

Steps to Enrollment

SPRING 2016 | INTERNATIONAL

Lower Division Transfers



Welcome future Spartan to San José State University.

To officially enroll for the Spring 2016 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 **Sunday, November 15, 2015.**

Kotla Vaibhav
Computer Engineering





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Tanya Koroyan
Sociology

Diana Busaka
Occupational Therapy

Vivian Le
Health Science



Dan Liberti

Stay Committed to the Process (Read Everything)

There are consequences if you miss deadlines

Deadlines are very important and in place to help guide you through the admission process. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. Once you are admitted, sign in to your MySJSU account every few days and read all messages. Take action immediately regarding any “To Do List” list items, or posted deadlines. A message is posted to your account only when it applies specifically to you.

Additional pre-arrival information

Excellent advice and instructions are posted at sjsu.edu/iss

SJSU Overview

When you apply for admission to San José State, you are applying to join a unique community of individuals bound together by their shared creativity, passion and resilience: a community of Spartans!

As the founding campus of the California State University system, San José State has grown since its 1857 inception into a major metropolitan university offering 134 academic disciplines, from the classics to emerging fields. But SJSU offers students more than a degree, and our award-winning faculty members educate far beyond the classroom. Here, learning is put into action. Our faculty members are leaders in their fields. Undergraduate students have the opportunity to participate in groundbreaking research projects funded by organizations like NASA, the National Science Foundation and Intel. Established Silicon Valley partnerships and a vast, global alumni network provide you access to internships and job opportunities with some of the world’s foremost companies. For those of you whose ambitions align with the region’s legendary entrepreneurial spirit, campus programs like the Silicon Valley Innovation Challenge nurture ingenuity and support budding businesses.

San José State is proud to have a long legacy of social and civic engagement. This spirit, along with a focus on service-learning and an international student body, helps prepare students to be responsible global citizens. Responsible citizens also know how to have fun: Division I athletics and nearly 400 student organizations—from art to archery—connect you to thriving student life on campus and beyond. From our home in bustling downtown San José, you have access to all that Northern California has to offer, from Santa Cruz’s famous beach breaks to the majesty of Yosemite National Park and San Francisco’s Golden Gate.

At San José State, Spartans believe that dreams are achieved through hard work and imagination. When you become a Spartan, you are giving yourself an opportunity to discover who you want to be and how you want to change the world—for yourself, your family and your community.

Calendar – Spring 2016

October 2015

Tuesday, October 27

Schedule of Classes goes live at <http://info.sjsu.edu>

Please Note: New students will receive an enrollment appointment once Admissions office has verified you attended orientation and met the CSU Eligibility academic requirements. Due to high volume in the number of admitted students, this evaluation process can take 4-8 weeks.

November 2015

Tuesday, November 3 – Monday, January 25, 2015

Advance Registration

Wednesday, November 11

Veteran's Day (Holiday) - campus closed

Sunday, November 15

Intent to Enroll deadline

(last day to accept SJSU's offer of admission)

Saturday, November 21

EPT/ELM exams

Thursday, November 26 - Friday, November 27

Thanksgiving Day (Holiday) - campus closed

December 2015

Sunday, December 20

Payment Due Date
(if registered between 11/03/15 – 12/14/15)

Friday, December 25 - Friday, January 1, 2016

Winter Break - campus closed

January 2016

Friday, January 1

New Year's Day (Holiday) - campus closed

Sunday, January 10

I-House contract start date

Saturday, January 16

Last Day to take EPT/ELM exams

Monday, January 18

Dr. Martin Luther King, Jr. Day (Holiday) – campus closed

Tuesday, January 19

Payment Due Date
(if registered between 12/15/15 – 01/13/16)

Friday, January 22

TRANSFER ORIENTATION

Tuesday, January 26 - Wednesday, January 27

No registration activity

Thursday, January 28

First day of instruction

Thursday, January 28 - Tuesday, February 16

Late Registration period

February 2016

Tuesday, February 9

Last day to drop a class without a "W" on a student's permanent record

Tuesday, February 16

Last day to add courses & register late
Last day to submit Audit/Credit/No Credit grading option

Friday, February 19

Payment Due Date
(if registered between 1/14/16 – 2/13/16)

March 2016

Monday, March 21

Final Payment Due Date

Monday, March 28 - Friday, April 1

Spring Recess - no classes

Thursday, March 31

Cesar Chavez Day (Holiday) - campus closed

April 2016

Tuesday, April 26

Last Day to withdraw for Spring

May 2016

Monday, May 16

Last day of instruction for Spring

Wednesday, May 18 – Tuesday, May 24

Final exams

Saturday, May 28

Spring 2016 grades viewable on MySJSU

Monday, May 30

Memorial Day (Holiday) - Campus closed

June 2016

Monday, June 6

Academic standing viewable on MySJSU
(unofficial transcript)

MySJSU Account

SJSU communicates by posting items on a “To Do List” posted to your MySJSU account or by sending messages to your MySJSU account. Be sure to check your MySJSU account at least once a week for important notices. 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!

