**SJSU Math Department Undergraduate Advising How to List**

**1. How to get a Math Department Advisor?**

Every math major should have an assigned math advisor. If you have not been assigned an advisor contact Professor Jackson (MH 316 bradley.jackson@sjsu.edu). As a math major you will receive an advising hold roughly Oct. 1 every Fall and Mar. 1 in the Spring and you will need to make an appointment to see your advisor before the hold can be removed. You won't be able to register for the next semester's classes until your hold is removed. If you are planning to change your major to math you can also contact Professor Jackson for advising. Students minoring in math should contact Dr. Blockus (MH 311 marilyn.blockus@sjsu.edu) for advising. If you are a double major you will need an advisor in math as well as an advisor in your second major. A double major is required to complete at least 24 units (for a BA) and 36 units (for a BS) different from the courses required for your other major (support courses for one major or courses in preparation for one major can count as different in the other major). Applied Math majors can also have a double concentration in which case only 12 different units are required.

**2. How to get an Advising Hold removed to register for classes?**

Advising holds for spring registration are usually placed during the first week of October and advising holds for fall registration are usually placed during the first week of March. Advance registration for spring classes usually starts during the first week of November and advance registration for fall usually starts during the first week of May so it is important to contact your advisor at least a month before the start of advance registration to schedule an advising appointment so your registration isn’t delayed. You can’t register for your next semester’s classes until your advising hold is removed. Advance registration lasts until about a week before the start of the semester and after that you need to wait until the first day of classes to register and get an add code from your instructor before you can add the class. When you meet with your advisor they will usually help you plan your schedule for the next 3-4 semesters or until you are ready to graduate. For beginning freshman see the link below for 4-yr road maps to help you plan your schedule if you plan to graduate in 4 years. Since it takes 120 units to graduate you should plan on taking about 15 units per semester if you plan to graduate in 4 years.

<http://www.sjsu.edu/advising/roadmaps/>

**3. GE advising**

Math advisors can help students schedule their math courses and other preparation for the major courses. Usually the Math/Stat Dept will allow its majors to take any GE courses that satisfy the university requirements. If you have any questions about the GE requirements it is probably best to contact an expert GE advisor. Colleen Chon in the College of Science advising Center (DH 211) does the GE advising for the College of Science and Math/Stat majors are welcome to make an appointment with her to help answer any questions about the GE requirements. There are also GE Advisors at AARS (Academic Achievement and Retention Services) that students can see.

<http://www.sjsu.edu/cosac/advising_appointments/index.html>

<http://www.sjsu.edu/aars/>

<http://www.sjsu.edu/advising/resources/ge_info/>

**4. How to register for classes?**

Students can begin registering for classes before the semester during advance registration. Advance registration for fall semester usually starts on about May 1 and for spring semester usually starts on about Nov 1 and continues until about a week before the start of the semester. Students can usually find their individual registration window on MySJSU about one week before advance registration starts. Starting with the first day of classes, students can register for classes by getting an add code from their instructor. Students who are repeating a class, cannot register during advance registration and must wait to register until the first day of classes. For current information about registration deadlines and unit limits go to the registration calendar (link below). For most students, enrollment for a semester is limited to a maximum of 16 units (sometimes up to 19 units with an excess units petition). Graduating seniors will be eligible to register for up to 19 unitswithout a petition (21 units with a petition) during the last week of open registration. Note: To obtain graduating senior status, your graduation application must be on file with the Office of the Registrar by about March 20 for fall registration and Oct 1 for spring registration.

**5. How to register for Calculus?**

Students registering for Math 19 Precalculus, Math 30/30P Calculus I, or Math 31 Calculus II are reminded to sign up for the course and the appropriate workshop at the same time. Students wanting to opt out of the workshop should contact the math office at math-info@sjsu.edu. Students taking Math 19 won’t be able to register for Calculus I, Math 30, Math 30P, or Math 30PL until their semester grade for Math 19 has been posted. Workshops are strictly voluntary for Math 32 and Math 42. Check the Calculus enrollment page below for more information.

[**http://www.sjsu.edu/math/calculus/calcenrollment/index.html**](http://www.sjsu.edu/math/calculus/calcenrollment/index.html)

**6. Adding, Dropping, Repeating Classes**

**Repeating a Class**

Students who are repeating a class in which they received a grade lower than a C, aren't allowed to register for the class during advance registration. They must wait until the first day of classes and get an add code from their instructor to add the class. Students repeating a class the first time will qualify for grade forgiveness. Grade forgiveness can be used one time for a course in which you received a grade of C- or less. With grade forgiveness the new grade can replace the original grade in computing your GPA. Grade forgiveness is granted automatically and you don’t need to fill out any form. Students repeating a math course for the second time are asked to do so in the summer.

