Welcome future Spartan to San José State University. To officially enroll for the Fall 2015 semester, please follow the steps in this guide. Be sure to sign up and pay for a mandatory orientation program when you submit your Intent to Enroll—no later than Friday, May 1, 2015.
Your MySJSU Account

SJSU communicates by posting items to your “To Do List” in your MySJSU account or by sending messages to your MySJSU account. Sign in to your MySJSU 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. We rarely post generic messages. If a message is posted to your account assume that it applies to you specifically. Even if someone else manages your account, you are responsible for meeting all deadlines.

If you have not signed in to your MySJSU account, do so immediately!

To access your MySJSU account:
1. Look for an email with your SJSU ID日前
   You should have received an email sent to the email address you used to apply for admission. This email number can be a problem, so pick it in a safe and accessible location. Make sure the user information on your email account is not set to accept email from @sjsu.edu.
2. Set the password to access your SJSU student account and SJSUOne wireless account on campus
   Go to https://sjsuone.sjsu.edu/SJSUOne/ResetPassword and enter the nine-digit SJSU ID you received in Step One.
3. Sign in to your MySJSU student account and SJSUOne wireless account on campus
   Click on the blue “MySJSU Sign In” button and enter your nine-digit SJSU ID (provided on your Letter of Admission) – OR –
   Click on the yellow “Set/Reset Password” button at https://sjsuone.sjsu.edu/SJSUOne/ResetPassword if you have lost your password.

If you have not signed in to your MySJSU account, do so immediately!

Intent to Enroll

For Fall 2015, you must complete the Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Standard Time) on Friday, May 1, 2015 or your admission will be automatically withdrawn.

**Lost SJSU ID or password?**
Click on the yellow “Set/Reset Password” button at http://my.sjsu.edu.

**IMPORTANT DATES AND DEADLINES**

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<tr>
<th>March 2015</th>
<th>April 2015</th>
<th>May 2015</th>
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<td>Monday, March 2</td>
<td>Financial Aid priority application deadline</td>
<td>Monday, May 4</td>
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<td>Saturday, March 7</td>
<td>EPT/ELM exam</td>
<td>Monday, May 18</td>
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<td>Tuesday, March 31</td>
<td>Cesar Chavez Day – campus closed</td>
<td>Monday, May 25</td>
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<td>Saturday, April 11</td>
<td>Admitted Spartan Day EPT/ELM exam</td>
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<td>April 2015</td>
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<td>Thursday, June 16 – Wednesday, June 26</td>
<td>FROSH ORIENTATION SESSION 1</td>
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<td>Tuesday, July 6</td>
<td>FROSH ORIENTATION SESSION 4</td>
<td>Wednesday, July 19</td>
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<td>Friday, July 3</td>
<td>Independence Day Observed – campus closed</td>
<td>FROSH ORIENTATION SESSION 6</td>
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<tr>
<td>Saturday, July 4</td>
<td>Independence Day</td>
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<td>Sunday, August 16</td>
<td>Monday, August 17 – Wednesday, August 19</td>
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<td>Tuesday, August 18 – Wednesday, September 9</td>
<td>Monday, September 7</td>
<td>Labor Day – campus closed</td>
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<td>August 2015</td>
<td>Wednesday, September 9</td>
<td>Last day to add classes</td>
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<tr>
<td>Saturday, August 8</td>
<td>Last day to drop a class without a “W” grade</td>
<td>Last day to submit Credits/No Credit (audit) grading option</td>
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**STEP 1 / 4**
Submit your Intent to Enroll

1. Go to https://nextsteps.sjsu.edu
   You will need the following information to complete the online process:
   - Your nine-digit SJSU ID (provided on your Letter of Admission)
   - PIN (month and day of your birth date)

2. Tell us your plans
   - NO – I will not attend SJSU for the Fall 2015 semester
   - YES – I intend to enroll at SJSU for the Fall 2015 semester
   - OR – You are required to attend the entire program. If you do not attend or leave during any portion of the program, your admission will be withdrawn and you will need to supply for the next available term. Parents/guardians are highly encouraged to attend as well.

**STEP 2 / 4**
Sign up for placement exams

If required, you must complete the Entry-Level Mathematics (ELM) test and the English Placement Test (EPT) to later than Saturday, May 2, 2015. You must register for the exams at least two weeks prior to this date (See “Placement Tests In Math and English” section for more information). Space is limited so sign-up early.

Please note: To take the ELM and EPT outside of California, you must contact Educational Testing Service and make arrangements before Friday, April 3.

**STEP 3 / 4**
Sign up for Frosh Orientation

Frosh Orientation is a mandatory, two-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. There is a nonrefundable $250 fee to attend.

Please note: To take the ELM and EPT outside of California, you must contact Educational Testing Service and make arrangements before Friday, April 3.

