## **Enrollment Process (CoE)**

Alerie Flandez | November 21, 2019 Communication Departments place hold via email Advising tools: **Course Catalog** MyPlanner MyProgress Advisor Who to How to **Flowchart** How to make see for Roadmap remove hold appt./see hold reoval advisor Hold removed How to How to How to search for view egister for enrollment classes / use courses MvScheduler date Enrolled? Νo Time Requisites Registration Department Class full Unit Cap Repeat not met Conflict Hold Consent Math and course conflicts simultaneous First-time repeat Physics wait until with another enrollment in courses have class is full; must meet with Unit limit policies grades post time; fill out lab/workshop later enrollment requires major advisor to and dates **Time Conflict** before students needed (i.e. date; check permission code remove hold can register for memo MATH 30W) registrar calendar these courses Physics and CE Physics requires must complete depts. require Prerequisites not an add code for requirements to google form variable waitlist first-time repeats: posted on remove probation submission for add unit limit fill out request account holds codes/priority form on status http://physics.sjsu.edu/ Posted Math and prerequisites Physics wait until must meet with grades post no clear waitlist don't have **Guided Pathways** procedure for first specific before students advisor to day of classes course-to-course can register for remove hold articulation MATH/PHYS Petition needed student waitlisted for Must fail WST for 2nd or more a course that already has a course once in order to repeat; go to Other Holds enroll in **Under Grad** during that time; will LLD100A Admissions page not be automatically enrolled for form ENGR 100W prerequisites: passing score on WST/LLD100A/ ENGL 100a and upper division Advisor / department actions standing Student actions Upper division Knoweldge needed to perform action standing system error: required; Less Enrollment errors on MySJSU registrar@sjsu.edu than 60 units petition Registration error information