next Steps account for your orientation. If you do not complete this step within the required three days of submitting your payment, your request will be canceled.

Pay for Transfer Orientation

https://nextsteps.sjsu.edu

Once you choose an orientation session, you will be directed to pay the non-refundable $70 fee online via credit card. You will receive an email confirmation upon payment. You must complete the fee payment to continue.

If you have issues during the online payment, you may call nextsteps@sjsu.edu. Your application will be withdrawn from further consideration.

For Fall 2014, you must complete the multi-step Intent to Enroll process by 11:59 pm (Pacific Standard Time) Thursday, May 1, 2014 or your admission will be automatically withdrawn.
Final Documents and Transcripts

All supporting documents, including transcripts with course work through Spring 2014, must be postmarked by Tuesday, July 15, 2014.

**Transcripts:** If possible, please request that your school send your official transcripts electronically after applying online to the university. If you must have your transcripts mailed, please include your assigned nine-digit SJSU ID on the requested transcripts. All transcripts must be sealed and unopened to be accepted as official documents. 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. Send transcripts to:

San José State University
Undergraduate Admissions
One Washington Square
San José, CA 95112-0016

**Please note:** After your documents have been submitted, it may take up to two weeks for your to-do list items on your MySJSU account to be 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.

From left to right:

- Amber Nelson
- Biomedical Engineering
- Bryce Lewis
- Business
- Michaels McLean
- Psychology

Register for Classes

http://my.sjsu.edu

Pay Your Tuition Fees

http://my.sjsu.edu

Fees are due after registering for your classes. Check your MySJSU account to see your payment due date. You have the option to pay in full or sign up for a payment plan. After you register, log on 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 due date will result in your classes being dropped.

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.

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 initial fee payments are made, to increase or modify any listed fees, 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.

Parking Fees

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

Spartan Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. Visit www.sjsu.edu/bursar/services

Installment Payments

For payment plan options visit www.sjsu.edu/bursar/services/finance/refunds/index.html

There is an enrollment fee to participate.

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 www.sjsu.edu/bursar

Undergraduate Admissions

San José State University

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

For a complete campus directory of faculty, staff and departments, visit www.sjsu.edu/directory.

Accessibility
All San José State University classes are wheelchair accessible. If you have other needs regarding accommodations, please contact the Accessible Education Center (Formerly Disability Resource Center)
www.sjsu.edu/aec
aec-info@sjsu.edu
408-924-6000 voice
408-924-5990 TTY

Admissions
www.sjsu.edu/admissions
admissions@sjsu.edu
408-283-7500

Admissions Counseling
Pre-admission assistance
www.sjsu.edu/soar
outreach@sjsu.edu
408-924-2564

Advising
www.sjsu.edu/aars
academic.advising@sjsu.edu
408-924-2129

Bookstore
www.spartanbookstore.com
408-924-1800

Class Schedules
http://info.sjsu.edu/home/schedules.html

Facebook
www.facebook.com/SJSUEnrollment
www.facebook.com/sanjosestate

Fees – Bursar’s Office
www.sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Financial Aid and Scholarship Office
www.sjsu.edu/fao
fao@sjsu.edu
408-283-7500

Housing
www.housing.sjsu.edu
uhs-frontdesk@sjsu.edu
408-795-5600

International House (I-House)
Housing for U.S. and international students
www.sjsu.edu/ihouse
ihouse@sjsu.edu
408-924-6570

Maps/Directions to SJSU
www.sjsu.edu/about_sjsu/visiting/campus_maps/directions

Parent Information
www.sjsu.edu/advising/for_parents
parents@sjsu.edu

Parking
Purchase parking permits online only
www.sjsu.edu/parking

Registration – Registrar’s Office
www.sjsu.edu/registrar
registrar@sjsu.edu
408-924-5680

Testing Office
Writing Skills Test (WST)
http://testing.sjsu.edu
testing-office@sjsu.edu
408-924-5980

Tours of SJSU
www.sjsu.edu/soar
outreach@sjsu.edu
408-924-2786

Transfer Orientation
www.sjsu.edu/aars/transfer_orientation
transfer.orientation@sjsu.edu
408-924-2997

Tuition and Fees - Bursar’s Office
www.sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Tutoring and Mentoring Services
Peer Connections
http://peerconnections.sjsu.edu
peerconnections@sjsu.edu
408-924-2587

Twitter
http://twitter.com/SJSU_ES

Veterans
www.sjsu.edu/studentaffairs/current_students/veterans_and_military_students/index.html
408-924-6299

Contact Information
For a complete campus directory of faculty, staff and departments, visit www.sjsu.edu/directory.

