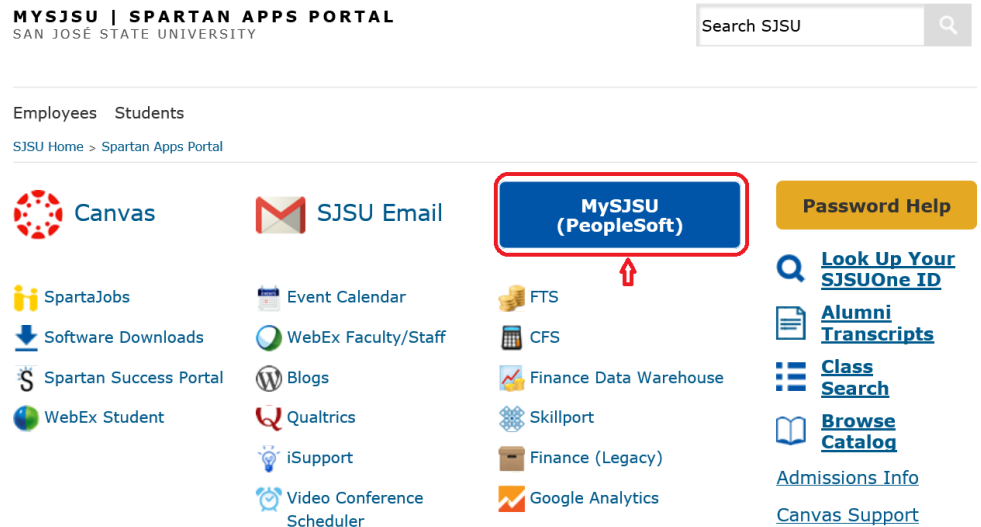


Overview

This guide shows how to select a term for **SJSU Open University** as a Continuing Student.

The MySJSU homepage displays.

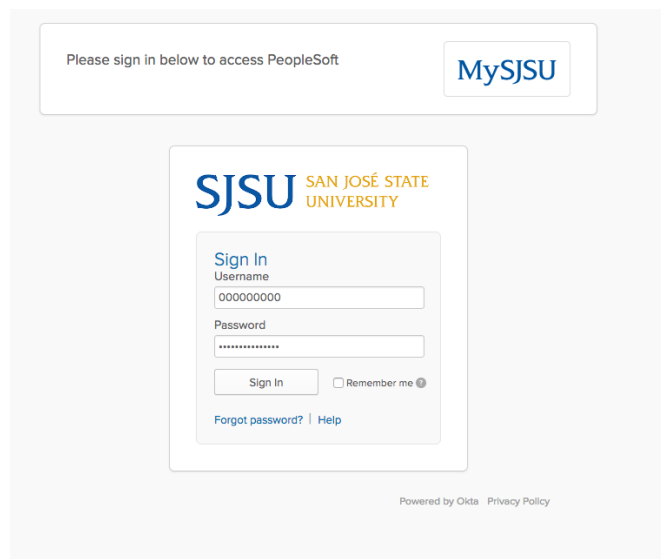
1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **MySJSU** button.



The Login page displays.

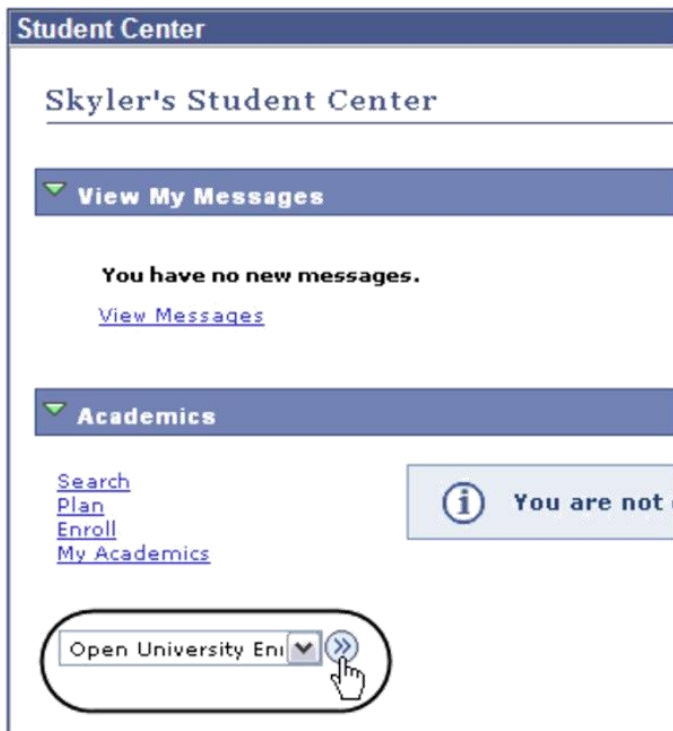
3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.



The Student Center page displays.

5. Select **Open University Enrollment** from the Academics dropdown menu.
6. Click **Go**



The Enroll in Open University Classes page displays.

7. Select **Program** and **Term** from the dropdown menus.
8. Click the **Submit** button.



Enroll in Open University Classes

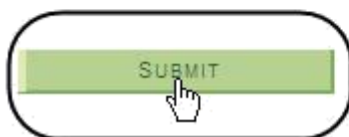
Skyler Spartan

Open University classes are available for members of our community who are not actively seeking a degree from San Jose State University. For more information, please [visit the Open University website](#).

If you are actively seeking a degree, please return to the Student Center and click the "Add a Class" link to begin the registration process.

*Program to Enroll:

*Term:



[RETURN TO STUDENT CENTER](#)

The Congratulations page displays.

9. Click the **Enroll in Classes** button.



Congratulations!

Skyler Spartan

You have just activated yourself as an Open University student.

You are now eligible to enroll in Open University classes. Click the button below to select your Open University classes.

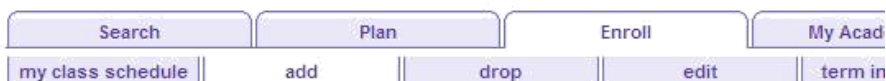


The Select Term page displays.

10. Select the radio button that corresponds to the **term** you want to enroll in.
11. Click the **Continue** button.

Skyler Spartan

go to ...



Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2009	Undergraduate	San Jose State University
<input type="radio"/>	Winter Session 2010	Undergraduate	San Jose State University
<input type="radio"/>	Spring 2010	Undergraduate	San Jose State University
<input type="radio"/>	Spring 2011	Undergraduate	San Jose State University
<input checked="" type="radio"/>	Spring 2012	Undergraduate	San Jose State University

CONTINUE

The Add Classes page displays.

Note: For step by step directions on how to add a class, refer to the help tutorials located in the Students section of MySJSU.

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | San Jose State University [change term](#)

Add to Cart:

Search for Class

Enter Class Nbr

Class Search [search](#)

..... OR

[enter](#)

The screenshot shows a web interface for adding classes. At the top, there's a header 'Add Classes' with a progress indicator showing three steps, with the first step '1. Select classes to add' being active. Below the header, there's a sub-header '1. Select classes to add' and a paragraph of instructions. The main content area shows the current term 'Spring 2012 | Undergraduate | San Jose State University' and a 'change term' link. Below this is a search section titled 'Add to Cart:'. It contains two search methods: 'Search for Class' and 'Enter Class Nbr'. The 'Search for Class' method has a text input field labeled 'Class Search', a dropdown arrow, and a green 'search' button. The 'Enter Class Nbr' method has a text input field and a green 'enter' button. A blue horizontal bar is visible below the search section.