



## Fall 2008 Registration Bulletin

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

- **Sunday, August 17:** Advance Registration via MySJSU ends at 11:59 PM. There will be No Registration Activity, whatsoever, for students from 8/18 through 8/24. This week of no registration activity allows the Bursar's, Financial Aid, and the Registrar's Office to manage their internal processes for payments, enrollment cancellation, loan disbursement checks, and the waitlist process.
- **Monday, August 18:** "New" Open University students who are eligible to use the self-service process may go online to create their USER ID and PASSWORD only. Students who successfully complete their Open University application will be able to print a page bearing their USER ID and password to provide to instructors. Continuing and new Open University undergraduate students are also eligible to use the self-service process. Graduate students and recently disqualified students will have to use the Open University registration form. (<http://ou.sjsu.edu/forms>). Note: Open University students will be able to register for classes beginning Monday, August 25 on the first day of instruction. Permission numbers will be required for all Open University students to be able to register for classes.
- **Friday, August 22:** Your Class Roster Is "Clean". Beginning 6 AM on this day, your class roster will show all students who were automatically dropped and those automatically added.
- **Sunday, August 24:** Instructors can print their Waitlists up to 11:59 PM on this day. After midnight, waitlists will be purged from the system to allow students to register online during the Late Registration period.
- **Monday, August 25- Friday, September 12. Late Registration Period.** Students can register via MySJSU beginning at 7AM. Permission numbers will be required for classes needing instructor or department consent. If there are time conflicts, see special notes below.
- **Friday, September 5:** Last day to drop without a "W" grade. After Sept. 5, late drop petitions ([www.sjsu.edu/sac/advising/latedrops/www.sjsu.edu](http://www.sjsu.edu/sac/advising/latedrops/www.sjsu.edu)) must be submitted to the Academic Advising Center in Student Services Center.
- **Friday, September 12:** Last day to add, submission of Academic Renewals, Credit/No credit/audit option, Instructor Drops.

After **September 12**, students must use the Late Enrollment Request form to be able to add a class. Appropriate late fees will be charged depending on when the class is added. This form will be available on the Registrar's office website on Aug. 14. ([www.sjsu.edu/forms](http://www.sjsu.edu/forms))

- **Monday, September 22: Enrollment Census Date. After this date, Adds will not be included in the Chancellor's Enrollment Report (non-FTEs).**

### Special Notes:

**Permission numbers:** (1) Permission numbers cannot override time conflicts. Thereby, instructors 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 do not expire until successfully used. (3) Assign only one permission number per student.

**AUDIT option:** If an instructor permits a student to take a class on an "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:** Submit Instructor Drops by the last day to add—Sept.12. 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-2259.html>