This communication contains information pertaining to the Fall 2016 registration deadlines, permission numbers, Audit option and Instructor drops.

- **Sunday, August 21**: Advance Registration via MySJSU ends at 11:59 PM. There will be NO Registration Activity, whatsoever, for students from Monday, 8/22 through Tuesday, 8/23 to allow for internal processing.

- **Monday, August 22**: Your Class Roster Is “Clean”. Beginning 8 AM, login into faculty self-service, and your class roster will show all students who were automatically dropped and added. **Passwords expire every 180 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, 8/23. After midnight, waitlists will be purged from the system to allow students to register online during the Late Registration period.

- **Wednesday, August 24 – Tuesday, September 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 students disqualified in Spring 2016 must use the Open University registration form. [http://www.sjsu.edu/openuniversity/academic/forms/](http://www.sjsu.edu/openuniversity/academic/forms/)

- **Tuesday, September 6**: Last day to drop a class without a “W” grade.
  - After **September 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/)

- **Tuesday, September 13**: Last day to add, change to Credit/No credit/audit option, and submit Instructor Drops.
  - After **September 13**, 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 added classes. Both forms will be available on the Registrar’s office website beginning September 14. [http://www.sjsu.edu/registrar/forms/](http://www.sjsu.edu/registrar/forms/)

- **Wednesday, September 21**: Enrollment Census Date. After this date, Adds will not be included in the Chancellor’s Enrollment Report (non-FTEs).

**Special Notes:**

**Permission numbers** do not expire until successfully used on or before the last day to add. Assign only one permission number per student. If teaching more than one section of the same class for both regular & special session sections, please note that a permission number for a particular section is good for that section only--permissions numbers are specific to a section.

**Time Conflicts**: Permission numbers cannot override time conflicts. Instructors must provide a letter on department letterhead, indicating that the student will be accommodated. The student must take the letter--in person--to Window “R” in the Student Services Center (SSC).

**AUDIT option**: If an instructor permits a student to take a class on an “Audit” basis, the student must enroll in the class and submit a Credit/No Credit/Audit option form by the add deadline. Forms can be found at [http://www.sjsu.edu/registrar/forms/](http://www.sjsu.edu/registrar/forms/)

**Instructor Drops**: Submit Instructor Drops by the last day to add – Tuesday, September 13. Instructors must print a copy of their class roster, note “drop” 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/static/schedules/drops.html](http://info.sjsu.edu/static/schedules/drops.html)