



Office of the Registrar Spring 2012 Registration Bulletin

This communication contains information pertaining to the Spring 2012 registration deadlines, waitlisting, permission numbers, Audit option and Instructor drops.

- **Sunday, January 15:** Advance Registration via MySJSU ends at 11:59 PM. There will be No Registration Activity, whatsoever, for students from Mon. 1/16 through Tue. 1/24. 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, January 21 – Tuesday, January 24:** Your Class Roster Is "Clean". Beginning 8 AM on Sat. 1/21, 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 through 11:59 PM on Tuesday, 1/24. After midnight, waitlists will be purged from the system to allow students to register online during the Late Registration period.
- **Wednesday, January 25 - Monday, February 13: Late Registration Period.** Regular and open university 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.
- 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 recently disqualified students must have to use the Open University registration form. <http://ou.sjsu.edu/forms>
- **Monday, February 6:** Last day to drop a class without a "W" grade. After February 6, late drop petitions must be submitted to the Academic Advising and Retention Services (AARS) in the Student Services Center. (<http://www.sjsu.edu/aars/forms/>)
- **Monday, February 13:** Last day to add, Credit/No credit/audit option, Instructor Drops, Petition for Excess Units, Petition to Enroll in a Course More than Two Times
- After **Monday, February 13**, 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, (<http://www.sjsu.edu/registrar/forms/>) beginning Tuesday, February 14.
- **Tuesday, February 21: 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 Front Counter, Window R, 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 enroll in the class and 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— Monday, February 13. Instructors would need to print a copy of their class roster, put a notation such as "delete" by the student's ID, sign the roster, and provide contact information. Look for the sign at the front counter, Window R, for "Faculty & Staff drop off" in the Student Services Center(SSC). The URL for the policy description on Instructor drops can be found at:

<http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-334.html>