**Adding/Dropping Classes**

Generally speaking, the last day to drop a course (without a W) is the end of the 2nd week of classes. The add deadline (adding a class without a late fee) is generally the last day of the third week of classes. You may find the official dates on the SJSU Academic Calendar (see the link below and click on the current academic year).

**Late Drops/Withdrawals**

The process of dropping a course after the published "last day to drop without a W" date each semester which is the end of the 2nd week of classes is called a late drop. To petition for a late drop or withdrawal (dropping all classes) go to the AARS website (see link below). The deadline for a late drop or withdrawal is roughly one month before the end of the semester.

<http://info.sjsu.edu/web-dbgen/narr/static/schedules/forgiveness.html>

**SJSU Registration Calendar**

<http://www.sjsu.edu/registrar/calendar/>

**Late Drops/Withdrawals**

<http://www.sjsu.edu/aars/policies/latedrops/>

**SJSU Academic Calendar**

<http://www.sjsu.edu/provost/academic_affairs/resources/academic_calendars/>

**7. How to change your major to Math?**

If you are interested in changing your major to math, please fill out the online Contact Us form on the Math/Stat Department Web Page (see the link below) or contact Professor Brad Jackson (MH 316) and request to see an advisor. After you have talked to an advisor, you need to fill out the change of major form (see links below) found at the registrar's website and get department approval from Dr. Marilyn Blockus (MH 311) or you can drop the form off at the math office and they will give it to Dr. Blockus. After you turn in the form to the Math office come back in a few days to pick up the signed form from the Math office and submit it to the Registrar’s office for final processing if you have fewer than 90 units or to AARS if you have 90 or more units. Once you become a math major you will be assigned an official Math/Stat Department advisor by Professor Brad Jackson MH 316 bradley.jackson@sjsu.edu. Contact him if you do not know who your advisor is.

Please note, the requirements to change your major to math are as follows:

1. A C- or better in Calculus I (Math 30 or Math 30P or Math 30PL) or AP credit for Calculus I;
2. A C- or better in Discrete Math (Math 42);
3. A 2.0 GPA or higher in all mathematics courses taken, Precalculus (Math 19) and above.

In addition to the requirements above, all students wanting to change their major to a BA Math or BS Applied Math degree who have 60 or more units will be required to complete Math 30, 31, 32, and 42 with a grade of C- or better in each course. Math 32 or 42 could be replaced with an appropriate approved course. These students will also be required to have an overall GPA of at least 2.0 in all math courses taken.

**Changing your Major to Math (Math Department Web Page)**

<http://www.sjsu.edu/math/advising/changing_your_major_to_math/index.html>

**SJSU Changing your Major Forms (Office of the Registrar Web Page Major)**

<http://www.sjsu.edu/registrar/docs/Major_Minor_Less_than_90.pdf>

<http://www.sjsu.edu/registrar/docs/major_minor_more_than_90.pdf>

**8. How to change your major from math to something else?**

If you decide to change your major from math to something else it is important to go see an advisor in your new major as quickly as possible. You should also check that Department’s web page to see what the requirements for switching to that major are. As soon as you meet those requirements you should fill out of the appropriate change of major form and take it to an advisor in that department to check and sign. As long as you officially remain a math major you will need to see your math advisor to get your advising hold removed. Your math advisor will want you to first see an advisor in your new department before they release your advising hold. If you don’t have a new major in mind you should see an advisor in AARS to help you decide on a new major. See the link below regarding requirements for changing to various majors on campus.

<http://www.sjsu.edu/advising/for_students/change_of_major/depts/>

**9. How to Register for Courses in Other Departments**

**GE Area Z**

In addition to Math 100W (which hasn’t been offered recently), Mathematics and Statistics majors are allowed to take Engr 100W, CS 100W, Chem 100W, or Phys 100W. If you want to take any other version of 100W contact Dr. Blockus in MH 311 marilyn.blockus@sjsu.edu . Engr 100W counts as both Area R and Area Z. To add Engr 100W during advance registration you need to fill out the online add code request form on the front page of the Math Dept website to get an add code to register during advance registration. Students should be able to add the other 100W courses without an add code.

**Support Courses for the BS Applied Math**

BS Applied Math, Concentration in Applied and Computational Math and Concentration in Statistics majors are required to take two lower division and two upper division support courses which can come from a variety of areas where math can be applied. Links listing preapproved combinations of support courses for the Concentration in Applied and Computational Math and for the Concentration in Statistics can be found under advising/forms and documents on the Math Department web page and are also included below. If you want Math Dept. approval for a combination of support courses that are not on the pre-approved list you should check with Dr. Blockus MH 311 marilyn.blockus@sjsu.edu .

