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.
Intent to Enroll

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Enroll process by 11:59 p.m. on (Pacfic Standard Time) on Friday, May 1, 2015 or your admission will be automatically withdrawn.

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

March 2015
March, Monday 2 Financial Aid priority application deadline
March, Tuesday 3 Campus Closed – Day – campus closed

April 2015
April, Monday 13 Admitted Student Day
April, Friday 24 Transfer Orientation Session 3
April, Saturday, April 25 Writing Skills Test (WST)

May 2015
May, Monday 16 Reading Day – campus closed
May, Friday 21 Independence Day

IMPORTANT DATES AND DEADLINES

Monday, May 4 Fall 2015 Class Schedule goes live at http://my.sjsu.edu/classchedules/student.html
Monday, May 11 Memorial Day – campus closed
Tuesday, May 12 Transfer Orientation Session 3
Monday, May 18 Memorial Day – campus closed
Friday, May 22 Transfer Orientation Session 4
June 2015
June, Tuesday 2 – Sunday, August 17 Advance Registration for Fall 2015
Saturday, June 6 Summer Registration
Friday, June 26 Transfer Orientation Session 5 (will take place only if the previous sessions have reached capacity)

July 2015
Friday, July 3 Independence Day Observance - campus closed
Saturday, July 4 Independence Day

Saturday, August 17 Fall 2015 Advance Registration closes at 11:59 p.m.

Wednesday, August 20 For Withdrawal effective date

Sunday, August 23 End of class day (Fall 2015)

Tuesday, August 25 For Withdrawal effective date

Wednesday, August 26 Late add fee of $25 assessed

Thursday, August 27 Late registration period (Registration
closes at 11:59 p.m.)

Saturday, August 29 Last day to submit instructor drops

Sunday, September 1 Last day to withdraw for 100% refund of Fall 2015 fees

Monday, September 2 Last day to add classes

Tuesday, September 3 Late Registration period (Registration
closes at 11:59 p.m.)

Wednesday, September 4 Last day to drop a class with a “W” grade

Thursday, September 5 Late Registration period (Registration
closes at 11:59 p.m.)

Friday, September 6 Last day to withdraw for 100% refund of Fall 2015 fees

Monday, September 8 Last day to add classes

Tuesday, September 9 Last day to drop a class

Please note there are no exceptions for missing deadlines. If you anticipate any problems completing any of the required steps above by May 1, contact nextsteps@sjsu.edu immediately!

Download your Next Steps Intent to Enroll Packet — http://nextsteps.sjsu.edu

How do I register for Transfer Orientation?
Sign up during Step Two of the Next Steps Intent to Enroll process. Register and attend early for best class selection.

Transfer Orientation Session Dates

Session 1 – Friday, April 10
Session 2 – Friday, April 24
Session 3 – Thursday, May 14
Session 4 – Monday, May 25
Session 5 – Wednesday, July 2
Session 6 – Friday, July 17
Session 7 – Friday, August 7

*Session 6 – Friday, July 17
*Session 7 – Friday, August 7

**Will take place only if the previous session has reached capacity.

Mixed sessions will also occur with documentation of a circumstance clearly beyond your control.

Is there a fee to attend?
Yes, there is a $30 fee for the full 8-hour Orientation and you can attend if you pay this fee.

Is attendance mandatory?
Yes, attendance is mandatory and you will not register for classes without attending Transfer Orientation.

What if I can’t attend?
Your admission will be withdrawn, and you will need to reapply for Fall 2015. You must arrange your personal schedule to attend one of these orientation sessions.

Disability Accommodations
This event is wheelchair accessible (individuals needing sign language interpreters, visual aids, or other accommodations should contact the Accessible Education Center at 408–924–6000 or at least five business days prior to the event date for more information).

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 the entire program. If you are not able to attend during any portion of the event, you will be blocked from registering for classes and will not be able to attend SJSU in Fall 2015. Students who arrive late after the start of the program will not be permitted to attend Transfer Orientation. Guests are not permitted to attend Transfer Orientation.

• Discuss and explore key university services.
• Review what’s next before you start classes.
• Help familiarize your academic schedule.
• Provide a General Education advising workshop.
• Explore SJSU Studies general education requirements and preparation for the Writing Skills Test (WST).
• Bring useful signature copies of all college transcripts, GE certifications, placement test scores, and other documents, if applicable. Your major advisor may ask to see these documents.

MANDATORY
Attend Transfer Orientation
https://nextsteps.sjsu.edu

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 the entire program. If you are not able to attend during any portion of the event, you will be blocked from registering for classes and will not be able to attend SJSU in Fall 2015. Students who arrive late after the start of the program will not be permitted to attend Transfer Orientation. Guests are not permitted to attend Transfer Orientation.

