This communication contains information pertaining to the Fall 2018 registration deadlines, permission numbers, Audit option and Instructor drops.

- **New! Saturday, August 4:** Students repeating a course for the first time will be able to register starting 8AM. See [http://www.sjsu.edu/registrar/](http://www.sjsu.edu/registrar/) for more information.

- **Saturday, August 18:** Advance Registration via MySJSU ends at 11:59 PM. There will be NO Registration Activity, whatsoever, for students from Sunday, 8/19 through Monday, 8/20 to allow for internal processing.

- **Sunday, August 19:** 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 Monday, 8/20. After midnight, waitlists will be purged from the system to allow students to register online during the Late Registration period.

- **Tuesday, August 21 – Monday, September 10: 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. All students disqualified in Spring 2018 including graduate students must use the Open University registration form. [http://www.sjsu.edu/openuniversity/academic/forms/](http://www.sjsu.edu/openuniversity/academic/forms/)

- **Friday, August 31:** Last day to drop a class without a “W” grade.

- **After August 31**, late drop petitions: Undergraduates: go to [http://www.sjsu.edu/aars/forms/](http://www.sjsu.edu/aars/forms/)
  
  Graduates: go to [http://www.sjsu.edu/gape/forms/](http://www.sjsu.edu/gape/forms/)

- **Monday, September 10:** Last day to add, change to Credit/No credit/audit option, and submit Instructor Drops.
  
  - After September 10, students must use the Pre-census Late enrollment form to be able to add a class.
  
  - After census date of September 18, 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 11. [http://www.sjsu.edu/registrar/forms/index.html](http://www.sjsu.edu/registrar/forms/index.html)

- **Tuesday, September 18:** 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 – Monday, September 10. Look for the instructions at [http://www.sjsu.edu/registrar/faculty_staff/instructor_drop_procedure/index.html](http://www.sjsu.edu/registrar/faculty_staff/instructor_drop_procedure/index.html)

For inquiries, contact: registrar@sjsu.edu or [http://www.sjsu.edu/registrar/registrar_staff/index.html](http://www.sjsu.edu/registrar/registrar_staff/index.html)