

FALL 2015

Steps to Enrollment

TRANSFERS

SAN JOSÉ STATE UNIVERSITY *powering* SILICON VALLEY

Welcome future Spartan to San José State University.

To officially enroll for the Fall 2015 semester, please follow the steps in this guide. Be sure to sign up and pay for a mandatory orientation program when you submit your Intent to Enroll—no later than **Friday, May 1, 2015**.



Your MySJSU Account

SJSU communicates by posting items to your “To Do List” in your MySJSU account or by sending messages to your MySJSU account. Sign in to your MySJSU account every few days and thoroughly read any messages, “To Do List” items or posted deadlines and take the requested action as soon as possible. We rarely post generic messages. If a message is posted to your account assume that it applies to you specifically. Even if someone else manages your account, you are responsible for meeting all deadlines.

If you have not signed in to your MySJSU account, do so immediately!

To access your MySJSU account:

1. Look for an email with your SJSU ID

Approximately one week after applying at CSUMentor, you should have received an email (sent to the email address listed on your application) with your nine-digit SJSU ID included. This nine-digit number will be your primary SJSU identification number while studying at San José State. Losing this number can be a problem, so put it in a safe but accessible place. Make sure the spam filters on your email account are set to accept email from @sjsu.edu.

2. Set the password to access your MySJSU student account and SJSUOne wireless account on campus

Go to <https://sjsuone.sjsu.edu/SJSUOne/ResetPassword> and enter the nine-digit SJSU ID you received in Step One.

Choose one of the two options listed to set your password for the first time. This same process will also allow you to reset your password.

3. Sign in to your MySJSU student account at <http://my.sjsu.edu>

Click on the blue “MySJSU Sign In” button and enter your nine-digit SJSU ID and the password you created in Step Two.

Make sure your personal information is up-to-date; your email address is critical! Be sure to set your filters to accept messages from the @sjsu.edu domain.

4. Check your MySJSU account

Check your MySJSU account at least once a week for important and timely notices, such as deadline requirements, fees posted, payment due dates, enrollment appointment time, and information regarding tests, transcripts or deadlines. You are responsible for monitoring your progress throughout the entire enrollment process, and you must take action by posted deadlines! Failure to do so will result in your application being withdrawn.

Lost SJSU ID or password?

Click on the yellow “Set/Reset Password” button at <http://my.sjsu.edu>

Intent to Enroll

For Fall 2015, you must complete the Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Standard Time) on Friday, May 1, 2015 or your admission will be automatically withdrawn.

STEP 1 of 3

Submit your Intent to Enroll

<https://nextsteps.sjsu.edu>

You will need the following information to complete the online process:

Your nine-digit SJSU ID (provided on your Letter of Admission)

-And-

PIN (month and day of your birth date) For example, January 21 is 0121.

Tell us your plans

YES - I intend to enroll at SJSU for the Fall 2015 semester.

Your admission is good only for this term. You may not defer your enrollment to a later semester. You are not done until you complete steps two and three.

-OR-

NO - I will not attend SJSU for the Fall 2015 semester.

Your application will be withdrawn from further consideration.

STEP 2 of 3

Sign up for Transfer Orientation

<https://nextsteps.sjsu.edu>

Transfer Orientation is a mandatory, one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. There is a nonrefundable \$70 fee to attend.

You are required to attend the entire program. If you do not attend, or leave during any portion of the program, your admission will be withdrawn, and you will need to reapply for the next available term.

Please note there are no exceptions for missing deadlines. If you anticipate any problems completing any of the required steps above by May 1, contact nextsteps@sjsu.edu immediately!

STEP 3 of 3

Pay for Transfer Orientation

<https://nextsteps.sjsu.edu>

Once you choose an orientation session, you will be directed to pay the nonrefundable \$70 fee online via credit card. Three to five business days after submitting your payment online, you will receive an email receipt from nextsteps@sjsu.edu that confirms completion of the Next Steps Intent to Enroll process. Print and keep this for your records. You will refer to it when communicating with SJSU staff.