**STEP 4 / 4**
Pay for Frosh Orientation

Once you choose an orientation session, you will be directed to pay the nonrefundable $250 fee online via credit card.

TIP: To receive a business day after submitting your online payment, you will receive an email from nextsteps@sjsu.edu that confirms completion of the Next Steps Intent to Enroll process. Print and keep this for your records. You will refer to it when communicating with SJSU staff.

Your receipt will be posted to your Next Steps account for your reference. If you do not receive this confirmation within five business days of submitting your payment, contact nextsteps@sjsu.edu.
Apply for Campus Housing

https://nextsteps.sjsu.edu

To the “Housing” section for more information. The priority
You will be required to live on campus for your first year if
www.sjsu.edu/ihouse

Transcripts:

Final Documents and Transcripts

Undergraduate Admissions
San José State University

Final graduation date. If you must submit transcripts by mail, the
electronically to SJSU. All high school transcripts must have a

Transcripts with coursework through Spring 2015, must be

What if I am taking courses required for admission this summer?

I am provisionally admitted; what if I earn “D” or “F” grades?

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

You may not use coursework from summer courses 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 reapply for the next available
term for which you meet the minimum requirements.

I am provisionally admitted; what if some “D” or “F” grades?

Your final transcript must show that you have passed required
courses for admission with the equivalent of a U.S. “C-” or better
prior to your high school graduation date. We will withdraw your
admission for failure to meet this standard.

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
cancelled. Failure to submit your transcripts 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 this summer?

You may use coursework from summer courses to complete admission requirements.

How do I register for Fresh Orientation?

You will set up for orientation in step three of the Next Steps Intent to Enroll Process. Register and attend early for best class selection. Requests to switch session classes will not be honored.

Fresh Orientation Session Dates

Session 1 Tuesday, June 9 – Wednesday, June 10
Session 2 Tuesday, June 16 – Wednesday, June 17
Session 3 Tuesday, June 23 – Wednesday, June 24
Session 4 Tuesday, June 30 – Wednesday, July 1
Session 5 Tuesday, July 7 – Wednesday, July 8
Session 6 Tuesday, July 14 – Wednesday, July 15
Session 7 Tuesday, July 21 – Wednesday, July 22
Session 8 Tuesday, July 28 – Wednesday, July 29
Session 9 Tuesday, August 11 – Wednesday, August 12

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Placement Tests in Math and English
http://testing.sjsu.edu

All admitted freshmen who are not exempt are required by the California State University system to complete placement tests in both English and math prior to enrolling in any courses. These placement tests are called the English Placement Test (EPT) and the Entry Level Mathematics (ELM) exam. SJSU requires admitted freshmen who are not exempt to take the ELM and EPT by Saturday, May 2, 2015. You must register for the exam two weeks prior to the test date. To prepare for exams, visit the testing website at http://testing.sjsu.edu

Importance of exams
Be aware, the scores you earn on the EPT and ELM exam could cause you to be placed into mandatory remedial courses during your first year at SJSU. Since this can impact the length of time it will take you to earn your degree, we strongly recommend that you prepare for these exams.

Outside of California
If you plan to take the EPT and ELM exam outside of California, you must contact Educational Testing Services and make arrangements before Friday, April 3, 2015. After you take the exams, have your scores sent to SJSU as soon as they are available. There is an additional fee of $75 (plus the regular $18 testing fee per exam) for taking the exams outside of California. Learn more at https://ept-elm.ets.org/CSU

Exemptions
You will be required to take the EPT and ELM if SJSU does not have official test scores or transferable college credits that prove your exemption status or we will require you to take the placement exams. If you still need to take one or both of these exams, register now!

Conditional Exemptions
You will be considered conditionally exempt if you have test scores as described in the chart below.

To determine if you are exempt from taking the EPT and ELM exam, consult your status in Step Two of the Intent to Enroll process (https://nextsteps.sjsu.edu). If the exemption status displayed in your Next Steps account does not match your actual exemption status or the exemption status indicated by the Educational Testing Service (ETS), this means that SJSU does not have all of your official test scores or transferable course information on file. You must send us all official test scores and transferable college credits that prove your exemption status or we will require you to take the placement exams. If you still need to take one or both of these exams, register now!

Conditional Exemption was developed by the CSU to encourage students to take and pass approved math and English classes during their 12th grade year. The ultimate goal is to prevent students from taking unnecessary remedial courses.

A conditional exemption means you will not be required to take the EPT or ELM. However, if you do not pass an appropriate senior year course and report your final grade to SJSU prior to orientation, you will be placed into a remedial course for your first semester and you will also be required to participate in the Early Start Program during Summer 2015. Remedial courses do not count toward your degree and can therefore delay graduation. Due to this, SJSU recommends that students with conditional exemptions take the EPT and ELM. This way, if you score high enough on the EPT and ELM to place into college level English and math classes, you can avoid placement into remedial courses and participating in Early Start.