Accessibility
All San José State University classes are wheelchair accessible. If you have other needs regarding accommodations, please contact the Accessible Education Center (Formerly Disability Resource Center).
www.sjsu.edu/aec
aec-info@sjsu.edu
408-924-6000 voice
408-924-5990 TTY

Admissions
www.sjsu.edu/admissions
admissions@sjsu.edu
408-283-7500

Admissions Counseling
Pre-admission assistance
www.sjsu.edu/soar
outreach@sjsu.edu
408-924-2564

Advising
www.sjsu.edu/aars
academic.advising@sjsu.edu
408-924-2129

Bookstore
www.spartanbookstore.com
408-924-1800

Class Schedules
http://info.sjsu.edu/home/schedules.html

Facebook
www.facebook.com/SJSUEnrollment
www.facebook.com/sanjosestate

Fees – Bursar’s Office
www.sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Financial Aid and Scholarship Office
www.sjsu.edu/fao
fao@sjsu.edu
408-283-7500

Housing
www.housing.sjsu.edu
uhs-frontdesk@sjsu.edu
408-795-5600

International House (I-House)
Housing for U.S. and international students
www.sjsu.edu/ihouse
ihouse@sjsu.edu
408-924-6570

Maps/Directions to SJSU
www.sjsu.edu/about_sjsu/visiting/campus_maps/directions

Parent Information
www.sjsu.edu/advising/for_parents
parents@sjsu.edu

Parking
Purchase parking permits online only
www.sjsu.edu/parking

Registration – Registrar’s Office
www.sjsu.edu/registrar
registrar@sjsu.edu
408-924-5680

Testing Office
Writing Skills Test (WST)
http://testing.sjsu.edu
testing-office@sjsu.edu
408-924-5980

Tours of SJSU
www.sjsu.edu/soar
outreach@sjsu.edu
408-924-2786

Transfer Orientation
www.sjsu.edu/aars/transfer_orientation
transfer.orientation@sjsu.edu
408-924-2997

Tuition and Fees - Bursar’s Office
www.sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Tutoring and Mentoring Services
Peer Connections
http://peerconnections.sjsu.edu
peerconnections@sjsu.edu
408-924-2587

Twitter
http://twitter.com/SJSU_ES

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NON-DISCRIMINATION POLICY
San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or veteran’s status. This policy applies to all SJSU students, faculty and staff programs and activities. Questions regarding this policy should be directed to the Office for Equal Opportunity, 408-924-2250.
Register for Classes

http://my.sjsu.edu

What will I need to register for classes?
You will need the following:

• A file of your SJSU admission information, including admission letter, grade reports, copies of transcripts from other colleges, placement test scores, and everything related to your enrollment
• To register for and attend all segments of a mandatory Transfer Orientation session
• The Fall 2014 Class Schedule, which will be available at http://info.sjsu.edu/home/schedules.html
• The SJSU Catalog for descriptions of classes, major and minor requirements, available at http://info.sjsu.edu/home/catalog.html

Do I need an appointment for registration?
Yes, your enrollment appointment time and any holds are posted at http://my.sjsu.edu

Read this information carefully. If you have no “holds,” you may begin to register at your appointment time.

Login 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. Read the sections on registration carefully before you register the first time.

When will I get my registration appointment?
Registration appointments for Fall 2014 will be issued beginning Monday, May 5, 2014. Appointments are determined based on the student group you have been placed in and your admission status. You will not receive an appointment until we have received and processed all requested documents and your admission is in a clear status.

How do I register?
You register online via your MySJSU student account. (You do not need to register in person.) Sign in to MySJSU to register once you receive your enrollment appointment. Steps on how to register are available at http://my.sjsu.edu/students/student_tutorials/index.html

To view the steps, scroll down to “My Academics” and click on “Enroll in (Add) a Class.”

Once I’ve registered, can I change my schedule?
If your work or family obligations require you to alter your schedule, you may re-enter the system to make changes before the last day of Advance Registration.

