

## 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/](https://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](#)
  - Graduates: go to [GAPE Forms page](#)
- **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](#) 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](#). 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://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](#).

For inquiries, contact: [registrar@sjsu.edu](mailto:registrar@sjsu.edu) or [visit our staff directory](#).