

April 12, 2022

Hello Colleagues,

As we prepare for the Fall 2022 semester, I would like to share with you some information related to the Advance registration period.

A. Breakdown of Enrollment Appointment times

Attached is a copy of the Fall 2022 Enrollment Appointment times. Please share this with your respective staff members who need to know.

B. Enrollment Limit Messages

Last week, information about the enrollment limits for advance registration was sent via Marketo to undergraduate and graduate students respectively.

Attached in your email are copies of messages sent to eligible to enroll students about the enrollment unit requirements. The message was sent to 21,629 undergrads and 7230 graduate students, respectively. Please check the Registration page on our website for Registration Basics, Common registration issues, etc.

<https://www.sjsu.edu/registrar/registration/registration-basics.php>

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

C. Incomplete Grade Notification for Spring 2021 and prior terms

On March 24, 2022, a notification was sent to 391 students about the outstanding Incomplete grades earned in Spring 2021 and prior terms. Please note about the revised Incomplete extension form which is now on DocuSign. <https://www.sjsu.edu/registrar/forms.php>

D. New PS code for graduation date changes

We just launched a new PS code for graduation date changes. With this, we are now able to track graduation date changes.

The new code is:

PROGRAM ACTION: **DATA**

ACTION REASON: **DGDC**

**Example:**

↳ \*Program Action  Data Change  
Action Reason  Student-Graduation Date Change  
Academic Institution  San Jose State University

Please disseminate this information with your respective offices.

Thank you.

Marian Yao, MBA  
University Registrar & FERPA Compliance Officer