<http://www.sjsu.edu/math/docs/Approved%20Support%20Courses%20for%20the%20Concentration%20in%20Applied%20and%20Computational%20Math.pdf>

<http://www.sjsu.edu/math/docs/Approved%20Support%20Courses%20for%20the%20Concentration%20in%20Statistics.pdf>

**Economics and Business Courses**

BS Applied Math, Concentration in Economics and Actuarial Science students are required to take a number of Economics and Business courses. Students should be able to add Economics courses during advance registration without an add code. Economics courses are now all 4-unit courses. Students are also required to take Bus2 190 Quantitative Business Analysis. To register for this course during advance registration, students can take a copy of their transcript to the College of Business Advising Center showing that they have taken Math 30 Calculus I, Math 31 Calculus II, and Math 161A Applied Probability and Statistics (which replace the usual prerequisites of Math 71 and Bus2 190) and then they can proceed to the Marketing Department office to obtain an add code for Bus2 190.

**CS and Engineering Courses**

BS Applied Math, Concentration in Applied and Computational Math majors sometimes take lower division and upper division Computer Science courses to satisfy some of their requirements. They should be allowed to register for most if not all CS courses during Advance Registration. There are also certain CMPE courses which are equivalent to the required CS courses (CMPE 50 = CS 46A, CMPE 126 = 46B, CMPE 130 = CS 146). Those equivalencies can be found here <http://www.sjsu.edu/cs/practicalities/articulation/engr_equiv/index.html> Mathematics and Statistics majors should be able to add support courses in most Engineering Departments during advance registration except possibly for Computer Engineering and Electrical Engineering. If you want to add courses in these departments during advance registration we suggest you email the instructor to see if they are willing to give you an add code, otherwise you will have to wait until the first day of classes to register.

**10. Articulation/Course Equivalency Form**

Students can check the SJSU articulation website to find out which courses that they have taken at a community college or another university transfer to cover some of their degree requirements at San Jose State. If you have questions about which math courses and other preparation for the major courses that you have taken transfer to an appropriate required course at San Jose State then you can fill out the course equivalency form included below and take the form to your advisor and then to the math & statistics department office for final approval from Dr. Blockus. Providing catalog information about the math courses taken at another university is required.

[**http://www.sjsu.edu/advising/articulation/**](http://www.sjsu.edu/advising/articulation/)

[**http://www.sjsu.edu/math/docs/course\_equiv.pdf**](http://www.sjsu.edu/math/docs/course_equiv.pdf)

**11. Minimum Required Upper Division Units**

Every Math/Stat major is required to complete a minimum number of upper division units in the major. This is generally automatically satisfied when you complete the requirements of your degree, the only exception is when you complete one of your required courses at a community college. For example, when you complete linear algebra at a community college it does not count as upper division, so while you do not need to take Math 129A when you transfer to SJSU you will have to take some other upper division course to fulfill your minimum upper division units in the major.

**12. How to figure out your Graduation Requirements?**

Students can always graduate under the latest graduation requirements. But they can also graduate under the requirements that were in place when they started their latest period of continuous attendance. Students maintain continuous attendance during a period by registering for classes during at least one semester every calendar year at either at a CA community college or San Jose State (or another CSU campus). Students can also petition to graduate under another set of requirements that were in place during their period of continuous attendance. Here is the link to the petition for doing that, <http://www.sjsu.edu/registrar/docs/Catalog_Rights_Change_Request.pdf>. For Applied and Computational Math/Economics and Actuarial Science majors, those starting before Fall 2013 were required to take Math 133A but those starting in Fall 2014 or later are required to take Math 134. For Economics and Actuarial Science majors those starting before Fall 2015 were required to take 3 upper division electives (Math 150 was allowed as an elective). For Economics and Actuarial Science majors starting Fall 2015 or later they are required to take Math 150 and two other upper division electives. Math 150 covers the material contained on the second actuarial exam and Math 163 covers the Material on the first actuarial exam. The page below on the Math/Stat Department webpage has links to the SJSU catalog for the requirements of the various Math/Stat Department undergraduate degrees. <http://www.sjsu.edu/math/programs/undergraduate/>

**13. How to apply for graduation?**

**Paper Application**

Students should generally apply for graduation once they reach 90 units and certainly when they have fewer than 30 units required to complete their degree requirements. To apply for graduation you need to fill out an application for graduation form (see links below on the SJSU office of the registrar web page) as well as any appropriate major/minor forms. Major/minor forms for Math/Stat Department programs can be found at the Advising/Forms and Documents link below on the Math/Stat Department web page. After getting your application form and major form checked and signed by your advisor, turn in your application form and major form to the math office so that they can be approved and signed by Dr. Blockus (MH 311) and then take the sealed envelope containing your application to the office of the registrar. Graduating seniors (with a graduation application on file) will receive priority registration for one or two semesters (depending on how early they apply for graduation). To receive graduating senior status for fall registration make sure to turn in your graduation application by May 1 and to receive graduating senior status for spring registration make sure to turn in your graduation application by Oct 1. Graduating seniors are also allowed to register for up to 19 units (21 units with petition) if they need them to graduate on time.