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.

When is Advance Registration?
Tuesday, June 3 – Sunday, August 17. Be sure to pay your fees by your due date or risk losing your classes.

What if I forget to register during Advance Registration?
You may still register, but not until Monday, August 25, the first day of instruction and Late Registration. Late registrants are assessed a $25.00 late fee. Late registration is on a space available basis: getting the classes you want may be very difficult.

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 classes.

Registration Holds
Holds are electronic restrictions on your access to classes. Some common holds on registration:

Tests
You forgot to take the placement test, or it hasn’t been scored and recorded yet. You must have required test scores on file at SJSU before you may register. Contact the Testing office at testing-office@sjsu.edu

Transcript
You owe us a final transcript or verification of classes. You may lose all of your classes if you fail to turn in these records by the stated deadline. Contact the Admissions Office at admissions@sjsu.edu

Prerequisites
You didn’t take the necessary course to proceed to the next level of instruction. You may be blocked from this course until you show us (or the instructor) that you met the prerequisites.

Immunization
As a new student, you will need to provide proof of Measles and Hepatitis B immunization prior to enrollment. If you don’t have documentation, go to the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to window “R” in the Student Services Center or fax them to 408-924-2077.

Change of 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.
## Housing Options

<table>
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<tr>
<th>Housing Options</th>
<th>Description</th>
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<th>Meal Plan</th>
<th>Included in Rent</th>
<th>Contact</th>
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<tr>
<td>Campus Village Apartments – Building B “CVB”</td>
<td>High Rise: Studios, Three, Four and Five Bedroom Units</td>
<td>$10,653</td>
<td>Mandatory: 5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td><a href="http://www.housing.sjsu.edu">www.housing.sjsu.edu</a> <a href="mailto:UHS-frontdesk@sjsu.edu">UHS-frontdesk@sjsu.edu</a> 408-795-5600</td>
</tr>
<tr>
<td>Campus Village Suites – Building C “CVC”</td>
<td>High Rise: Studios, Three, Four and Five Bedroom Units</td>
<td>$12,674</td>
<td>Mandatory: 5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td></td>
</tr>
<tr>
<td>Washburn, Hoover &amp; Royce Halls “The Bricks” “The Classics”</td>
<td>Three-Story Building: Traditional Dorm</td>
<td>$10,834</td>
<td>Mandatory: 5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td></td>
</tr>
<tr>
<td>Joe West Hall “The Classics”</td>
<td>High Rise: Traditional Dorm</td>
<td>$10,834</td>
<td>Mandatory: 5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td></td>
</tr>
<tr>
<td>International House “I-House”</td>
<td>Fully furnished residence next to campus; 70 U.S. and International students</td>
<td>$12,280</td>
<td>Mandatory: 5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td><a href="http://www.sjsu.edu/ihouse">www.sjsu.edu/ihouse</a> <a href="mailto:ihouse@sjsu.edu">ihouse@sjsu.edu</a> 408-924-6570</td>
</tr>
</tbody>
</table>

*Rent amounts are approximate and subject to change – Based on double occupancy; 10-month contract; furnished

## University Housing Services

**www.housing.sjsu.edu**

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 college life, serve as an extension of the classroom, and increase awareness of community responsibility.

Located on the main San José State University campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown. Within the residence halls, we offer a variety of communities to bring students together who have similar interests. Programming is designed around student interests and often has a component tied to a SJSU academic department. Some previous Living Learning Communities include: Arts Village, Substance Free and Healthy Living, Service Learning, Science & Technology, Multicultural Living, and Social Justice.

Students who live on campus have the opportunity to get involved in social gatherings, cultural events, intramural sports, community service, and a wide range of other campus activities. Research suggests there is a positive association between the campus living experience and shaping a student’s values and beliefs (aesthetic, cultural, and intellectual), and influencing a positive shift toward more inclusive racial-ethnic attitudes and an openness to diversity.

**Housing Application**

Housing applications are online (https://apply.housing.sjsu.edu). Apply by Thursday, May 1, 2014 with the following:

1. A completed online Housing application
2. A non-refundable $50 application fee
3. License materials
4. A $600 initial payment

## International House (I-House)

**www.sjsu.edu/ihouse**

Located near campus, SJSU International House is a large comfortable home offering a good study environment and a friendly, welcoming community. I-House is a residence for 70 U.S. and international students attending San José State University.

