August 10, 2021

Subject: Fall 2021 Registration Reminders

To: Campus Community

A. Registration Information

1. Fall 2021 Waitlist Process

For the Fall 2021 semester, faculty email notification will start on August 17 at 1:00am, and then from Aug, 19 through Aug. 27 at the end of the day. Waitlists will be kept active for the first 9 days of the semester, through August 27th. In alignment with University Policy F20-1, waitlists are reordered on a daily basis so that graduating undergraduate and graduate students are moved to the top of waitlists. Each day after the waitlists are reordered, students will be pulled off waitlists to fill seats until the class capacity has been met. Please note that faculty will be able to give permission numbers to students at any point, even while waitlists are active. Add codes will override the course enrollment cap and allow enrollment over those on the waitlist so they should be given out with care.

https://www.sjsu.edu/registrar/registration/enrollment-limit-waitlist.php

2. Enrollment Cancellation FAQs -New! Just Published today

Enrollment cancellation for non-payment of tuition and fees ran on Monday, August 9th. In case you get students inquiring what they need to do about their disenrollment, please point them to the Enrollment Cancellation FAQs on the Registrar’s website. Enrollment Cancellation FAQs

3. Open University Registration

a. New! One.SJSU.edu Activation

The activation of the One.SJSU for Open university students will begin a few days before classes start, Monday, August 16 at 9:00AM. Students will be able to register right on the first day of classes once they are activated. The instructor will have the ability to add the student into CANVAS. More detailed information about this new process will be posted on the CPGE website by Friday afternoon, August 13.

b. Open U Registration Form

Below are snapshots of the changes made in the Open University Registration form in the hope that students better understand when to use and submit this form. Students can waitlist themselves on their MYSJSU. Likewise, we’ve added a tool tip for the instructors when they sign off on the form. Also, we would like to remind faculty to read their inbox mail for DocuSign registration/enrollment forms that need to be signed/approved. We get numerous frantic calls from students inquiring about their forms although students can check the progress themselves.

1. Additional note for the students before they start filling out the form.
2. For the Instructors selecting their Yes or No decision and signing, a tooltip will popup.

4. Registration Bulletin

The Fall 2021 Registration Bulletin is now published on the Faculty/Staff Pages on the Registrar’s website. For easy reference to deadlines pertaining to registration and related protocols, please refer to this page. Fall 2021 Registration Bulletin
B. Automated FERPA Release Form on MySJSU

In spring semester 2021, we launched a new process for students to grant permission to school officials to disclose their student information to their designated person such as their parent or legal guardian. This automated process replaced the paper form of the FERPA Release form that a student would need to complete in various offices.

Staff that are designated as ‘school officials’ and who currently have view access to academic records will have access in Peoplesoft to view the Authorization to Release page. You can look up the staff/faculty guide on how to view student's authorization to release designee(s). If you have basic access to student records, you will be able to view the student's authorization. All this information is available on the Faculty & Staff: Registrar Updates page.

Please remove any FERPA Release forms that you might have published on your respective websites. It is highly recommended that you provide the link to our FERPA page.

Feel free to share this communication to all of your departments.

Thank you.

Sincerely,

Marian Yao, MBA
University Registrar & FERPA Compliance Officer