Tell us your plans
If you are not registered or have not completed any of the required steps above by May 1, contact nextsteps@sjsu.edu.
Final Documents and Transcripts

All supporting documents, including transcripts with coursework through Spring 2015, must be postmarked by Wednesday, July 15, 2015.

Transcripts: Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll. Please request that your school submit official transcripts electronically to SJSU. If you must submit transcripts by mail, the transcript must be in a sealed, unopened envelope.

Test Scores: If you have taken the AP, IB or CLEP exams, please request that your official test scores be sent to SJSU.

PLEASE NOTE: COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED. Once submitted to SJSU, documents become the property of the university and cannot be released. Send transcripts to:

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

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

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.

Pay Your Tuition and Fees

http://my.sjsu.edu

There is an enrollment fee to participate. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

Parking Fees

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

Spartan Bookstore Charges

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

Installation Payments

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

There is an enrollment fee to participate.

Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days earlier 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
Register for Classes

What will I need to register for classes?

- A file of your SJSU admission information, including admission letter, grade reports, copies of transcripts from other colleges, placement test scores, and everything related to your enrollment.
- The Fall 2015 Class Schedule, which will be available at http://info.sjsu.edu/home/schedules.html
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at http://info.sjsu.edu/home/catalog.html

Do I need an appointment for registration?

- Yes, your registration appointment will be posted at http://my.sjsu.edu
- Sign in to MySJSU, navigate to Self Service > Enrollment > Enrollment Dates, then select a term to view your start date/time for your Enrollment. The SJSU Schedule of Classes has the specific class number codes and section numbers you’ll need to register. Read the sections on registration carefully.

When will I get my registration appointment?

Registration appointments will be issued beginning Monday, May 4, 2015. You will not receive an appointment until we have received and processed all requested documents to verify your admission.

How do I register?

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

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

Once I’ve registered, can I change my schedule?

- If your work or family obligations require you to alter your schedule, you may re-enter the system to make changes before the last day of Advance Registration.
- If a course you want is full, search for open sections using the registration system. Or, place yourself on the class waitlist. You are not guaranteed admission into waitlisted courses.

When is Advance Registration?

Tuesday, June 2 – Sunday, August 16. Be sure to pay your fees by your due date or risk the cancellation of your classes.

What if I forget to register during Advance Registration?

You may still register, but not until Thursday, August 20, the first day of instruction and Late Registration. Late registrants are assessed a $25.00 late fee. After that date, the late registration fee increases depending on when you register. Late registration is on a space available basis: getting the classes you want may be very difficult.

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

Yes. The advisors will advise you on general university expectations and graduation requirements, including general education course requirements. However, once you get your transcript fully evaluated by Admissions, you must meet with an Academic Advisor again to re-examine your general education checklist and progress toward degree completion because changes to your academic plan may have to be made. This is essential if you plan to graduate in a timely manner. Call AARS at 408-924-2129 to make an appointment after the third week of classes.
<table>
<thead>
<tr>
<th>Housing Options</th>
<th>Description</th>
<th>Rent*</th>
<th>Meal Plan**</th>
<th>Included in Rent</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<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></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>
<td><a href="mailto:UHS-frontdesk@sjsu.edu">UHS-frontdesk@sjsu.edu</a> 408-795-5600</td>
</tr>
<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>
</tr>
<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>sjusu.edu/ihouse <a href="mailto:ihouse@sjsu.edu">ihouse@sjsu.edu</a> 408-924-6570</td>
</tr>
</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).
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 (S90–9). 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.
Contacts
For a complete campus directory of faculty, staff and departments, visit sjsu.edu/directory

Accessibility
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

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

Admission
sjsu.edu/admissions
admissions@sjsu.edu
408-283-7500

Orientation (Transfer)
transferorientation@sjsu.edu
408-924-2997

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

Parking
Purchase parking permits online only
sjsu.edu/parking

Athletics
sjsuspartans.com

Registration (Office of the Registrar)
sjsu.edu/registrar
registrar@sjsu.edu
408-924-5680

Bookstore
spartanbookstore.com
408-924-1800

Testing Office
http://testing.sjsu.edu
testing-office@sjsu.edu
408-924-5980

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

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

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

Transportation Solutions
http://as.sjsu.edu/asts
transportation@sjsu.edu
408-924-7433

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

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

Veterans
sjsu.edu/veterans/
408-924-6299

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/

SHARON HALL
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Photo of Diana Busaka by Sharon Hall
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On the cover: Andrew Rodgers
Biological Sciences

Diana Busaka
Occupational Therapy