Residents range in age from 17 to 35, study in a wide variety of majors, come from nearly 25 countries including the U.S., and enroll in graduate, undergraduate and English Language programs. Roommates are matched according to compatible interests and personal habits. After the first semester at the International House, residents may choose a roommate and designate a preferred room.

Residents enjoy a state-of-the-art computer room, wireless internet access throughout the House, newly renovated kitchen, an attractive dining room, living room, patio, televisions, sports and games equipment, and on-site assigned parking. Our Student Council offers residents opportunities to take leadership, plan trips and regional dinners, and participate in intramural sports. Residents regularly support each other with academic tutoring.

**International House Application**

There is no fee to apply. I-House offers a one-semester contract that residents may choose to extend throughout their academic career at SJSU. Submit your completed application at www.sjsu.edu/ihouse

Please note that essays are used to select residents and match roommates. Applications are accepted on a rolling basis until the I-House is full.

## Disability Accommodations

If you have specific needs regarding accommodations, contact University Housing Services at 408-795-5600 or UHS-frontdesk@housing.sjsu.edu
Where to Apply for Aid
If you have not already applied for Financial Aid, file a FAFSA or CA Dream Act Application by Sunday, March 2, 2014 (www.fafsa.gov or www.caldreamact.org). Your financial aid file must be completed, with all requested documents on file by the Financial Aid Priority File Documentation Completion date, Friday, May 30, 2014, to receive a fee deferral and ensure timely processing of your award. Remember, you pay for any difference between your financial aid award and your actual fees.

Financial Aid Fee Deferrals
Financial Aid fee deferrals are temporary and are issued once all requested documents are submitted. Once a student has been approved for the fee deferral, they will see a “fee deferral” indicator on their MySJSU account. A financial aid fee deferral will hold classes and delay the payment of registration fees only while the financial aid process is completed. All financial aid fee deferrals will expire Friday, August 29, 2014. At that time, fees must be paid by the set deadlines regardless of your financial aid status.

Financial Aid and Housing
Financial Aid students with a fee deferral should understand that the fee deferral is for enrollment fees only and does not apply to housing charges.

Housing Payment Extension
Financial Aid students may request an extension of their housing charges if they meet certain criteria. Housing extensions will only be approved for students who have a minimum of $10,000 in financial aid (grants and accepted loans only, work study cannot be used and is excluded). This still may not be enough to cover all housing charges.

To find out if you qualify for a housing extension, call University Housing Services at 408-795-5600. Once a student has an approved housing extension, they will see a “housing extension” indicator on their MySJSU account and can be assured that housing fees are not currently due. If this indicator is not on the student MYSJSU account, all housing fees are due by the posted due date.

Accessible Education Center (AEC)
The Accessible Education Center (formerly the Disability Resource 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 after applying to SJSU. It is important to make an appointment with the center at 408-924-6000 for review of specific needs prior to registering for classes.

Student Code of Conduct
Members of the SJSU community are expected to 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 Code of Conduct and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, and online at www.sjsu.edu/studentconduct/policies/index.html

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 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 every student at SJSU is responsible for knowing and upholding. That information can be found at http://info.sjsu.edu/static/catalog/policies.html

To-Do List

**MANDATORY**
- Complete the multi-step Intent to Enroll process at https://nextsteps.sjsu.edu no later than 11:59 pm (Pacific Standard Time) on Thursday, May 1, 2014
- Sign up, pay for, and attend Transfer Orientation
- Complete your work in progress
- Send official transcripts (electronically if possible) by Tuesday, July 15, 2014
- Check your “to-do” list on MySJSU for any incomplete requests

**IMPORTANT**
- Sign up for and take the Writing Skills Test (WST)
- Read the SJSU Catalog at http://info.sjsu.edu/home/catalog.html
- Read the SJSU Class Schedule at http://info.sjsu.edu/home/schedules.html
- Like SJSU Enrollment Services at www.facebook.com/SJSUEnrollment
- Follow SJSU Enrollment Services on Twitter @SJSU_ES
- Read Students Rights and Responsibilities
- Read Student Code of Conduct