**Online Application**

College of Science majors with at least 85 units can also now apply for graduation online for graduation in F17, S18, or Sum18. First sign up for a graduation application workshop on the COSAC website. Add your diploma address to MySJSU and apply for graduation online. Meet with your major advisor to finalize your major form. Once the major form is signed by your advisor submit it to the math office for final approval to complete your application.

**Math Department Major/Minor Forms**

<http://www.sjsu.edu/math/advising/formsanddocuments/index.html>

**SJSU Office of the Registrar Graduation Application Forms**

<http://www.sjsu.edu/registrar/docs/grad_app.pdf>

<http://www.sjsu.edu/registrar/docs/grad_change.pdf>

<http://www.sjsu.edu/registrar/docs/Graduation_Worksheet_Guide.pdf>

**14. What to do if you are on Probation/Disqualification?**

**SJSU Probation/Disqualification**

An undergraduate student is placed on academic probation if their SJSU cumulative grade point average falls below a "C" average (2.0). Students can keep track of their SJSU GPA by looking at their unofficial transcript on MySJSU. Students on probation will be notified by AARS and should contact AARS about advising and attending a probation workshop. Students on probation are still required to see their Math/Stat advisor for advising and getting their advising hold removed. Undergraduate students are disqualified when, after being on probation, they earn a term GPA of less than 2.0. Students who are disqualified must raise their GPA to at least 2.0 by taking Open University classes and then apply for reinstatement and to be re-admitted.

**Probation/Disqualification in the Major**

An undergraduate math major is placed on probation in the major if their Math grade point average falls below a "C" average (2.0). Students should be able to keep track of their Math GPA by checking on MyProgress. When this happens the student should be notified by the College of Science Advising Center (COSAC) DH 211 about advising for probation/disqualification in the major. Students on probation should restrict the number of math courses they take to at most two classes per semester until their Math GPA returns to above 2.0. Students on probation are still required to see their math advisor for advising and getting their advising hold removed. Undergraduate students are disqualified from the major when, after being on probation, they earn a math GPA of less than 2.0 in a semester. A student who is disqualified from their major will have their major changed to undeclared. Students who are disqualified from a math major can either look for another more appropriate major or if they decide they want to try to continue as a math major they must raise their Math GPA to at least 2.0 and then apply to change their major from undeclared back to math.

**SJSU Academic Probation and Disqualification**

<http://www.sjsu.edu/aars/faq/probationdisqualification/>

**COS Probation and Disqualification in the Major**

<http://www.sjsu.edu/science/students/Updated%20CoS%20Probation%20Policy.pdf>

**15. What other things can I do as a math major?**

**Join the Math Club**

The math club hangs out in DH 280, they schedule regular meetings and activities so if you are interested in joining, contact the club and its officers at the following email sjsumathtalk@gmail.com.

**Get Mathematics Tutoring**

Students can getting tutoring in MH 221 for upper division courses, and through Peer Connections and COSAC for lower division courses.

**Math Department Tutoring Schedule**

<http://www.sjsu.edu/math/>

 **Peer Connections Tutoring/Mentoring**

<http://peerconnections.sjsu.edu/>

**Learn about Careers in Mathematics**

The SJSU Career Center organizes career and internship fairs. Additional information about mathematical careers can be found on the mathematics/statistics department website.

**SJSU Career Center**

<http://www.sjsu.edu/careercenter/index.html>

**Info about Math Careers on the Math Department Website**

<http://www.sjsu.edu/math/advising/mathematicalcareers/index.html>

**Participate in a CAMCOS project**

CAMCOS is a special program at San Jose State that allows students to get credit for working with a team on an applied problem provided by a business, government, or industry sponsor (see the link below for more info).

<http://www.math.sjsu.edu/camcos/>

**Learn about Graduate Study in Math/Statistics**

The links below give some general information about going to graduate school in mathematics or statistics.  Professor Tim Hsu usually gives a Grad School Workshop every fall for those students thinking about going to graduate school. If you are looking for information about the MS Statistics program at SJSU check out the statistics link below. If you are looking for information about the MA/MS Math programs at SJSU go to link to Professor Kubelka's web page.

**Info about Grad Studies on the Math Dept webpage**

<http://www.sjsu.edu/math/advising/graduatestudies/index.html>

**Professor Hsu’s grad school workshop**

<http://www.sjsu.edu/math/docs/grad-school-workshop.pdf>

**Information about the MA/MS Math program at SJSU**

<http://www.math.sjsu.edu/~kubelka/>

**Information about the MS Statistics Program at SJSU**

<http://www.sjsu.edu/statistics/>