Steps to Enrollment
FALL 2019 | TRANSFER
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**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 MySJSU student account for specific deadlines and tasks that need to be completed to ensure your enrollment.
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 Fall 2019, which are outlined in this guide.

Checklist

Mandatory

- Submit partial transcripts posted on your “To Do List” by Friday, March 22
- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Daylight Time) on Wednesday, May 1
- Complete your work in progress
- Check your “To Do List” in your MySJSU student account (one.sjsu.edu)
- Sign up for Spartan Experience for Transfers (Mandatory Orientation)
- Pay your non-refundable Enrollment Deposit
- Take the Writing Skills Test (WST)
- Apply for Campus Housing (Optional)
- Attend Spartan Experience for Transfers (Mandatory Orientation)
- Register for Classes
- Submit Required Proof of Immunization
- Pay your Tuition and Fees
- Submit final transcripts and documents by Monday, July 15
- Complete mandatory online Title IX training courses: Sexual Assault Prevention for Undergraduates and AlcoholEdu

Important

- Read the SJSU Catalog for important information at http://info.sjsu.edu/home/catalog.html
- Read the SJSU Schedule of Classes at http://info.sjsu.edu/static/schedules/policies.html
- Follow SJSU Enrollment Services on Instagram: SJSU_ES
- Follow SJSU Enrollment Services on Twitter: @SJSU_ES

Stay Committed to the Process

Deadlines are very important and are in place to help you through the enrollment process. There are consequences if you miss deadlines. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. To prevent this from happening, sign into your MySJSU student account (one.sjsu.edu) every few days and thoroughly read any messages, “To Do List” items or posted deadlines and take the requested action as soon as possible.
## 2019 Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td><strong>Partial Document Deadline</strong></td>
</tr>
<tr>
<td>April</td>
<td><strong>Cesar Chavez Day – Campus Closed</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Admitted Spartan Day</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Fall 2019 Class Schedule goes live at info.sjsu.edu/home/schedules</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Writing Skills Test (WST)</strong></td>
</tr>
<tr>
<td>May</td>
<td><strong>Intent to Enroll Deadline</strong></td>
</tr>
<tr>
<td></td>
<td>Orientation Fee/Enrollment Deposit Deadline (payment submitted via Intent to Enroll process)</td>
</tr>
<tr>
<td></td>
<td>Housing Application Deadline (University Housing Services)</td>
</tr>
<tr>
<td></td>
<td><strong>Memorial Day – Campus Closed</strong></td>
</tr>
<tr>
<td>June</td>
<td><strong>Registration (Enrollment) appointments for newly admitted students posted on MySJSU</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Advance Registration for New Admits Begins</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Spartan Experience for Transfers (mandatory orientation) Session 1</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Spartan Experience for Transfers (mandatory orientation) Session 2</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Spartan Experience for Transfers (mandatory orientation) Session 3</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Independence Day – Campus Closed</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Payment due date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Enrollment Cancellation</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Final transcript/document due date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Spartan Experience for Transfers (mandatory orientation) Session 4</strong></td>
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<tr>
<td></td>
<td><strong>Spartan Experience for Transfers (mandatory orientation) Session 5</strong></td>
</tr>
<tr>
<td>August</td>
<td><strong>Spartan Experience for Transfers (mandatory orientation) Session 6</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Spartan Experience for Transfers (mandatory orientation) Session 7</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Payment due date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>International House – Contract Move-in Date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Enrollment Cancellation</strong></td>
</tr>
<tr>
<td></td>
<td><strong>University Housing Contract Move-in Date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Housing: Campus Move-in for all buildings</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Advance Registration for all students ends</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Campus Housing Move-in continues (All buildings)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>No registration activity on MySJSU</strong></td>
</tr>
<tr>
<td></td>
<td><strong>First day of instruction</strong></td>
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<tr>
<td></td>
<td><strong>Late Registration begins (Late add fee of $25 assessed)</strong></td>
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<tr>
<td></td>
<td><strong>Late Registration (Registration via MySJSU starts after 7 a.m., requires instructor's permission)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Labor Day – Campus Closed</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Last day to drop a class without a “W” grade</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Payment due date</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Late Registration Ends</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Last day to add courses via MySJSU and without a petition and late fee</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Last day to submit Credit/No Credit (audit) grading option</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Last day to submit instructor drops</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Enrollment Cancellation</strong></td>
</tr>
<tr>
<td>October</td>
<td><strong>Payment due date</strong></td>
</tr>
</tbody>
</table>
San José State will need to know if you plan on attending in Fall 2019. Go to the Next Steps Intent to Enroll website (https://nextsteps.sjsu.edu) 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 **Wednesday, May 1** or your admission will be withdrawn.

