



## Office of the Registrar Spring 2023 Registration Bulletin

This communication contains information pertaining to the **Spring 2023** registration deadlines, permission numbers, automated waitlist, time conflict, audit option and instructor drops.

- **January 4, Wednesday:** Repeaters may enroll.  
**New!** Students repeating a class for the second or more times (i.e. attempting a class for the third time) or repeating in excess of 28 units must first submit the [Petition for a Repeat Exception](#) (DocuSign). Once approved and processed, students will receive a notification that they may enroll in the class or add themselves to the waitlist if the class is full.
- **January 22, Sunday:**
  - **Advance Registration ends at 11:59 p.m.**
- **January 23 - January 24, Monday - Tuesday:** There will be **NO** registration activity for students.
  - Jan. 23 at 8 a.m.: Activation in One.SJSU opens for new Open University students
- **January 24, Tuesday:** Your Class Roster will be “Clean” after noon. 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.
- **January 25 – February 20: Late Registration Period.**
  - **January 25, Wednesday**
    - Regular and Open U students can register via MySJSU beginning at 7 a.m.
    - Open U graduate students must use the [Open U registration form](#).
  - **February 2, Thursday:** Waitlist ends
  - **February 3, Friday:** [Permission number](#) required to add a class
  - **February 20, Monday:**
    - Last day to submit Instructor Drops
    - Last day to add
    - Last day to change grading option to Credit/No Credit/Audit
    - Last day to drop a class without a “W” grade
- **February 21, Tuesday: Enrollment Census Date. Adds after this date will not be included in the Chancellor’s Enrollment Report (non-FTEs).**
- **February 22, Wednesday:**
  - 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 an [Audit option](#) form by the add deadline. **Classes taken on an Audit basis do not count toward enrollment status for financial aid eligibility.**
- **Instructor Drops:** Need to be submitted by the last day to add – Monday, February 20. Instructions are available on the [Instructor Drop Procedure page](#).

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