Overview
This student guide demonstrates how to enroll in classes via MySJSU Self Service.

The MySJSU homepage displays.

1. Go to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU Sign In button.

The Login page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.
5. Click the **Enroll** hyperlink.

6. Select the radio button for the term you want to enroll in.

7. Click the **Continue** button.
8. Click **Class Search**.
9. Click the **Search** button.

Note: If you know the exact class number, you can use the Enter Class Nbr box and click the Enter button. This method is faster than following steps 8 and 9 on the following page.

---

**The Class Search page displays.**

10. Enter two search criteria, such as the **Course Subject** and **Course Number**.

Note: To view all sections of a course, uncheck Show Open Classes Only box.

11. Click the **Search** button.
Note: You can also search for classes by clicking the Additional Search Criteria arrow.

Search Results

When available, click View All Sections to see all sections of the course.

San Jose State University | Spring 2012

- My Class Schedule
- Shopping Cart

BIOL 21  
MoWe 8:30AM - 9:20AM  
Morris Dailey Auditorium

Status:
- **Open**: A green circle indicates the class is open to additional students.
- **Closed**: A blue square indicates the class is full.
- **Wait List**: A yellow triangle indicates there is a wait list to add this class.

Enroll without Wait listing

12. Select the section with an Open Status.
13. Click Select Class.
14. Enter a Permission Nbr, if department or instructor consent is required.

15. Click Next.

16. Click Proceed to Step 2 of 3.
The Confirm Classes page displays.

17. Click Finish Enrolling.

The View Results page displays.

18. View the status of the enrollment request.

Enroll Using Wait listing

19. Select the section with a Closed Status.
20. Click Select Class.
The Enrollment Preferences page displays.

21. Check the Wait List if Class is Full box.

22. If the class requires department or instructor consent, enter a Permission Nbr.

23. Click the Next button.

The Select Classes to Add page displays.

Note: The class selected has been added to the shopping cart.

24. Click the Proceed to Step 2 of 3.
2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 101-01 (29672)</td>
<td>Social Theory (Lecture)</td>
<td>MoWe 10:30AM - 11:45AM</td>
<td>Dudley Moorehead Hall 208</td>
<td>P. Chua</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

25. Click the Finish Enrolling button.

The Confirm classes page displays.

The View Results page displays one of the following:

- A success message for a waitlisted class
- An error message for an open or closed status class

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 101</td>
<td>Success: enrolled</td>
<td>✔</td>
</tr>
</tbody>
</table>

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 18</td>
<td>Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click fix errors, click the class link, enter the number and resubmit.</td>
<td>✗</td>
</tr>
</tbody>
</table>