The process includes accepting SJSU’s offer of admission, signing up for mandatory orientation, and paying the enrollment deposit.

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

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

If you anticipate any problems completing the required steps by the stated deadlines, contact nextsteps@sjsu.edu immediately.

Submit your Intent to Enroll at https://nextsteps.sjsu.edu
Spartan Experience for Transfers, or SET, (a mandatory, one-day orientation program for transfers) 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. The cost to attend SET is $80 and will be included in your enrollment deposit of $250.

If you do not attend or leave during any portion of the program, you will be blocked from registering for classes and will not be able to attend SJSU in Fall 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, contact New Student and Family Programs at transfer-orientation@sjsu.edu or 408-924-5972, or visit sjsu.edu/newspartans/transfer-orientation

Sign up for the Spartan Experience for Transfers (mandatory orientation) at https://nextsteps.sjsu.edu
Pay Enrollment Deposit

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 Fall 2019. Please note: The $250 Enrollment Deposit is non-refundable, even if you do not enroll in classes for the Fall 2019 semester.

Pay your enrollment deposit at https://nextsteps.sjsu.edu
Apply for Campus Housing (Optional)

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, depending on where you prefer to stay for the 2019-20 school year. (Please note there is a separate application for the International House.)

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. The Housing Application deadline is Wednesday, May 1.

To fill out a housing application, visit sjsu.edu/housing and fulfill the following requirements:

- A completed online University Housing application
- A $50 non-refundable application fee
- A $600 initial payment

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, semester and year exchange, 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
Housing Costs

Housing rent is based on double occupancy, furnished units with a 10-month contract. Rent includes basic utilities, wi-fi internet access, internet-based TV and furniture. Please note rent amounts are subject to change.

To view the most up-to-date costs for our housing facilities, visit housing.sjsu.edu

<table>
<thead>
<tr>
<th>Housing Options</th>
<th>Description</th>
<th>Residents</th>
<th>Rent for School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Village Apartments – Building A &quot;CVA&quot;</td>
<td>Eight-story building: Efficiencies, one and two bedroom units and bed spaces</td>
<td>Juniors, Seniors, Graduate Students, Faculty and Staff</td>
<td>$11,856</td>
</tr>
<tr>
<td>Campus Village Apartments – Building B &quot;CVB&quot;</td>
<td>Fifteen-story building: Studios, three, four and five-bedroom units</td>
<td>Sophomores, Juniors, Seniors, Graduate Students</td>
<td>$11,469</td>
</tr>
<tr>
<td>International House &quot;I-House&quot;</td>
<td>Large residence near campus. Home to 70 U.S. and international students</td>
<td>Freshmen, Sophomores, Juniors, Seniors, Graduate Students</td>
<td>$10,698</td>
</tr>
</tbody>
</table>

Meal Plans (optional)

Meal plans are optional for students/residents. There are a variety of meal plans offered, including plans offering a limited number of meals per semester. Students are sure to find one that fits their needs. Please note that meal plan amounts are subject to change. More information on current meal plan options can be found at dineoncampus.com/SJSU

