Welcome future Spartan to San José State University.

To officially enroll for the Fall 2016 semester, please follow the steps in this guide. Make sure to sign up and pay for a mandatory orientation program when you submit your Intent to Enroll—no later than Sunday, May 1, 2016.
### Register for Classes

**http://my.sjsu.edu**

Registration appointments will be issued beginning Monday, May 2. You will not receive an appointment until we have received and processed all requested documents. Advance Registration for Fall 2016 is Tuesday, May 31 – Sunday, August 23. Be sure to pay your fees by your due date or risk losing your classes. Your registration appointment time, and any registration holds, will be posted to http://my.sjsu.edu

Read this information carefully. If you have no “holds,” you may begin to register at your appointment time. Check online in View Enrollment Appointments for your start date/time. For more information see the “Register for Classes” section.

### Pay Your Tuition and Fees

Fees are due after registering for your classes. Check your MySJSU account to see your payment due date. You have the option to pay in full or sign up for a payment plan. For details, visit sjsu.edu/bursar

<table>
<thead>
<tr>
<th>Estimated average expenses for a nine-month academic year are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Fees</td>
</tr>
<tr>
<td>Room and Board</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Miscellaneous/Personal</td>
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<tr>
<td>Books and Supplies</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<tr>
<td>$3,378</td>
</tr>
<tr>
<td>$1,217</td>
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<tr>
<td>$1,439</td>
</tr>
<tr>
<td>$1,416</td>
</tr>
<tr>
<td>$1,899</td>
</tr>
<tr>
<td><strong>$26,349</strong></td>
</tr>
</tbody>
</table>

To maintain full-time student status, undergraduates are required to enroll in 12 units each semester. Nonresidents of California add $372.00 per unit.

### 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 Failure to submit your transcript will result in your application being withdrawn, even if you have signed up for housing and attended orientation.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 not use coursework from summer courses to complete admission requirements for the fall term.

**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 submit a new application for the next available term for which you meet the minimum requirements.

### California Community College transfers

- Keep your own copy of the general education plan from your community college.
- Keep track of the courses you’ve completed to meet the GE requirements. Work with your Academic Advisors to choose SJSU courses to complete remaining courses.

### Associate Transfer Degree (AS-T/AA-T)

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.

- 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 Spring 2016 term, send an email to admissions@sjsu.edu with your full name, SJSU ID and the major of your AS-T or AA-T.
- Learn more at adegreewithaguarantee.com

### Department Placement Exams

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 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

### Final Documents and Transcripts

All supporting documents, including transcripts with coursework through Spring 2016, must be postmarked by Friday, July 15, 2016.

Transcripts/Mark Sheets: Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll. To speed up transcript processing time you are highly encouraged to request that your institution send electronic transcripts to San José State. If you must have your transcripts mailed, please include your assigned nine-digit SJSU ID # on the requested transcripts. All transcripts must be sealed and unopened to be accepted as official documents. 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

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

### 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.

### Take the 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.

All upper division (junior and senior level) students must pass the WST in order to register for SJSU Studies General Education courses. Failing to pass the test will delay your graduation, but will not affect your admission status. The WST is a part of a CSU system-wide graduation requirement to assess your writing ability and determine whether further coursework in writing is required prior to graduation.

Before registering for the WST, students must earn a “C” or better grade in English 1A and are strongly recommended to have completed a GE area A3 course. A grade of “C” is not acceptable. 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

### Refunds

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. For more information about payment methods, fees and payment due dates, visit sjsu.edu/bursar

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

Spartan Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. Learn more at sjsu.edu/bursar/services
Registering 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 2016 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
- Login to MySJSU, navigate to Self Service > Enrollment > Enrollment Dates, then select a term to view your start date/time for your Enrollment. The SJSU Schedule of Classes has the specific Class Number codes and section numbers you’ll need to register. Read the sections on registration carefully.

When will I get my registration appointment?
Registration appointments will be issued beginning Monday, May 2, 2016. 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, May 31-Sunday, August 21. 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 Wednesday, August 24, the first day of instruction and Late Registration. Late registrants are assessed a $25.00 late fee. Late registration is on a space available basis: getting the classes you want may be very difficult.

Can I still get academic advising in Academic Advising and Retention Services if my transcripts have not been fully evaluated?
Yes. The advisors will advise you on general university expectations and graduation requirements, including general education course requirements. However, once you get your transcript fully evaluated by Admissions, you must meet with an Academic Advisor again to re-examine your general education checklist and progress toward degree completion because changes to your academic plan may have to be made. This is essential if you plan to graduate in a timely manner. Call AARS at 408-924-2129 to make an appointment after the third week of classes.