If you have not yet activated your MySJSU account:

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1. Go to <https://sjsuone.sjsu.edu/SJSUOne/ResetPassword> and enter your nine-digit SJSU ID.

Choose one of the two options listed to set your password for the first time. Use this same process if you need to reset your password.

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2. Sign in to your MySJSU student account at <http://my.sjsu.edu>

Click on the blue “MySJSU Sign In” button and enter your nine-digit SJSU ID and the password you created in the step above. Make sure your personal information is up-to-date; your email address is critical!

Confirm your email address and update if necessary. Be sure to set your filters to accept messages from the @sjsu.edu domain.

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3. Check your MySJSU account frequently

Check your MySJSU account at least once a week for important and timely notices, such as deadline requirements, fees incurred, enrollment appointment time, information regarding tests, transcripts or deadlines. You are responsible for monitoring your own progress throughout the enrollment process, and you must take action by posted deadlines! Failure to do so will result in your application being withdrawn.

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Need Help with MySJSU?

View MySJSU tutorials at http://my.sjsu.edu/students/student_tutorials/index.html

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Lost SJSU ID or password?

Click on the yellow “Set/Reset Password” button at <http://my.sjsu.edu>

Intent to Enroll Steps

For Spring 2016, you must complete the multi-step Intent to Enroll process by **11:59 pm (Pacific Standard Time) on Sunday, November 15, 2015** or your admission will be withdrawn. If you anticipate having any problems completing the necessary steps outlined here by the stated deadlines, contact nextsteps@sjsu.edu immediately!

STEP 1 of 4

Submit your Intent to Enroll

1. Go to <https://nextsteps.sjsu.edu/spring>

You will need the following information to complete the online process

Your nine-digit SJSU ID (on your Letter of Admission)

– And –

PIN, which is your birth date (month/day). Example: January 21 is 0121.

2. Tell us your plans

YES - I intend to enroll at SJSU for the Spring 2016 semester. Your admission is good only for this term. You may not defer your enrollment to a later semester. **You are not done!** You must complete the rest of the steps.

– OR –

NO - I will not attend SJSU for the Spring 2016 semester.

Your application will be withdrawn from further consideration.

STEP 2 of 4

Sign up for required placement exams

Step 2 will indicate if you are required to take the Entry Level Mathematics (ELM) exam, the English Placement Test (EPT), or both. Information on exemptions for these tests can be found in the placement test section of this brochure. There are three testing options for the EPT and ELM.

1. Take the exam(s) at SJSU on Saturday, January 16, 2016. This is the last exam available and students interested in taking the exam on this date should register as soon as possible (at least two weeks prior to the date of the exam). Contact testing-office@sjsu.edu or visit <http://www.ets.org/csu/registration> to register. You must also contact Testing as soon as possible if you anticipate Visa limitations prohibiting you from entering the country in time to make this deadline.

2. Take the exam(s) at another California State University by November, 21, 2015. You must register at least two weeks prior to the exam date at: <http://www.ets.org/csu/registration>

3. Take the exam(s) outside the state of California or outside the United States by Tuesday, December 1, 2015 and have the scores sent to SJSU as soon as they are available. You must register for the test two weeks prior to the exam date at: <http://www.ets.org/csu/registration>

STEP 3 of 4

Sign up for mandatory Transfer Orientation

Transfer students will attend orientation on **Friday, January 22, 2016**. Transfer 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. There is a \$70.00 (USD) non-refundable fee to attend.

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 reapply for the next available term.

STEP 4 of 4

Pay for mandatory Transfer Orientation

Once you sign up for Transfer Orientation, you will be directed to pay the non-refundable \$70.00 (USD) fee online via credit card. You will receive an email receipt from our payment system. Save this receipt! It is your proof that you made the payment before the November 15 deadline.

