



**Office of the Registrar
Spring 2019 Registration Bulletin**

This communication contains information pertaining to the **Spring 2019** registration deadlines, permission numbers, Audit option and Instructor drops.

- **Sunday, January 20:** Advance Registration via MySJSU ends at 11:59 PM. There will be no Registration Activity, whatsoever, for students from Mon. 1/21 through Wed. 1/23. This time 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, January 21-Wednesday, 23:** Your Class Roster Is "Clean". Beginning 8 AM on Mon. 1/21, 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 Wednesday, 1/23. After midnight, waitlists will be purged from the system to allow students to register online during the Late Registration period.
- **Thursday, January 24 - Tuesday, February 12:** 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** (continuing and new Open University undergraduates) eligible to use the self-service process may go online starting Weds. 1/23 & create their USER ID and PASSWORD. Graduate students and newly disqualified students must use the Open University registration form.
<http://www.sjsu.edu/openuniversity/academic/forms/>
- **Tuesday, February 5:** Last day to drop a class without a "W" grade, Last day to file a Petition for Excess Units. After February 5, 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, February 12:** Last day to add, Credit/No credit/audit option, Instructor Drops, Petition to Enroll in a Course More than Two Times. After February 12, students must use the Late enrollment Pre-census petition form to be able to add a class. After census date, students must use the Late Enrollment Post-Census form for all added classes. Both forms will be available on the Registrar's office website beginning February 13. <http://www.sjsu.edu/registrar/forms/>
- **Wednesday, February 20: 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 you are 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 number cannot override time conflicts. In addition to permission number, instructors need to provide a letter on department letterhead, indicating that the student will be accommodated. The student will need to take the permission number and 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 is required to 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/>

Instructor Drops: Submit Instructor Drops by the last day to add - Tuesday, February 12. Instructors would 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 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>