



## Office of the Registrar Fall 2010 Registration Bulletin

This communication contains information pertaining to the Fall 2010 registration deadlines, payment due dates, enrollment cancellation, waitlisting, permission numbers, Audit option, Instructor drops, and Multiple Repeats.

- **Sunday, August 15:** Advance Registration via MySJSU ends at 11:59 PM. There will be No Registration Activity, whatsoever, for students from Mon. 08/16 through Tuesday, 08/24. 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.
- **Saturday, August 21:** Your Class Roster Is "Clean". Beginning 6 AM on Sat. 08/21, login into faculty self-service, and your class roster will show all students who were automatically dropped and added. **Passwords expire every 90 days so don't wait till the first day of instruction to look at or print your class rosters.**  
Instructors can print their Waitlists up to 5 PM on Tuesday, August 24. After 5PM, waitlists will be purged from the system to allow students to register during the Late Registration period.
- **Wednesday, August 25- Tuesday, September 14: Late Registration Period.** Regular and open university students can register via MySJSU beginning at 8AM. Permission numbers will be required for classes needing instructor or department consent. If there are time conflicts, see special notes below. Enrollment units limit will be increased from 14 to 18. Excess units limit is 21.
- Open University students who are eligible to use the self-service process may go online to create their USER ID and PASSWORD. 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 newly disqualified students must use the Open University registration form. <http://ou.sjsu.edu/forms>
- **Tuesday, September 7:** Last day to drop without a "W" grade. After Sept.7, late drop petitions <http://www.sjsu.edu/aars/forms/> must be submitted to the Academic Advising Center in Student Services Center.
- **Tuesday, September 14:** Last day to add, Credit/No credit/audit option, Instructor Drops, Petition for Multiple Repeats. **After September 14, students must use the Pre-census Late enrollment form to be able to add a class. After census date, students must use the Post-census Late Enrollment form for all adds. The Post-census form replaces the retroactive add forms. Both forms will be available on the Registrar's office website beginning September 14. Appropriate late fees will be charged depending on when the class is added.** <http://www.sjsu.edu/registrar/forms/>  
The URL for the policy description can be found at <http://www.sjsu.edu/senate/F09-2.htm>
- **Wednesday, 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. Therefore, instructors need to provide a letter on department letterhead indicating that the student will be accommodated. The student will need to take the letter in person to Window R in the Student Services Center. (2) Permission numbers do not expire until successfully used on or before the last day to add. (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 enroll in the class and submit a Credit/No Credit/Audit option form. <http://www.sjsu.edu/registrar/forms/>

**Instructor Drops:** Submit Instructor Drops by the last day to add—Tuesday, September 14. Instructors need to print a copy of their class roster, put a notation such as "drop" by the student's ID, sign the roster, and provide contact information. Look for the sign at Window R for Faculty & Staff drop off in the Student Services Center. The URL for the policy description on Instructor drops can be found at: <http://info.sjsu.edu/web-dbgen/narr/static/soc-fall/drops.html>