Three to five business days after submitting your online payment, you will receive an email receipt 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 also be posted to your Next Steps account for your reference. If you do not receive this confirmation within five business days, contact nextsteps@sjsu.edu.

To Do List

Mandatory

- Complete** work currently in progress.
- Complete** the multi-step Intent to Enroll process at <https://nextsteps.sjsu.edu/spring> no later than 11:59 pm (Pacific Standard Time) on **Sunday, November 15**, which includes payment of the Orientation Fee.
- Arrange** to take the ELM and EPT at SJSU, if required, no later than **Saturday, January 16, 2016**. (If you plan to take the tests outside California or overseas, then the deadline is **Tuesday, December 1, 2015**.)
- Attend** your mandatory Transfer orientation session on **Friday, January 22, 2016** (To register for orientation, complete the Intent to Enroll process).
- If coming from another school in the U.S., submit the **"Transfer In Form"** to your current school.
- Purchase health insurance** prior to registering for classes.

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>
- Like** SJSU Enrollment Services at [facebook.com/SJSUEnrollment](https://www.facebook.com/SJSUEnrollment)
- Follow** SJSU Enrollment Services on Twitter @SJSU_ES

Please note that only coursework completed by the end of summer will be used in the evaluation of your spring application. Courses taken in the fall will not be considered.

Remember...

You must successfully complete all required courses by the end of the Summer 2015 term to maintain your admission eligibility.

Important work/required courses include:

- Four basic skills courses, with a grade of “C” or higher in written communication, oral communication, college mathematics and critical thinking
- Units needed to complete 60 transferable semester units (90 quarter units)
- Maintain an eligible GPA for admission

California Community College transfers

- It is recommended that you send Undergraduate Admissions a copy of your GE certification.
- Retain your own copy of the general education plan from your community college.
- Maintain a list of the courses you’ve completed to meet the GE requirements. Work with our Academic Advisors to choose SJSU courses to complete remaining courses.

Associate Transfer Degrees (AS-T/AA-T)

- Continue to check your MySJSU account for a “To Do List” requesting verification of your status as an AS-T or AA-T student.
- The plan to complete your degree at SJSU in 60 units assumes that you have passed the Writing Skills Test (WST) prior to enrollment in your first term at SJSU.
- You will be expected to attend the AS-T/AA-T workshop during mandatory Transfer Orientation.
- If you did not mark AS-T or AA-T on your application and you will graduate with one of these degrees by the end of the Summer 2015 term, send an email indicating completion of the AS-T or AA-T degrees to admissions@sjsu.edu Be sure to include your full name and SJSU ID.
- Learn more at adegreewithaguarantee.com

F-1 Student Status/ I-20 Process for Transfer

From a U.S. Institution

Prior to the end of your last semester, you will need to have your current school transfer your I-20 to SJSU. To complete this process, you will need to do the following:

- Show your admission letter and the SJSU I-20 "Transfer In Form" to your current school's international office. You can find the form at sjsu.edu/iss/forms under "Transfer In Form" Fill out the top section of the form and ask the school to complete the remaining sections and fax the form to 408-924-2035.
- Complete your Immigration Document Check-in at the Office of International Student and Scholar Services at SJSU. For the check-in schedule visit sjsu.edu/iss

From Outside the U.S.

If you are not coming from another U.S. institution, you will receive a U.S. Immigration Form I-20 directly from San José State. Upon admission, you will receive a message in your MySJSU account regarding Express Mail. The only way to track your admission letter, including your I-20, is by using Express Mail. Express Mail is approximately \$50.00 USD and is highly recommended to ensure safe and timely delivery of your I-20.

To start the process to obtain an F-1 student visa while outside the U.S., first complete the I-901 form online through SEVIS at ice.gov/sevis/i901 then pay the SEVIS fee and print out the receipt.

To obtain your F-1 visa, make an appointment for a visa interview and go to the nearest U.S. Consulate with the following:

- Your current passport
- SJSU admission letter
- Your I-20 Certificate of Eligibility form
- Proof (receipt) of SEVIS payment
- Proof of financial support

For more information on preparing for a visa, visit sjsu.edu/iss

Additional information can be found at <http://travel.state.gov/content/visas/english/study-exchange/student.html>

Deepna Bains
Software Engineering



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(s) 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 fall?

Spring 2016 applicants may not use coursework from Fall 2015 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.

What if I am not exempt from the EPT/ELM and do not take them?