To earn a full exemption, which allows you to enroll directly in a college level English or math, you must pass the approved senior year course(s) with a C (not a C-) or better AND provide a final grade report for the appropriate course to the SJSU campus Director of Developmental Studies, Susan McClory.

To see which courses qualify conditionally exempt students for full exemption, visit: https://sites.google.com/site/developmentalstudiesatsjsu/2015-frosh-information/conditional-exemptions
Department Placement Exams
Many new undergraduates in the Colleges of Science, Engineering, and Business need to take the Calculus Placement Exam prior to registration. For details, exemptions, and other criteria, visit sjsu.edu/math/calculus

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

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.

Immunization
As a new student, you will need to provide proof of Measles and Hepatitis B immunizations 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 the Student Services Center or fax them to 408–924–2077.

Accessible Education Center (AEC)
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 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 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, and online at sjsu.edu/studentconduct/policies/

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.

Early Start Program
California State University mandates that first-year students with remedial requirements in math and English participate in the Early Start Program. Early Start allows students to begin working towards college readiness in the summer prior to their freshman year. It is intended to help them complete their remedial classes within the one year limit.

Early Start is required of all freshmen with an Entry Level Mathematics (ELM) exam score below 50 and an English Placement Test (EPT) score below 147, with some exceptions for out-of-state and international students. For more information and for FAQs about the program, visit the SJSU Early Start website.

SJSU Early Start Program website
http://sjsu.edu/ugs/earlystart/

List of Early Start Classes
http://earlystart.csusuccess.org/cksu_early_start

Financial Aid
sjsu.edu/faso

Where to Apply for Aid
If you have not already applied for Financial Aid, file a FAFSA or CA Dream Act Application by Monday, March 2, 2015 (fafsa.gov or caldreamact.org). Your financial aid file must be completed, with all requested documents on file by the Financial Aid Priority File Document Completion date, Friday, May 29, 2015, 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 Thursday, August 27, 2015. 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.

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 Thursday, August 27, 2015. At that time, fees must be paid by the set deadlines regardless of your financial aid status.
Housing Requirement for Freshmen

Freshmen who graduate from a high school located in a city outside a 30-mile radius of campus are required to live on campus their first year. Appeals for exceptions to the housing requirement will be reviewed after admission. The sooner you submit your completed license agreement and initial payment, the greater your chance of receiving your hall preference.

<table>
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<tr>
<th>Housing Options</th>
<th>Description</th>
<th>Rent*</th>
<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 typically for transfers</td>
<td>$13,302</td>
<td>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: four-bedroom units typically for freshmen</td>
<td>$13,336</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
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<tr>
<td>Washburn, Hoover &amp; Royce Halls “The Bricks” “The Classics”</td>
<td>Three-Story Building: traditional dorm typically for freshmen</td>
<td>$11,476</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td></td>
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<tr>
<td>Joe West Hall “The Classics”</td>
<td>High Rise: traditional dorm typically for freshmen</td>
<td>$11,476</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td></td>
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<tr>
<td>International House “I-House”</td>
<td>Large residence near campus with 70 U.S. and International students</td>
<td>$13,386</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td>sjhsu.edu/ihouse <a href="mailto:ihouse@sjsu.edu">ihouse@sjsu.edu</a> 408-924-6570</td>
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</tbody>
</table>

*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 or the International House (I-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 college 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.

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. 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.

The Freshman Housing Requirement Priority Application deadline is Friday, May 1, 2015. To apply for University Housing visit www.housing.sjsu.edu to download a housing application and submit the following:

1. A completed online University Housing application
2. A $50 nonrefundable application fee
3. A $600 initial payment

Room/Apartment Assignment

We encourage you to complete the application and submit payments as soon as possible. If you are a freshman required to live on campus, you must complete your online application (electronically signed license agreement and $50 application fee) and submit the $600 initial payment by Wednesday, April 1, 2015 to be included in the first round of housing assignments. You may also complete your online housing application and submit payments any time after this date as long as space remains available. Your room/apartment assignment will be made on a first-paid, first-served basis after April 1.

International House

The International House is a co-ed residence for 70 U.S. and international students attending San José State. SJSU I-House is located nearby campus and is a large comfortable home featuring friendly interaction among students of many cultures. Residents represent approximately 25 countries. In general, residents 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. As much as possible, roommates are matched according to compatible interests and personal habits. After the first semester at the International House, residents have the opportunity to choose a roommate and designate a preferred room.

I-House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. All furniture, utilities, TV, internet access and computer equipment, as well as use of a fully equipped kitchen, are included. 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 sjhsu.edu/ihouse

Residence at International House meets the freshman housing requirement.
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, genetics 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 director of the Office for Equal Opportunity, 408-924-2250. Learn more at sjsu.edu/hr/about_us/hr_directory/eo_unit/title_ix/