<table>
<thead>
<tr>
<th>Housing Options</th>
<th>Meal Plan Options</th>
<th>Semester</th>
<th>School Year</th>
<th>Meal Plan and Rent for School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Village Apartments – Building A &quot;CVA&quot;</td>
<td>60 Swipes* per Semester</td>
<td>$1,325</td>
<td>$2,650</td>
<td>$11,856 (no meal plan)</td>
</tr>
<tr>
<td></td>
<td>125 Swipes* per Semester</td>
<td>$1,720</td>
<td>$3,440</td>
<td>$14,506 (60 swipes)</td>
</tr>
<tr>
<td></td>
<td>165 Swipes* per Semester</td>
<td>$2,085</td>
<td>$4,170</td>
<td>$15,296 (125 swipes)</td>
</tr>
<tr>
<td>Campus Village Apartments – Building B &quot;CVB&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
<tr>
<td>International House &quot;I-House&quot;</td>
<td>7-day meal plan (Includes daily on-site meals at I-House and 50 Swipes* in The Commons)</td>
<td>$2,700</td>
<td>$5,400</td>
<td>$15,996</td>
</tr>
</tbody>
</table>

* A swipe is how you pay when you eat at the dining hall known as The Commons. Your meal plan includes a certain number of all-you-care-to-enjoy meals stored on your student ID Card. One swipe will be used each time you enter The Commons.
Attend
Spartan Experience for Transfers

Spartan Experience for Transfers (a mandatory, one-day orientation program for transfers) 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.

Please bring the following:

- Your SJSU student ID number and password to register for classes on your MySJSU Student Portal
- Your Next Steps Reservation Receipt with the barcode
- One form of state-issued photo identification (ID), such as a driver’s license, passport, or state ID card
- Laptop or tablet for course registration
- Your printed parking permit code
- Water bottle
- Other documents (if applicable)

For more information, contact New Student and Family Programs at transfer-orientation@sjsu.edu or 408-924-5972, or visit sjsu.edu/newspartans

Sign up for the Spartan Experience for Transfers (mandatory orientation) at https://nextsteps.sjsu.edu

Spartan Experience for Transfers Dates

June
- Friday, June 14  Session 1
- Friday, June 21  Session 2
- Friday, June 28  Session 3

July
- Friday, July 19  Session 4
- Friday, July 26  Session 5

August
- Friday, August 2  Session 6
- Tuesday, August 6  Session 7
- Friday, August 9  Session 8

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 Spartan Experience date.

For more information about Spartan Experience for Transfers (mandatory orientation), contact New Student and Family Programs at transfer-orientation@sjsu.edu or 408-924-5972, or visit sjsu.edu/newspartans
Take
Writing Skills Test

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, visit 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
Register for Classes

You will register for classes in your MySJSU student account during the registration appointment time posted in your Student Center.

Registration Appointments
The registration period for newly admitted transfer students begins on Monday, June 17, 2019.

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

- Show via official transcripts that you have completed the four basic skills course requirements, CSU eligibility, and major impaction requirements.
- Submit official transcripts by the date posted on your MySJSU “To Do List”. Be sure to send official transcripts by the deadline posted. Send official transcripts to verify your eligibility to enroll as early as possible to minimize delays in the assignment of your registration appointment.

Attend Spartan Experience for Transfers (Mandatory Orientation)
To maintain your eligibility to enroll, you must attend your scheduled Spartan Experience for Transfers (mandatory orientation) session.

Take the Writing Skills Test (WST)
The WST is a prerequisite for many upper-division courses, especially the 100W course in your major and the SJSU Studies courses. You will have access to a wider selection of upper-division courses once you have passed the test. For WST registration information, visit http://testing.sjsu.edu/wst

Registering for Courses
Sign in to one.sjsu.edu > click “MySJSU” > navigate to “Student Center” > click “Enroll” under “Academics” section > choose the semester you want to enroll > click “Continue”.

You can now select the class to add. 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, go to sjsu.edu/it/self-service/peoplesoft/students

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 August 21, the first day of instruction. Late registrants are assessed a $25 late fee. Late registration is dependent on the space available. Most of the classes will require a permission number from the instructor of the class in order to enroll. Getting the classes you want may be very difficult.
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 to drop or the last day to add classes.

**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 via MySJSU. Or, place yourself on the class waitlist. You are not guaranteed enrollment 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.

**Registration Timeline**

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</thead>
<tbody>
<tr>
<td><strong>June</strong></td>
<td>Monday, June 17</td>
<td>Registration Begins</td>
</tr>
<tr>
<td><strong>August</strong></td>
<td>Sunday, August 18</td>
<td>Registration Ends</td>
</tr>
<tr>
<td></td>
<td>Wednesday, August 21</td>
<td>Late Registration begins</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td>Tuesday, September 10</td>
<td>Late Registration ends</td>
</tr>
</tbody>
</table>
Submit
Transcripts and Documents

All supporting documents, including transcripts with coursework through Spring 2019, must be postmarked by **Monday, July 15**.

