Office of the Registrar
Fall 2021 Registration Bulletin

This communication contains information pertaining to the Fall 2021 registration deadlines, permission numbers, Audit option and Instructor drops.

- **Thursday, August 12:** Undergrads that are repeating a class for 3rd or more times may submit multiple repeat forms.

- **Monday, August 16:** Advance Registration via MySJSU ends at 11:59 PM. There will be NO registration activity, whatsoever, for students from Tuesday, 8/17 through Wednesday, 8/18 to allow for internal processing.

- **Monday, August 16:** One.SJSU activation for new Open University students or students returning from LOA after one year of absence

- **Tuesday, August 17:** Faculty email notification for Automated Waitlist process starts on Aug. 17 at 1:00AM, and then at the end of the day from August 19 through August 27.

- **Wednesday, August 18:** Your Class Roster Is “Clean”. Beginning 8 AM, login into faculty self-service, and your class roster will show all students who were automatically dropped and added. **Passwords expire every 180 days so don’t wait till the first day of instruction to look at or print your class rosters.**

- **Thursday, August 19 – Wednesday, September 8:** Late Registration Period.
  - Regular and Open University students can register via MySJSU beginning at 7AM.
  - If there are time conflicts, see special notes below.
  - Open U graduate students must use the Open U registration form.
    - [sjsu.edu/openuniversity/academic/forms/](sjsu.edu/openuniversity/academic/forms/)

- **Tuesday, August 31:** Last day to drop a class without a “W” grade.

- **Wednesday, September 1:** Late drop petition required
  - Undergraduates: go to [AARS Forms page](https://www.sjsu.edu/registrar/forms/)
  - Graduates: go to [GAPE Forms page](https://www.sjsu.edu/registrar/forms/)

- **Wednesday, September 8:** Last day to add, change to Credit/No credit/audit option, and submit Instructor Drops.

- **Thursday, September 9:** Late enrollment petition required
  - September 9 through 16: Use Pre-census Late enrollment form to add a class.
  - September 17 and through November 12: Use Post-census Late Enrollment form to add classes.
  - Both forms will be available on the [Registrar Forms page](https://www.sjsu.edu/registrar/forms/) beginning September 9.

- **Thursday, September 16:** Enrollment Census Date. After this date, Adds will not be included in the Chancellor’s Enrollment Report (non-FTEs).

**Special Notes:**

**Automated Waitlist:** Waitlists will be reorganized to give priority to graduating seniors and graduate students per [University Policy F20-1](https://www.sjsu.edu/policies/f20-1). Students on the waitlist will be automatically added to a class if a seat becomes available, up to the enrollment cap.

**Time Conflicts:** Permission numbers cannot override time conflicts. Instructors must provide a letter on department letterhead, indicating that the student will be accommodated. Send all Time Conflicts to [records-regist@sjsu.edu](mailto:records-regist@sjsu.edu).

**AUDIT option:** If an instructor permits a student to take a class on an “Audit” basis, the student must enroll in the class and submit a Credit/No Credit/Audit option form by the add deadline. **An audit class cannot count towards enrollment status for financial aid eligibility.** Forms can be found at [sjsu.edu/registrar/forms/](https://www.sjsu.edu/registrar/forms/). Send completed form to [records-regist@sjsu.edu](mailto:records-regist@sjsu.edu)

**Instructor Drops:** Submit Instructor Drops by the last day to add – Tuesday, September 8. Look for the instructions at the [Instructor Drop Procedure page](https://www.sjsu.edu/registrar/forms/).

For inquiries, contact: registrar@sjsu.edu or visit our staff directory.