Your receipt will also be posted to your Next Steps account for your reference. If you do not receive this confirmation within five business days of submitting your payment, contact nextsteps@sjsu.edu

MANDATORY

Attend Transfer Orientation

<https://nextsteps.sjsu.edu>

Transfer Orientation is a mandatory, one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. **All admitted students must attend the entire program.** If you do not attend or leave during any portion of the event, you will be blocked from registering for classes and will not be able to attend SJSU in Fall 2015. Students who arrive late will not be allowed to attend the program. Guests are not permitted to attend Transfer Orientation. SJSU faculty and staff will:

- Discuss and explain key university services.
- Review what’s next before you start classes.
- Help you plan your academic schedule.
- Provide a General Education advising workshop.
- Explain SJSU Studies general education requirements and preparation for the Writing Skills Test (WST).

Please bring unofficial copies of all college transcripts, GE certifications, placement test scores, and other documents, if applicable. Your major advisor may ask to see these documents.

How do I register for Transfer Orientation?

Sign up during Step Two of the Next Steps Intent to Enroll process. Register and attend early for best class selection.

Transfer Orientation Session Dates

- Session 1 – Friday, April 10
- Session 2 – Friday, April 24
- Session 3 – Thursday, May 14
- Session 4 – Friday, May 29
- *Session 5 – Friday, June 26
- *Session 6 – Friday, July 17
- Session 7 – Friday, August 7

*Will take place only if the previous sessions have reached capacity.

Missed sessions will only be excused with documentation of a circumstance clearly beyond your control.

Is there a fee to attend?

Yes, there is a nonrefundable \$70 fee to attend.

Is attendance mandatory?

Yes, attendance is mandatory and you will not register for classes without attending Transfer Orientation.

What if I can’t attend?

Your admission will be withdrawn, and you will not be able to attend SJSU in Fall 2015. You must arrange your personal schedule to attend one orientation session.

Disability Accommodations

This event is wheelchair accessible. Individuals needing sign language interpreters, visual aids, or other accommodations should contact the Accessible Education Center at 408-924-6000 at least two weeks prior to your orientation date.

For more information, contact transfer.orientation@sjsu.edu or 408-924-2997.

IMPORTANT DATES AND DEADLINES

March 2015

Monday, March 2

Financial Aid priority application deadline

Tuesday, March 31

Cesar Chavez Day – campus closed

April 2015

Friday, April 10

TRANSFER ORIENTATION SESSION 1

Saturday, April 11

Admitted Spartan Day

Friday, April 24

TRANSFER ORIENTATION SESSION 2

Saturday, April 25

Writing Skills Test (WST)

May 2015

Friday, May 1

Intent to Enroll deadline

Housing priority application deadline

Monday, May 4

Fall 2015 Class Schedule goes live at <http://info.sjsu.edu/home/schedules.html>
Fall 2015 Registration appointments posted at <http://my.sjsu.edu>

Thursday, May 14

TRANSFER ORIENTATION SESSION 3

Monday, May 25

Memorial Day – campus closed

Friday, May 29

TRANSFER ORIENTATION SESSION 4

June 2015

Tuesday, June 2 – Sunday, August 16

Advance Registration for Fall 2015

Saturday, June 6

Writing Skills Test

Friday, June 26

TRANSFER ORIENTATION SESSION 5 (WILL TAKE PLACE ONLY IF THE PREVIOUS SESSIONS HAVE REACHED CAPACITY.)

July 2015

Friday, July 3

Independence Day Observed – campus closed

Saturday, July 4

Independence Day

Wednesday, July 15

Final transcripts/document deadline

Friday, July 17

TRANSFER ORIENTATION SESSION 6 (WILL TAKE PLACE ONLY IF THE PREVIOUS SESSIONS HAVE REACHED CAPACITY.)

