



## Office of the Registrar Spring 2021 Registration Bulletin

This communication contains information pertaining to the **Spring 2021** registration deadlines, permission numbers, audit option, and instructor drops.

- **Wednesday, January 6:** First time repeaters enrollment starts at 9 AM.
- **Monday, January 18:** Undergrads repeating a class for 3 or more times may submit multiple repeat forms via DocuSign.
- **Sunday, January 24: Advance Registration via MySJSU ends at 11:59 PM. There will be NO registration activities for students from Monday, 1/25 through Tuesday, 1/26 to allow for internal processing.**
- **Monday, January 25:** Your Class Roster Is “Clean”. Beginning 8 AM, login into faculty self-service. Your class roster will show all students automatically dropped and added. **Passwords expire every 180 days. Do not wait until the first day of instruction to look at or print your class rosters.**
- **Wednesday, January 27 – Monday, February 15: Late Registration Period.**
  - Regular and Open University students can register via MySJSU beginning at 7 AM.
  - Time conflicts require a memo, see special notes below.
  - Open U graduate students must use the [OU registration form](#).
- **Monday, February 8:** Last day to drop a class without a “W” grade.
- **Tuesday, February 9:** Late drop petition required
  - Undergraduates: go to [AARS Forms page](#).
  - Graduates: go to [GAPE Forms page](#).
- **Monday, February 15:** Last day to add, change to Credit/No credit/audit option, and submit Instructor Drops.
- **Tuesday, February 16:** Late enrollment petition required
  - February 16 through February 23: Use Pre-census Late enrollment form to add a class.
  - February 24 and through April 22: Use Post-census Late Enrollment form to add classes.
  - Forms will be available on the [Registrar Forms page](#)
  - **Tuesday, February 23: Enrollment Census Date. After this date, Adds will not be included in the Chancellor’s Enrollment Report (non-FTEs).**

### Special Notes:

**New Automated Waitlist Process:** Waitlists remain active until Thursday, February 4th (11:59 p.m.) for most classes. Waitlist will be reorganized to give priority to graduating seniors who have applied for graduation. Students on the waitlist will be automatically added to a class if a seat becomes available, up to the enrollment cap. Starting February 5, all students will need a permission code to add a class. Faculty will be able to give permission numbers to students at any point. Add codes will override the course enrollment cap. See [more details](#) and [FAQs for faculty](#).

**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. Forms can be found at [Registrar Forms page](#).

**Instructor Drops:** Submit Instructor Drops by the last day to add – Tuesday, September 8. See [the instructions](#).

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