Partial Transcripts
You may see a MySJSU “To Do List” item requesting partial transcripts. Partial transcripts are official transcripts sent from your university that include your final Fall 2018 grades but will not include Spring 2019 grades. Sending partial transcripts allows us to get started on reviewing your documents for final verification. Please submit partial transcripts by **Friday, March 22**.

Final Transcripts and Verification
If you took courses at a college or university and are no longer attending that university, please send those final official transcripts as soon as possible. Please don’t delay in sending transcripts as it can delay final verification and the posting of transfer credit. Final transcripts are due **Monday, July 15**.

We will look at your final transcript to verify that you completed all required courses for admission. This includes passing required courses with a C- or better. Final transcripts must include your graduation date and must be submitted by the date listed on your MySJSU account “To Do List”. If you have AP, IB or CLEP exam results, please have official test results sent to SJSU.

How to Submit Transcripts and Documents
Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll. If you earned a degree from the institution(s) you attended, the transcript must show proof of your degree completion, including the graduation date.

To speed up transcript processing time you are highly encouraged to request that your institution send electronic transcripts to San José State University. 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.

**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

**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; complete the Next Steps process early, and submit requested documents as soon as possible in the approved format.

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 for important messages, required documents and deadlines.
Pay
Tuition and Fees

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

Estimates of average expenses for a nine-month academic year are:

<table>
<thead>
<tr>
<th>Costs</th>
<th>With Parents</th>
<th>Campus Housing</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$1,587</td>
<td>$1,473</td>
<td>$1,545</td>
</tr>
<tr>
<td>Miscellaneous/Personal</td>
<td>$1,480</td>
<td>$1,480</td>
<td>$1,480</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$2,002</td>
<td>$2,002</td>
<td>$2,002</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$5,418</td>
<td>$16,442</td>
<td>$15,151</td>
</tr>
<tr>
<td>Undergraduate Fees</td>
<td>$7,796</td>
<td>$7,796</td>
<td>$7,796</td>
</tr>
<tr>
<td>Total (CA Residents)</td>
<td>$18,283</td>
<td>$29,193</td>
<td>$27,974</td>
</tr>
</tbody>
</table>

* In addition to all mandatory state and local tuition fees, non-residents of California pay $396 per unit.

* All information, dates, test scores, and fees subject to change without notice.

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).

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 all your classes being dropped. For more information about payment methods, including international wire transfer, fees and payment due dates visit sjsu.edu/bursar

If a Third Party Sponsor, such as a foreign government agency, a business and/or educational institution, agrees to sponsor you by paying your tuition and fees, please get an authorization letter from the sponsor stating how much of your tuition they will cover and for which semesters. Submit the authorization to SJSU’s Bursar’s Office, attention: Third Party Technician and retain a copy of the letter for your records. The Bursar’s Office will invoice the sponsor as appropriate for tuition and fees after the add/drop period as long as the sponsored student is registered and has submitted a current letter of authorization. Learn more at sjsu.edu/bursar/services/sponsors/3rd_party/index
**Installment Payment Plans**
There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment fees to participate for each. Please note: Students are not able to sign-up for the payment plans until charges actually appear on their account, either tuition and fees, or housing charges. For payment plan options visit [sjsu.edu/bursar/payment_refunds/installments](sjsu.edu/bursar/payment_refunds/installments)

**Field Trip Fees**
A few courses have additional field trip fees ranging from $11 to $52.

**Special or Optional Fees**
Parking permits are available for students. A daily one-semester parking permit is estimated at $192.

**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](sjsu.edu/bursar)

**Spartan Bookstore Charges**
Registered students can charge books and supplies purchased at the Spartan Bookstore to their MySJSU student account up to $900 per semester. For more details visit [sjsu.edu/bursar/services](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.
Financial Aid

**FAFSA**
To help cover the cost of attending SJSU, you can apply for financial aid, which is provided in the form of federal grants, state grants, work study and loans, by using the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. For the FAFSA, you will need SJSU’s six-digit code, which is 001155.

