

General Information and Student Messaging for 1290R Enrollment

Per policy [S17-5](#), graduate students with an RP grade in a thesis (299), dissertation (699), or project (often 298) course in the Spring 2012 or later semester are required to enroll in the 1-unit CR/NC course, 1290R, each semester until degree completion for the purpose of continuous enrollment. Enrollment must be repeated each semester until degree completion except in cases in which the department requires repeated enrollment in the original project or thesis course. There are no class meetings for the course as it is supervisory in nature; however, there will be a \$288 fee associated with 1290R. "Stopping out" or a voluntary absence from the university will not be permitted unless a leave of absence petition is approved for either medical or military reasons. Failure to register will result in a hold being put on graduation until the unit is retroactively added, and a late fee will be associated with the retroactive action. [Click here](#) for retroactively adding any previous semesters in which a 1290R course was not taken.

The College of Professional and Global Education is responsible for scheduling 1290R:

- 1) Note that 1290Rs are special session courses, and students must have special session registration appointments (*i.e.*, time/date window) to add via MyJSU.
 - a. The College of Graduate Studies oversees both grading and roster management for all 1290R courses (both UNVS 1290R and any department generated 1290R [e.g... BIOL 1290R]). The Associate Dean of Graduate Studies serves as the instructor of record for all 1290R courses, no matter the prefix.
 - b. One class for each department with an enrollment cap of 100 students can be generated.
 - c. UNVS 1290R is used only in cases in which the department has not designated its own 1290R. Tuition generated in this case does not go to the department.
- 2) Students can add 1290R only if they are not enrolled in any other courses for the current semester.
 - a. Because 1290R enrollment requires converting the student record from regular to special session, 1290R registration is delayed. Once this conversion is completed, the record cannot be returned to the regular session. Students are messaged the day following the last day to add courses at 8:00 am (see example email sent to students below).
 - b. Domestic students have until the last day of instruction (11:59 pm) to enroll in 1290R.
 - c. International students must enroll in 1290R within 30 days following census date but should enroll as soon as possible to ensure maintaining F-1 and J-1 visa status. Please contact [International Student and Scholar Services](#) (ISSS) for more information
 - d. Any add requests after the last day of instruction become retroactive adds and are subject to an additional \$200 late registration fee.

The Office of the Registrar is responsible for screening students, messaging, and posting grades for 1290R eligible students:

- 1) Registration appointments are assigned to graduate students based on the following criteria:
 - a. Students who have an "RP" grade Spring 2012 and forward.
 - b. Students who are not enrolled in any courses for the current semester.

- c. Students who completed all degree requirements other than thesis, dissertation, project, comprehensive exam, or other program culminating experience.
- d. Students who are term activated for the current semester and have a filed for graduation for the current or a future semester.

Important note: Students who do not have an RP course in their program, do not have any recorded status for their pending culminating experience such as comprehensive exams (i.e., courses only), or have an "I" reported for their culminating experience will not automatically receive an appointment invitation from the Office of the Registrar. In these cases, the student or graduate advisor must contact the Associate Dean of Programs, College of Graduate Studies, in order to notify the Office of the Registrar to provide the student a 1290R registration appointment via email. The following information is required:

- 1) Student contact information (name, ID number, email, and phone number)**
- 2) Program and culminating experience**

Sample memo sent to students from the Office of the Registrar:

Dear Student,

A registration appointment is now available for you to enroll in your department prefix 1290R or UNVS 1290R (a 1-unit thesis/project supervisory course for continuous enrollment), as our records indicate that you have met all of the conditions below for [CURRENT SEMESTER]. Registration is via MySJSU, and no permission number is needed. Failure to register for this course will result in a hold on your graduation until you retroactively add the course. Please be aware that retroactively adding this course will incur a \$200 late fee.

Conditions:

- (1) Graduate student*
- (2) "RP" grade issued in Spring 2012 or thereafter in a thesis/ project course or applied to graduate in [Current semester, or the following two successive semesters]*
- (3) Enrolled in no other courses for the current term*
- (4) Completed all degree requirements other than thesis or project*

Questions can be directed to Dr Jeff Honda, Associate Dean of Programs, College of Graduate Studies at jeffrey.honda@sjsu.edu.

For policy guidelines, go to <http://www.sjsu.edu/cgs/current-students/policies/index.php>

Office of the Registrar and Office of Graduate Studies