Saturday, July 18

Writing Skills Test (WST)

August 2015

Friday, August 7

TRANSFER ORIENTATION SESSION 7

Sunday, August 9

International House – Contract Move-in Date

Saturday, August 15 – Wednesday, August 19

Housing: Campus Village apartments, classics, and suites open to all residents

Sunday, August 16

Fall 2015 Advance Registration closes at 11:59 p.m.
Last day to withdraw for 100% refund of Fall 2015 fees

Monday, August 17 – Wednesday, August 19

No registration activity on MySJSU

Wednesday, August 19

Fall Welcome Days kick-off event

Thursday, August 20

First day of instruction
Late add fee of \$25 assessed

Thursday, August 20 – Wednesday, September 9

Late Registration period (Registration via MySJSU starts after 7 a.m.)

September 2015

Tuesday, September 1

Last day to drop a class without a “W” grade

Monday, September 7

Labor Day – campus closed

Wednesday, September 9

Last day to add courses
Last day to submit Credit/No Credit (audit) grading option
Last day to submit instructor drops

Saturday, September 19

Writing Skills Test



Take the Writing Skills Test (WST)

<http://testing.sjsu.edu/wst>

It is highly recommended that you take the Writing Skills Test (WST) before enrolling at SJSU. If you have not taken the WST by the end of your first semester at SJSU, a registration hold will be placed on your student account, preventing you from signing up for courses in future terms.

All upper division (junior and senior level) students must pass the WST in order to register for SJSU Studies General Education courses. Failing to pass the test will delay your graduation, but will not affect your admission status. The WST is part of a CSU system-wide graduation requirement to assess your writing ability and determine whether further coursework in writing is required prior to graduation.

The WST is generally offered twice in the spring, summer, and fall. For the exact dates, and WST registration requirements, visit <http://testing.sjsu.edu/wst>

Department Placement Exams

Many new undergraduates in the Colleges of Science, Engineering, and Business need to take the Calculus Placement Exam prior to registration. For details, exemptions, and other criteria, visit sjsu.edu/math/calculus

To learn if you need to take a department placement exam, contact the department that oversees your degree program (major). View a listing of degree programs and their departments at <http://info.sjsu.edu/home/catalog.html>



SHARON HALL



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Register for Classes

<http://my.sjsu.edu>

Registration appointments will be issued beginning Monday, May 4. You will not receive an appointment until we have received and processed all requested documents. Advance Registration for Fall 2015 is Tuesday, June 2 – Sunday, August 16. Be sure to pay your fees by your due date or risk losing your classes.

Your registration appointment time, and any registration holds, will be posted to <http://my.sjsu.edu>

Read this information carefully. If you have no "holds," you may begin to register at your appointment time. Check online in View Enrollment Appointments for your start date/time. For more information see the "Register for Classes" section.



Pay Your Tuition and Fees

<http://my.sjsu.edu>

Fees are due after registering for your classes. Check your MySJSU account to see your payment due date. You have the option to pay in full or sign up for a payment plan. For details, visit sjsu.edu/bursar

Fee Payment Deadlines

After you register, log on to your MySJSU account to view the amount you owe and your payment due date.

SJSU does not send invoices to students. It is your responsibility to check your MySJSU account to keep current with your account. Failure to pay by the deadline will result in your classes being dropped.

Summary for one academic year	Undergraduate
Registration Fees*	\$7,324
Room and Board	\$13,101
Transportation	\$1,380
Miscellaneous/Personal	\$1,392
Books and Supplies	\$1,860
Total	\$25,057

* To maintain full-time student status, undergraduates are required to enroll in 12 units each semester. Nonresidents of California add \$372.00 per unit.

Fees Are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

Parking Fees

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.00.

Spartan Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. For more details visit sjsu.edu/bursar/services

Installment Payments

For payment plan options visit sjsu.edu/bursar/payment_refunds/installments/index.html

There is an enrollment fee to participate.

Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days earlier than a paper check. To enroll, login to MySJSU, scroll to Finances, and select Enroll in Direct Deposit. To learn more visit sjsu.edu/bursar

Final Documents and Transcripts

All supporting documents, including transcripts with coursework through Spring 2015, must be postmarked by **Wednesday, July 15, 2015**.

Transcripts: Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll. Please request that your school submit official transcripts electronically to SJSU. If you must submit transcripts by mail, the transcripts must be in a sealed, unopened envelope.

Test Scores: If you have taken the AP, IB or CLEP exams, please request that your official test scores be sent to SJSU.

PLEASE NOTE: COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED. Once submitted to SJSU, documents become the property of the university and cannot be released. Send transcripts to:

San José State University
Undergraduate Admissions
One Washington Square
San José, CA 95192-0016

After your documents have been submitted, it may take up to three weeks for your "To Do List" items on your MySJSU account to be updated. Avoid delays; apply early, and submit documents as soon as possible in the approved format.

You are responsible for keeping your MySJSU account current

SJSU has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university or its agent has the right to pursue collections in order to repay a delinquent debt owed to the university.

Frequently Asked Questions

What if I do not complete required courses or miss a deadline?

You will have your admission to SJSU revoked and your registration canceled. Failure to submit your transcript(s) will result in your application being withdrawn, even if you have signed up for housing and attended orientation.

What if I am taking courses required for admission this summer?

You may not use coursework from summer courses to complete admission requirements.

Can I defer my admission to another term?

No, your admission is good for one term only. If you wish to be considered for a later term, you must reapply for the next available term for which you meet the minimum requirements.

Remember...

You must complete all required courses in progress this spring to maintain your admission eligibility.

Important work in progress includes:

- Four basic skills courses; each course completed with a grade of "C" or higher
 - One course in oral communication
 - One course in written communication
 - One course in critical thinking
 - One course in college-level mathematics or quantitative reasoning (with intermediate algebra as a prerequisite)
- Successfully complete 60 transferable semester units (90 quarter units)
- Maintain an eligible GPA for admission

California Community College transfers

- Keep your own copy of the general education plan from your community college.
- Keep track of the courses you've completed to meet the GE requirements. Work with our Academic Advisors to choose SJSU courses to complete remaining courses.

Associate Transfer Degrees (AS-T/AA-T)

The plan to complete your degree at SJSU in 60 units assumes that you have passed the Writing Skills Test (WST) prior to enrollment in your first term.

You will be expected to attend the AS-T/AA-T workshop during mandatory Transfer Orientation.

- If you did not mark AS-T or AA-T on your application and you will graduate with one of these degrees by the end of the Spring 2015 term, send an email to admissions@sjsu.edu with your full name, SJSU ID and the major of your AS-T or AA-T.
- Learn more at adegreewithaguarantee.com

Register for Classes

What will I need to register for classes?

- A file of your SJSU admission information, including admission letter, grade reports, copies of transcripts from other colleges, placement test scores, and everything related to your enrollment.
- The Fall 2015 Class Schedule, which will be available at <http://info.sjsu.edu/home/schedules.html>
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at <http://info.sjsu.edu/home/catalog.html>

Do I need an appointment for registration?

- Yes, your registration appointment will be posted at <http://my.sjsu.edu>
- Sign in to MySJSU, navigate to Self Service > Enrollment > Enrollment Dates, then select a term to view your start date/time for your Enrollment. The SJSU Schedule of Classes has the specific class number codes and section numbers you'll need to register. Read the sections on registration carefully.

When will I get my registration appointment?

Registration appointments will be issued beginning **Monday, May 4, 2015**. You will not receive an appointment until we have received and processed all requested documents to verify your admission.

How do I register?

You register online via your MySJSU student account (You do not need to register in person). Sign in to MySJSU to register once you receive your registration appointment. Steps on how to register are available at http://my.sjsu.edu/students/student_tutorials/index.html

To view the steps, scroll down to "My Academics" and click on "Enroll in (Add) a Class".