You will not be allowed to enroll in any classes.

Health Insurance

SJSU requires all students to have medical insurance, and all international students are required to purchase health insurance coverage prior to registering for classes. The SJSU-approved plan is available for international students. Register online at csuhealthlink.com. If you have questions contact International Student and Scholar Services (ISSS) at 408-924-5920 or visit <http://studentinsurance.wellsfargo.com>

Transfer Orientation (Mandatory)

Transfer 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 orientation. You are required to attend the entire program. If you do not attend, arrive late or leave during any portion of the event, you will not be able to attend SJSU in Spring 2016 and you will have to reapply to a future term. Students who arrive late will not be allowed to attend the program. Guests are not permitted to attend orientation.

Visa Limitations

Students who have visa limitations prohibiting them from entering the country in time to attend mandatory orientation program must contact Academic Advising and Retention Services at transfer.orientation@sjsu.edu or 408.924.2997.

How do I register for orientation?

You will sign up for orientation in Step 3 of the Next Steps Intent to Enroll process.

Register and attend early for best class selection.

When is Orientation?

Friday, January 22, 2016

Is there a fee to attend?

Yes, there is a nonrefundable \$70.00 fee to attend.

Is attendance mandatory?

Yes, attendance is mandatory. You will not be allowed to register for classes without attending a mandatory orientation.

What if I can't attend?

You will be blocked from registering for classes, and you will not be able to attend SJSU in Spring 2016.

You must arrange your personal schedule to attend a mandatory orientation session.

How do I contact Transfer Orientation?

Academic Advising and Retention Services

transfer.orientation@sjsu.edu

408.924.2997

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 orientation.

Immigration Session

During the mandatory Transfer Orientation program, all international students will attend the immigration session sponsored by the Office of International Student and Scholar Services (ISSS). The immigration session will cover immigration regulations pertaining to all international students, plus topics such as:

- Completing your immigration arrival check-in process, or transfer, from another U.S. institution to SJSU
- F-1 benefits
- Maintaining your legal non-immigrant status in the U.S.

Contacts

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

Accessibility Education Center

All San José State classes are wheelchair accessible. If you have other needs regarding accommodations, please contact the Accessible Education Center.

sjsu.edu/aec

aec-info@sjsu.edu

408-924-6000 voice/408-924-5990 TTY

Admission Counseling

sjsu.edu/soar

outreach@sjsu.edu

408-924-2564

Advising

sjsu.edu/aars

academic.advising@sjsu.edu

408-924-2129

Athletics

sjsuspartans.com

Bookstore

spartanbookstore.com

408-924-1800

Class Schedules

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

Facebook

facebook.com/SJSUEnrollment

facebook.com/sanjosestate

Fees and Tuition (Bursar's Office)

Payments and Refunds

sjsu.edu/bursar

bursar@sjsu.edu

408-924-1601

Housing

sjsu.edu/housing

uhs-frontdesk@sjsu.edu

408-795-5600

International House (I-House)

sjsu.edu/ihouse

ihouse@sjsu.edu

408-924-6570

International Student and Scholar Services (ISSS)

sjsu.edu/issv

international-office@sjsu.edu

408-924-5920

Instagram

http://instagram.com/sjsu_es

Placement Tests in Math and English

All admitted freshmen and lower division transfer students 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 Entry Level Mathematics (ELM) exam.

Step two of the Next Steps Intent to Enroll process will indicate if you are required to take the EPT, the ELM exam, or both.

If required, you must take the exam(s) by the posted deadlines. The last exam available is at SJSU on Saturday, January 16, 2016. Students interested in taking the exam on this date should register as soon as possible (at least two weeks prior to the date of the exam). Contact testing-office@sjsu.edu or go to ets.org/csu/registration to register. You must also contact Testing as soon as possible if you anticipate visa limitations prohibiting you from entering the country in time to make this deadline.

Students can also take the exam(s) at another California State University by November, 21, 2015. You must register at least two weeks prior to the exam date at ets.org/csu/registration

Outside California/Overseas

If you plan to take the exams outside the state of California, including overseas, you must take the exam(s) by Tuesday, December 1, 2015 and have the scores sent to SJSU as soon as they are available. You must register for the test two weeks prior to this date. There is an additional fee of \$75 (plus the regular \$18 testing fee per exam) for taking the EPT and ELM exam outside of California. Learn more at <https://ept-elm.ets.org/CSU>

Information on how to register for the EPT and ELM can be found at <http://testing.sjsu.edu/eptelm/eptelmreg/index.html>

Exemptions

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/spring>). If the exemption status displayed in your Next Steps account does not match your actual exemption status, this means that SJSU does not have all of your official test scores on file.

