



## Spring 2008 Registration Bulletin

This communication contains information pertaining to the Spring 2008 registration deadlines, payment due dates, enrollment cancellation, waitlisting, permission numbers, Audit option and Instructor drops.

- Tuesday, January 15: Advance Registration period ends. There will be no online registration activity for students from January 16 to January 22.
- Friday, January 18 : Payment due date for students who registered from Dec. 16 to Jan.15
- Saturday, January 19 : Enrollment cancellation for non-payment of fees
- Sunday, January 20: Waitlist process will run. Students on waitlist will be added to classes, based on number of open spots created by the enrollment cancellation on 1/19/08 that meet the registration requirements of the class.
- **Monday, January 21: Instructors can look at their “clean” rosters; and print or save copies of their waitlisted rosters before they get “purged” on Jan. 22.**
- **Tuesday, January 22: Waitlists will be purged from the system at 5PM to allow students on a waitlist, to register with a permission number during the Late Registration period. Note: If not purged, student on waitlist will not be able to add.**
- Wednesday, January 23- Monday, February 11. Late Registration period. Students can register with permission numbers.
- Monday, February 4: Last day to drop without a “W” grade
- Monday, February 11: Last day to add, submission of Academic Renewals, Credit/No credit/audit option, Instructor Drops

Special Notes:

Permission numbers:

1. Permission numbers cannot override time conflicts. Thereby, instructors will need to provide a letter on department letterhead indicating that student will be accommodated. Student will need to take the letter in person at the “R” Front Counter in the Student Services Center.
2. Permission numbers will not expire until successfully used.
3. Please assign only one permission number per student.

AUDIT option: If an instructor permits a student to take a class on “Audit” basis, the student is required to submit a Credit/No Credit/Audit option form.

(<http://www.sjsu.edu/registrar/forms/index.htm>)

Instructor Drops: These must be submitted by the last day to add. Look for the sign at the “R” front counter for Faculty & Staff drop off. The URL for the catalog description on Instructor drops can be found at: <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-2286.html>

- Tuesday, February 19: Enrollment census date. After this date, adds will not be included in the Chancellor’s Enrollment Report (non-FTEs).

If you need a copy of this Spring 2008 Registration Bulletin, pls. visit the Registrar’s website at <http://www.sjsu.edu/registrar> . Click on Services, then Faculty.