Once I've registered, can I change my schedule?

- If your work or family obligations require you to alter your schedule, you may re-enter the system to make changes before the last day of Advance Registration.
- If a course you want is full, search for open sections using the registration system. Or, place yourself on the class waitlist. You are not guaranteed admission into waitlisted courses.

When is Advance Registration?

Tuesday, June 2 – Sunday, August 16. Be sure to pay your fees by your due date or risk the cancellation of your classes.

What if I forget to register during Advance Registration?

You may still register, but not until Thursday, August 20, the first day of instruction and Late Registration. Late registrants are assessed a \$25.00 late fee. After that date, the late registration fee increases depending on when you register. Late registration is on a space available basis: getting the classes you want may be very difficult.

Can I still get academic advising in Academic Advising and Retention Services if my transcripts have not been fully evaluated?

Yes. The advisors will advise you on general university expectations and graduation requirements, including general education course requirements. However, once you get your transcript fully evaluated by Admissions, you must meet with an Academic Advisor again to re-examine your general education checklist and progress toward degree completion because changes to your academic plan may have to be made. This is essential if you plan to graduate in a timely manner. Call AARS at 408-924-2129 to make an appointment after the third week of classes.

Registration Holds

Holds are electronic restrictions on your access to classes. Some common registration holds include:

Tests

You forgot to take the placement test, or it hasn't been scored and recorded yet. You must have required test scores on file at SJSU before you may register. Contact the Testing office at testing-office@sjsu.edu.

Transcript

You owe us a final transcript or verification of classes. You may lose all of your classes if you fail to turn in these records by the stated deadline. Contact the Office of Undergraduate Admissions office at admissions@sjsu.edu.

Prerequisites

You didn't take the necessary course to proceed to the next level of instruction. You may be blocked from this course until you show us (or the instructor) that you met the prerequisites.



Housing

Housing Options	Description	Rent*	Meal Plan**	Included in Rent	Contact
Campus Village Apartments – Building B “CVB”	High Rise: studios, three, four and five-bedroom units typically for transfers	\$13,302	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable	www.housing.sjsu.edu UHS-frontdesk@sjsu.edu 408-795-5600
Campus Village Suites – Building C “CVC”	High Rise: four-bedroom units typically for freshmen	\$13,336	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable	
Washburn, Hoover & Royce Halls “The Bricks” “The Classics”	Three-Story Building: traditional dorm typically for freshmen	\$11,476	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable	
Joe West Hall “The Classics”	High Rise: traditional dorm typically for freshmen	\$11,476	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable	
International House “I-House”	Large residence near campus with 70 U.S. and International students	\$13,386	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable	sjsu.edu/ihouse ihouse@sjsu.edu 408-924-6570

*Rent amounts are subject to change and are based on double occupancy, furnished units with a 10-month contract.

**Meal plans are required for all freshmen living in University Housing or the International House (I-House).

University Housing Services

www.housing.sjsu.edu

We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. Our living-learning communities help ease the transition to college life, serve as an extension of the classroom, and increase awareness of community responsibility. Located on the main San José State campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown.

Within the residence halls, we offer a variety of communities to bring students together who have similar interests. Programming is designed around student interests and often has a component tied to a SJSU academic department. Students who live on campus have the opportunity to get involved in social gatherings, cultural events, intramural sports, community service, and a wide range of other campus activities.

The Freshman Housing Requirement Priority Application deadline is **Friday, May 1, 2015**. To apply for University Housing visit www.housing.sjsu.edu to download a housing application and submit the following:

1. A completed online University Housing application
2. A \$50 nonrefundable application fee
3. A \$600 initial payment

Room/Apartment Assignment

We encourage you to complete the application and submit payments as soon as possible. If you are a freshman required to live on campus, you must complete your online application (electronically signed license agreement and \$50 application fee) and submit the \$600 initial payment by **Wednesday, April 1, 2015** to be included in the first round of housing assignments. You may also complete your online housing application and submit payments any time after this date as long as space remains available. Your room/apartment assignment will be made on a first-paid, first-served basis after April 1.