You must send us all official test scores 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! Learn more about exemptions at ets.org/s/csu/pdf/csu_information_bulletin.pdf

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. For testing information, email testing-office@sjsu.edu or visit <http://testing.sjsu.edu>

Prepare for Exams

Visit the Testing website at <http://testing.sjsu.edu> for:

- Links to other test sites in the CSU
- Test instructions
- Sample questions and problems contained in Focus on Math and Focus on English sections

English Placement Test preparation csuenglishsuccess.org/exam_prep_esw

Entry Level Mathematics preparation csumathsuccess.org/exam_prep

English Placement Test (EPT) Exemptions

If SJSU does not have official test scores from you that meet one of the following exemption categories, you will be required to take the EPT.

National Standardized Tests

- SAT 500 or higher on the critical reading section
- ACT: 22 or higher on the English test
- AP: 3 or higher on the Language & Composition or Literature & Composition Tests
- IB: 4 or higher on the English Language A1 HL
- CLEP: 50 or higher on the College Composition or College Composition Modular test

Entry Level Mathematics (ELM) Exemptions

If SJSU does not have official test scores from you that meet one of the following exemption categories, you will be required to take the ELM exam.

Contacts Continued

Maps/Directions to SJSU

sjsu.edu/about_sjsu/visiting/campus_maps/directions

Orientation (Transfer)

transfer.orientation@sjsu.edu
408.924.2997

Outreach

sjsu.edu/soar
outreach@sjsu.edu
408-924-2564

Parking

Purchase parking permits online only
sjsu.edu/parking

Registration (Office of the Registrar)

sjsu.edu/registrar
registrar@sjsu.edu
408-924-5680

Testing Office

<http://testing.sjsu.edu>
testing-office@sjsu.edu
408-924-5980

Tours of SJSU

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

Transportation Solutions

<http://as.sjsu.edu/asts>
transportation@sjsu.edu
408-924-7433

Tuition and Fees (Bursar's Office)

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

Placement Tests Continued

National Standardized Tests

- SAT 550 or higher on SAT I Mathematics Reasoning or SAT II Mathematics Level IC or IIC
 - ACT: 23 or higher on the mathematics test
 - AP: 3 or higher on the Statistics, Calculus AB or BC test
 - IB: 4 or higher on the Math HL
 - CLEP: 50 or higher on the Calculus, College Algebra, College Math, Pre-Calculus test
 - Advance Subsidiary (AS) and Advance (A) level exams with grade of "C" or better in Math
 - Community College Credit
 - Complete a course, with a grade of C or better, that satisfies Area B-4 of General Education
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Educational Testing Services (ETS) –

Exempt Status

If Educational Testing Services (ETS) says you are exempt from taking the EPT and ELM exam and your Next Steps Intent to Enroll (<https://nextsteps.sjsu.edu/spring>) account does not reflect the same exemption status, contact the SJSU Testing Office immediately at testing-office@sjsu.edu

Department Placement Exams

To learn if you need to take a department placement exam, contact the department for 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 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

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.

Register for Classes

What immigration process is needed to transfer my I-20 from another US institution to SJSU so I am eligible to register for classes?

To complete your immigration transfer to SJSU you need to have your former school do the following, as soon as possible

- Show them your admission letter and the SJSU I-20 Transfer Form
- Fill out the top section and ask them to complete the rest and fax it to 408-924-2035.
- Complete your Immigration Check-in at the ISSS Office at SJSU. For the check-in schedule see sjsu.edu/iss

What will I need to register for classes?

You will need the following

- A file of your SJSU admission information, including your admission letter, grade reports, copies of transcripts from other schools, placement test scores, and everything related to your enrollment.
- To register for and attend all segments of the mandatory Transfer Orientation.
- The Spring 2016 Schedule of Classes, which becomes available Tuesday, October 27 at <http://info.sjsu.edu>
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at <http://info.sjsu.edu/home/catalog.html>

How do I register?

You will register for classes in your MySJSU student account. For detailed instructions on how to register for classes: http://my.sjsu.edu/students/student_tutorials/index.html

Do I need an appointment for registration?

