

Office of the Registrar Fall 2022 Registration Bulletin



- This communication contains information pertaining to the **Fall 2022** registration deadlines, permission numbers, automated waitlist, time conflict, audit option and instructor drops.

- **August 12, Friday:** Undergrads that are repeating a class for 2 or more times may submit multiple repeat forms. Form available at [Registrar Forms page](#).
- **August 16, Tuesday:**
 - **Advance Registration ends at 11:59 PM.**
 - Activation in One.SJSU opens for new Open University students start.
- **August 17, Wednesday: Thursday, August 18: There will be NO registration activity** for students.
- **August 18, Thursday:** Your Class Roster Is “Clean”. Beginning 8:00 AM, log in to faculty self-service. Your class roster will show all students who were automatically dropped and added, as well as those on waitlist. **Passwords expire every 180 days so don’t wait till the first day of instruction to look at or print your class rosters.**
- **August 19 – September 15: Late Registration Period.**
 - Regular and Open University students can register via MySJSU beginning at 7 AM on Fri., Aug. 19.
 - Open U graduate students must use the [Open U registration forms](#).
- **August 27, Saturday:** Waitlist ends
- **August 28, Sunday:** [Permission number](#) required to add a class
- **September 15, Thursday:**
 - Last day to drop a class without a “W” grade
 - Last day to add
 - Last day to change grading option to Credit/No Credit/Audit
 - Last day to submit Instructor Drops
- **September 16, Friday: Enrollment Census Date. Adds after this date will not be included in the Chancellor’s Enrollment Report (non-FTEs).**
- **September 17, Saturday:**
 - Post-Census Late enrollment petition required for adding. Form available at [Registrar Forms page](#)
 - Late Course Drop/ Semester Withdrawal required for dropping. Form available at [Undergraduate Education Petitions page](#).

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. Students need to submit a Time Conflict Consent Request (DocuSign). See [Time Conflicts page](#).
- **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. **Classes taken on an Audit basis do not count toward enrollment status for financial aid eligibility.** DocuSign forms can be found at [Registrar's Forms page](#).
- **Instructor Drops:** need to be submitted by the last day to add – Thursday, September 15. instructions are available on the [Instructor Drop Procedure page](#).

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