Once you apply, your 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.

The application period started October 1. Although the priority deadline was March 2, 2019, you can still apply for financial aid. But the amount of financial aid that you receive may be reduced due to available funding. Be sure to complete any requested documents on your “To Do List” by **April 26, 2019**. Learn more at sjsu.edu/faso

**California Dream Act – AB540**
AB540 students (undocumented immigrant status) may qualify for 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. The application period started October 1 and the priority deadline was March 2, 2019. Although the priority deadline has passed, you can still apply at caldreamact.org. For more information visit, sjsu.edu/studentaffairs/current_students/ab540_students

Be sure to complete any requested documents on your “To Do List” by **April 26, 2019**. Learn more at sjsu.edu/faso
Submit
Proof of Immunizations

As a new student, you will need to provide proof of immunizations prior to the first day of classes. For more information on current requirements and how to submit proof, visit sjsu.edu/registrar/students/immunization
Important Resources

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 (info.sjsu.edu/web-dbgen/narr/static/catalog/studentrights) 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 (info.sjsu.edu/static/catalog/policies) 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

Students with Disabilities
The Accessible Education Center (AEC) provides academically related accommodations and services for students with disabilities. To qualify, students must complete an AEC application and meet with an AEC Counselor. A wide spectrum of accommodations/services/auxiliary aides are available to students based on individual needs. Accommodations include, but are not limited to: Consideration for priority registration, note takers, sign language interpreters/Captioners, test accommodations, academic counseling, disability management and assistive technology training.

Students can register with the AEC anytime during the semester; however it is recommended students provide the AEC with disability verification as soon as possible to assist them. Visit AEC’s website for more information.

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/gender-based discrimination, harassment and retaliation, sexual misconduct, dating and domestic violence, and sex/gender-based stalking against students, faculty, staff, and third parties. In addition, SJSU prohibits discrimination or harassment based on pregnancy, childbirth, or any related medical condition. Please direct questions regarding these policies to the University’s Title IX Office, 408-924-7290 or titleix@sjsu.edu
Contacts

Accessible Education Center
sjusu.edu/aec
aec-info@sjusu.edu
408-924-6000

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

Athletics
sjuspartans.com

Bookstore
spartanbookstore.com
408-924-1800

Career Center
sjusu.edu/careercenter
careerhelp@sjusu.edu
408-924-6031

Class Schedules
info.sjsu.edu/home/schedules

Financial Aid and Scholarship Office
408-283-7500
fao@sjusu.edu
sjusu.edu/faso

Housing (University Housing)
sjusu.edu/housing
uhs-frontdesk@sjusu.edu
408-795-5600

International House (I-House)
sjusu.edu/ihouse
ihouse@sjusu.edu
408-924-6570

Library (Dr. Martin Luther King, Jr. Library)
library.sjsu.edu
408-808-2300

Maps/Directions to SJSU
sjusu.edu/about_sjsu/visiting
campus_maps/directions

New Student and Family Programs
(for Spartan Experience for Transfers questions)
sjusu.edu/newspartans/transfer-orientation
transfer-orientation@sjusu.edu
408-924-5972

Parking
Purchase parking permits online only
sjusu.edu/parking

Registration (Registrar’s Office)
sjusu.edu/registrar
registrar@sjusu.edu
408-283-7500, option 3

Spartan Eats Dining Services
https://dineoncampus.com/SJSU

Testing Office
testing.sjusu.edu
testing-office@sjusu.edu
408-924-5980

Tours of SJSU
youvisit.com/tour/sjusu
(virtual campus tour)
sjusu.edu/soar
outreach@sjusu.edu
408-924-2786

Transportation Solutions
as.sjusu.edu/asts
transportation@sjusu.edu
408-924-7433

Tuition (Bursar’s Office)
Fees, Payments and Refunds
sjusu.edu/bursar
bursar@sjusu.edu
408-924-1601

Tutoring and Mentoring Services
Peer Connections
peerconnections.sjusu.edu
peerconnections@sjusu.edu
408-924-2587

This brochure is available in alternative format upon request.