

Faculty FAQs

Waitlists and Enrollment processes for Fall 2021

University Policy [F20-1](#) governs the processes for adding classes after advance registration.

1. How will students add classes after the semester starts?

Waitlists will remain active for the first 9 days of the semester, through 11:59pm Friday, August 27, 2021. For most classes, students will be able to enroll directly if the class has seats, and join a waitlist if it is full. Students on the waitlist will be automatically added to a class if a seat becomes available, up to the enrollment cap. Starting on August 28th, all students will need a permission number to add a class.

2. Can I still give out permission numbers (add codes)?

Yes. Even though waitlists are active, faculty will be able to give permission numbers to students at any point. Permission numbers will override the course enrollment cap, so they should be given out with care.

Learn more about [permission numbers](#).

3. Will keeping the waitlist active cause my course enrollment to exceed the cap?

The waitlist will add students automatically, **up to the enrollment cap**. However, **permission numbers** given out by faculty will allow students to add the course, even above the enrollment cap. Faculty should therefore give out permission numbers with care while the waitlists are active (through August 27th). Starting August 28th, all students will need a permission number to enroll in a course.

4. How will graduating seniors be given priority?

We are no longer issuing “graduating senior cards.” Waitlists are reordered on a daily basis (at 8:00 a.m. and 8:00 p.m.) to move undergraduate students who have applied for Fall 2021, Spring 2022, and Summer 2022 graduation to the top of the waitlists, with priority given to the earlier graduation terms. Graduate students who have an approved candidacy form on file, and have completed at least 21 units, will also be moved to the top of waitlists.

5. Do students receive notification when they are moved from a waitlist into a class?

Yes, students receive a message in MySJSU. When a seat becomes available, the next student on the waitlist will be automatically moved into the class. Students will then see the class listed in the Student Center in MySJSU and their Canvas dashboard.

6. Will I be notified when a student is moved from the waitlist into my class?

Yes. Beginning in Fall 2021, instructors will receive an email message informing them when any students have been enrolled in their classes from the waitlist during the first 9 days of the semester. Faculty are encouraged to reach out to these students to inform them of any important messages or assignments they may have missed.

7. How can students on the waitlist get access in CANVAS to attend an online class so they don't fall behind?

Faculty have the option to make their Canvas courses temporarily visible to all SJSU students, allowing students who are not enrolled to attend and not fall behind. If faculty are using Zoom, students will be able to access the link through Canvas. Instructions on this process are available on the [Teach Anywhere](#) website (see [Canvas Course Visibility](#)).

8. Can I still use the Instructor Drop process?

Yes. Please review the new Instructor Drop policy [S20-9](#). The Fall 2021 deadline for Instructor Drops is September 8th.

9. I gave a student a permission number and they are still not able to enroll in my class. What should they do?

Students may not be able to use a permission number if the number is incorrect, if they have not met course prerequisites, or in other unique circumstances. First, instructors can double-check that the permission number is valid and correct for the specific section of the class. If that does not resolve the issue, students may contact the [Registrar's Office](#) by phone, live chat, email, virtual or in-person appointment, if they are having problems using a permission number to enroll.

10. How will this work for Open University students?

Open University students may register for classes starting the first day of the semester (August 19th). If a class has open seats, they can simply enroll. If the class is full, they can add themselves to the waitlist and will be automatically added if a seat becomes available. Open University students will be moved to the end of the waitlist automatically, to give priority to matriculated students. Starting August 28th, Open University students will require a permission number to enroll, as will matriculated students.

NOTE: Open University students must activate their One.SJSU account to be able to enroll in classes and access Canvas. Students may contact the College of Global and Professional Education with questions about [Open University](#) registration.