International House

sjsu.edu/ihouse

The International House is a co-ed residence for 70 U.S. and international students attending San José State. SJSU I-House is located nearby campus and is a large comfortable home featuring friendly interaction among students of many cultures. Residents represent approximately 25 countries. In general, residents range in age from 17 to 35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, and English language programs. As much as possible, roommates are matched according to compatible interests and personal habits. After the first semester at the International House, residents have the opportunity to choose a roommate and designate a preferred room.

I-House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. All furniture, utilities, TV, internet access and computer equipment, as well as use of a fully equipped kitchen, are included.

Students interested in living in the I-House must send a separate application directly to the I-House. There is no application fee. Applications are available at sjsu.edu/ihouse

Financial Aid

sjsu.edu/faso

Where to Apply for Aid

If you have not already applied for Financial Aid, file a FAFSA or CA Dream Act Application by **Monday, March 2, 2015** (fafsa.gov or caldreamact.org). Your financial aid file **must be completed**, with all requested documents on file by the Financial Aid Priority File Document Completion date, **Friday, May 29, 2015**, to receive a fee deferral and ensure timely processing of your award. Remember, you pay for any difference between your financial aid award and your actual fees.

Financial Aid Fee Deferrals

Financial Aid fee deferrals are temporary and are issued once all requested documents are submitted. Once a student has been approved for the fee deferral, they will see a “fee deferral” indicator on their MySJSU account. A financial aid fee deferral will hold classes and delay the payment of registration fees only while the financial aid process is completed. All financial aid fee deferrals will expire **Thursday, August 27, 2015**. At that time, fees must be paid by the set deadlines regardless of your financial aid status.

Financial Aid and Housing

Financial Aid students with a fee deferral should understand that the fee deferral is for enrollment fees only and **does not apply to housing charges**.

Housing Payment Extension

Financial Aid students may request an extension of their housing charges if they meet certain criteria. Housing extensions will only be approved for students who have a minimum of \$10,000 in financial aid (grants and accepted loans only, work study cannot be used and is excluded). This still may not be enough to cover all housing charges.

To find out if you qualify for a housing extension, call University Housing Services at 408-795-5600. Once a student has an approved housing extension, they will see a “housing extension” indicator on their MySJSU account and can be assured that housing fees are not currently due. If this indicator is not on the student MYSJSU account, all housing fees are due by the posted due date.

Accessible Education Center (AEC)

The Accessible Education Center provides academically related services for students with disabilities. To qualify, students must register and create a confidential file with the AEC to receive a wide spectrum of services based on their own individual needs.

Services include, but are not limited to: Consideration for priority registration, note takers, readers, sign language interpreters/captioners, test accommodations, academic counseling, general education advising and hands-on training with adaptive technology. Students should provide the AEC with disability verification as soon as possible after applying to SJSU. It is important to make an appointment with the center at 408-924-6000 for review of specific needs prior to registering for classes.

Student Code of Conduct

Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, and online at sjsu.edu/studentconduct/policies/

Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90-5). Students are encouraged to consult the Student Responsibilities and Rights (<http://info.sjsu.edu/web-dbggen/narr/static/catalog/studentrights.html>) section of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth, as well as review important university policies and procedures (<http://info.sjsu.edu/static/catalog/policies.html>) every student at SJSU is responsible for knowing and upholding.