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

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

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

Prerequisites
A prerequisite is a course you must take, or requirement that you must meet, before you can take a higher level course. If you fulfilled the prerequisite at another college but your transcript has not yet been evaluated, you will need to obtain a permission number from the instructor to enroll in the course. You may need to show an unofficial transcript from the school where you took the prerequisite course to the instructor to get the permission number. Please note that even though you may have already submitted your official transcript(s) from the college where you took the prerequisite course(s), it may take at least one semester to be evaluated and posted on your account.
## Housing Options

<table>
<thead>
<tr>
<th>Campus Village Apartments – Building B “CVB”</th>
<th>Description</th>
<th>Rent*</th>
<th>Meal Plan**</th>
<th>Included in Rent</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Rise: studios, three, four and five-bedroom units typically for transfers &amp; upper division students</td>
<td>$10,819</td>
<td>No Meal Plan required. Meal Plans offering a limited number of meals per semester are available.</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td>sjsu.edu/housing</td>
<td><a href="mailto:UHS-frontdesk@sjsu.edu">UHS-frontdesk@sjsu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Village Suites – Building C “CVC”</th>
<th>Description</th>
<th>Rent*</th>
<th>Meal Plan**</th>
<th>Included in Rent</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Rise: four-bedroom units with a mix of upper division students &amp; freshmen</td>
<td>$15,570</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td>sjsu.edu/housing</td>
<td><a href="mailto:UHS-frontdesk@sjsu.edu">UHS-frontdesk@sjsu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Village 2 “CV2”</th>
<th>Description</th>
<th>Rent*</th>
<th>Meal Plan**</th>
<th>Included in Rent</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Rise: ten-story building traditional hall typically for freshmen</td>
<td>$15,700</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td>sjsu.edu/housing</td>
<td><a href="mailto:UHS-frontdesk@sjsu.edu">UHS-frontdesk@sjsu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Washburn Hall “The Bricks” “The Classics”</th>
<th>Description</th>
<th>Rent*</th>
<th>Meal Plan**</th>
<th>Included in Rent</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-Story Building: traditional hall typically for freshmen</td>
<td>$13,254</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td>sjsu.edu/housing</td>
<td><a href="mailto:UHS-frontdesk@sjsu.edu">UHS-frontdesk@sjsu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Joe West Hall “The Classics”</th>
<th>Description</th>
<th>Rent*</th>
<th>Meal Plan**</th>
<th>Included in Rent</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Rise: traditional dorm typically for freshmen</td>
<td>$13,254</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td>sjsu.edu/housing</td>
<td><a href="mailto:UHS-frontdesk@sjsu.edu">UHS-frontdesk@sjsu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International House “I-House”</th>
<th>Description</th>
<th>Rent*</th>
<th>Meal Plan**</th>
<th>Included in Rent</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large residence near campus with 70 U.S. and International students</td>
<td>$14,628</td>
<td>5-day included in rent 7-day meal plan available</td>
<td>Internet, Basic Utilities &amp; Cable</td>
<td>sjsu.edu/housing</td>
<td><a href="mailto:ihouse@sjsu.edu">ihouse@sjsu.edu</a></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, all residents of CVC or the International House.

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## 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.

If you are interested in living on campus, please visit sjsu.edu/housing. If you have questions, please contact University Housing directly at 408-795-5600 or uhs-frontdesk@sjsu.edu

The Housing Application deadline is Sunday, May 1, 2016. To fill out an application for University Housing visit sjsu.edu/housing and submit the following:

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

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## Room/Apartment Assignment

The online housing application is available now. We encourage you to complete the application and submit payments as soon as possible. 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

A large, comfortable home located near campus, the International House is a co-ed 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. Our 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 SJSS 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
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 Wednesday, March 2, 2016 (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 27, 2016 in order 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, September 1, 2016. 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 will qualify for an extension of their housing charges if they meet certain criteria. Housing extensions will only be approved for students who have a minimum of $13,000 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.

Accessible Education Center
The Accessible Education Center (AEC) 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–S). 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.

Checklist

MANDATORY
☐ Complete the multi-step Intent to Enroll process at https://nextsteps.sjsu.edu by 11:59 p.m. (Pacific Standard Time) on Sunday, May 1, 2016
☐ Attend mandatory Transfer Orientation
☐ Complete your work in progress
☐ Check your “To Do List” in your MySJSU student account
☐ Send official transcripts (electronically if possible) by Friday, July 15, 2016
☐ Sign up for and take the Writing Skills Test

IMPORTANT
☐ Read the SJSU Catalog at http://info.sjsu.edu/home/catalog.html
☐ Read the SJSU Class Schedule at http://info.sjsu.edu/home/schedules.html
☐ Like SJSU Enrollment Services at facebook.com/SJSUEnrollment
☐ Follow SJSU Enrollment Services on Twitter @SJSU_ES
☐ Read SJSU’s Students Rights and Responsibilities
☐ Read SJSU’s Student Code of Conduct

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 documents as proof to the Student Services Center or fax them to 408-924-2077.

Change of Major
Due to space limits in many SJSU departments, you may not change your major before the term starts. Note that change of major is never guaranteed.
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 sj.edu/hr/about_us/hr_directory/eo_univ/title ix/

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On the cover, Misael Cortes
Business

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