- Yes, your enrollment appointment date, starting time and any holds are posted at <http://my.sjsu.edu>.
- 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.)
- Log 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. Read the sections on registration carefully before you register.

When will I get my registration appointment?

Registration appointments will be issued beginning Tuesday, October 27. You will not receive an appointment until we have received and processed all requested documents.

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, November 3, 2015 – Monday, January 25, 2016. Be sure to pay your fees by your due date or risk being withdrawn from your classes.

What if I forget to register during Advance Registration?

You may still register, but not until Thursday, January 28, the first day of instruction and the beginning of Late Registration. Late registrants are assessed a \$25.00 late fee. Late registration is dependent on the space available following the "advance registration" period: 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 that prevent you from registering for classes. Some common holds on registration are:

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Tests

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

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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 or 408-283-7500.

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Prerequisites

You did not take the necessary course to proceed to the next level of instruction. You may be blocked from this course until you show the instructor that you met the prerequisites. The instructor can give you a permission number to add a class after verifying your prerequisites.

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Health Insurance

You did not purchase health insurance. All international students must purchase health insurance coverage before registering for classes. For more information on how to get health insurance contact International Student and Scholar Services (ISSS) at 408-924-5920 or visit <http://studentinsurance.wellsfargo.com>

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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" (Registrar) in the Student Services Center (SSC) or fax them to 408-924-2077.

Tuition 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 (international student) for a nine-month academic year are:

Summary for one academic year	Undergraduate
Minimum semester units:	24 units
Tuition Fees	\$16,306*
Health Insurance	\$1,280
Room and Board	\$14,217
Subtotal (required for Declaration of Finance)	\$31,803

Additional Expenses ...	
Transportation	\$1,380
Miscellaneous/Personal	\$1,392
Books and Supplies	\$1,860
Total	\$36,435

* Amount is based on full-time attendance (12 units per semester) for a nine-month academic year

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.

Financing Your Education

SJSU does not offer financial aid or assistance to international students.

Work authorization in the United States is difficult to obtain.

All applicants must complete the "Declaration of Finance" form (sjsu.edu/gape/docs/declaration_of_finance.pdf)

Ample evidence of financial resources must be sent with your application.

Installment Payment Plan

For payment plan options visit sjsu.edu/bursar/payment_refunds/installments/index.html

There is an enrollment fee to participate.

Fee Payment Deadlines

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 deadline will result in your classes being dropped.

Field Trip Fees

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

Parking Fees

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

Refunds

Please be informed that San José State has a refund policy should you need to drop or withdraw from courses. Learn more at sjsu.edu/bursar/payment_refunds/prorata_refund/index.html

Direct Deposit

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](http://sjsu.edu/bursar)

Spartan Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. For more details visit sjsu.edu/bursar/services

International Wire Transfers

International students can now make payments via international wire transfer through their MySJSU account. San José State has partnered with peerTransfer to streamline the tuition payment process for our international students. peerTransfer offers excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, as compared to traditional banks. You will be able to track the progress of your payment throughout the transfer process via a student dashboard, and you will also be notified via email when your payment is received by SJSU.

There is no fee charged by SJSU or peerTransfer for international wire transfers. The bank you use to send the wire transfer usually charges a fee, so check with that bank for the fee schedule.

Learn more at sjsu.edu/bursar/payment_refunds/methods/international_wire_transfer

You are responsible for 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.



International House



Campus Village

Housing

University Housing Services (UHS)

If you are interested in living on campus during the Spring 2016 term, please visit sjsu.edu/housing for updates on availability. If you have questions about the process to apply for University Housing or the likelihood that University Housing will have vacancy for Spring applicants, please contact University Housing directly 408-795-5600 or uhs-frontdesk@sjsu.edu

Disability Accommodations

If you have specific needs regarding accommodations, contact University Housing Services at 408-795-5600 or uhs-frontdesk@sjsu.edu

International House

A large, comfortable home, the International House is a co-ed residence for 70 U.S. and international students attending San José State. I-House is located near campus and features friendly interaction among students of many cultures. Residents represent approximately 25 countries. 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.

I-House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. 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.

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 sjsu.edu/ihouse

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.

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/



Top Countries for Undergraduate International Students

- China
- Viet Nam
- India
- Korea
- Republic of Japan
- Indonesia
- Taiwan, Province of China
- Hong Kong
- Saudi Arabia
- Malaysia

Source: Office of Institutional Effectiveness and Analytics



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