Checklist

MANDATORY

- Complete the Next Steps Intent to Enroll process at <https://nextsteps.sjsu.edu> by 11:59 pm (Pacific Standard Time) on **Friday, May 1, 2015**
- Attend Transfer Orientation
- Complete your work in progress
- Check your “To Do List” in your MySJSU student account
- Have your school send official transcripts (electronically if possible) by **Wednesday, July 15, 2015**

IMPORTANT

- Sign up for and take the Writing Skills Test (WST)
- Read the SJSU Catalog at <http://info.sjsu.edu/home/catalog.html>
- Read the SJSU Class Schedule at <http://info.sjsu.edu/home/schedules.html>
- Like SJSU Enrollment Services at facebook.com/SJSUEnrollment
- Follow SJSU Enrollment Services on Twitter @SJSU_ES
- Read SJSU's Students Rights and Responsibilities
- Read SJSU's Student Code of Conduct

Immunization

As a new student, you will need to provide proof of Measles and Hepatitis B immunizations prior to enrollment. If you don't have documentation, go to the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to the Student Services Center or fax them to 408-924-2077.



SHARON HALL, ES-ENT-0215-V1

SJSU | STUDENT AFFAIRS

ENROLLMENT SERVICES
Office of Admissions and Outreach

San José State University
One Washington Square
San Jose, CA 95192
408-924-1000
sjsu.edu

 [facebook.com/SJSUEnrollment](https://www.facebook.com/SJSUEnrollment)

 [@SJSU_ES on Twitter](https://twitter.com/SJSU_ES)

 [@SJSU_ES on Instagram](https://www.instagram.com/SJSU_ES)

Non-Discrimination Policy:

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, genetics or veteran's status. This policy applies to all SJSU students, faculty and staff programs and activities. Questions regarding this policy should be directed to the director of the Office for Equal Opportunity, 408-924-2250. Learn more at sjsu.edu/hr/about_us/hr_directory/eo_unit/title_ix/

Cover photo by Dan Liberty
Photo of Diana Busaka by Sharon Hall
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On the cover: Andrew Rodgers
Biological Sciences

Contacts

For a complete campus directory of faculty, staff and departments, visit sjsu.edu/directory

Accessibility

All San José State classes are wheelchair accessible. If you have other needs regarding accommodations, please contact the Accessible Education Center.
sjsu.edu/aec
aec-info@sjsu.edu
408-924-6000 voice/408-924-5990 TTY

Admission

sjsu.edu/admissions
admissions@sjsu.edu
408-283-7500

Advising

sjsu.edu/aars
academic.advising@sjsu.edu
408-924-2129

Athletics

sjsupartans.com

Bookstore

spartanbookstore.com
408-924-1800

Class Schedules

<http://info.sjsu.edu/home/schedules.html>

Fees and Tuition (Bursar's Office)

Payments and Refunds
sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Financial Aid and Scholarship Office

sjsu.edu/faso
fao@sjsu.edu
408-283-7500

Housing

www.housing.sjsu.edu
uhs-frontdesk@sjsu.edu
408-795-5600

International House (I-House)

sjsu.edu/ihouse
ihouse@sjsu.edu
408-924-6570

Maps/Directions to SJSU

sjsu.edu/about_sjsu/visiting/campus_maps/directions

Orientation (Transfer)

transferorientation@sjsu.edu
408-924-2997

Parking

Purchase parking permits online only
sjsu.edu/parking

Registration (Office of the Registrar)

sjsu.edu/registrar
registrar@sjsu.edu
408-924-5680

Testing Office

<http://testing.sjsu.edu>
testing-office@sjsu.edu
408-924-5980

Tours of SJSU

youvisit.com/tour/sjsu (virtual tour of campus)
sjsu.edu/soar
outreach@sjsu.edu
408-924-2786

Transportation Solutions

<http://as.sjsu.edu/asts>
transportation@sjsu.edu
408-924-7433

Tuition and Fees (Bursar's Office)

sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Tutoring and Mentoring Services

Peer Connections

<http://peerconnections.sjsu.edu>
peerconnections@sjsu.edu
408-924-2587

Veterans

sjsu.edu/veterans/
408-924-6299



Diana Busaka
Occupational Therapy