

May 28, 2021

Subject: Spring 2021 Grading Information, Fall & Summer 2021 Registration Information

To: Department Chairs and Associate Deans

I would like to share a number of updates regarding the Spring 2021 Grading process, and the Summer/Fall 2021 Registration, respectively.

A. Spring 2021 Grading Information

1. Not Reviewed Grade Rosters Report

Attached is the first report of the Not Reviewed Grade Rosters for Spring 2021 as of 10 o'clock this morning.

Below are the totals:

- Regular Session:
 - Total grade rosters - 5497
 - Total "Not Reviewed" as of 5/28 – 2596
- Special Session:
 - Total grade rosters - 352
 - Total "Not Reviewed" as of 5/28 - 59

2. New! Grade Processing FAQs

For this grading cycle, we have added the Grade Processing FAQs that would address your questions about the Grade Roster, Incomplete Contract, and Adding/Replacing Instructor of Record in the grade roster. We often get these questions, so faculty should refer to these FAQs. Feel free to give us some feedback or questions so we can add them to the list if needed.

Here's the link to the Grade Processing FAQs in the grading page on our website.

<https://www.sjsu.edu/registrar/faculty-staff/grading.php>

3. Spring 2021 Grading Modifications FAQs

For the detailed application of the spring 2021 Grading modifications, please refer to the Grading Modification FAQs, that was updated 5/24/2021.

<https://www.sjsu.edu/registrar/faculty-staff/grading.php>.

4. Spring 2021 Grading Bulletin

As a reminder, please refer faculty to the Spring 2021 Grading Bulletin for the preliminary and final submission deadlines, and the dates when the Registrar's Office mass posts the final grades in Approved status; Navigation tutorials, Password information, etc.

https://www.sjsu.edu/registrar/docs/Spring2021_GradingBulletin.pdf

B. Registration Information

1. Fall 2021 Waitlist Process Updates:

For the Fall 2021 semester, 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 so they should be given out with care.

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

2. Open University Registration form (Summer 2021)

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.

PowerForm Signer Information

Dear Student,

This form is to get permission from instructor(s) to be added to the class. If you wish to waitlist for the class, please refer to <https://www.sjsu.edu/registrar/registration/enrollment-limit-waitlist.php#Waitlist>.

Please follow the INSTRUCTIONS below to complete the Open University Registration form for Summer 2021. Incomplete form or form not completed correctly will be denied.

1.) Submission Requirement:

- a.) Use this form only if you are non-matriculated student (never attended, have not attended more than 2 terms, or disqualified).
- b.) Use this form only before the add deadline for each term.

Check Open University Calendar for important deadline(s):

2. For the Instructors selecting their Yes or No decision and signing, a tooltip will popup

The image shows two screenshots of the registration form. The top screenshot shows a tooltip that appears when the instructor selects 'Yes' for a class. The tooltip text is: "Required - Select Yes or No. Yes means you are authorizing student to be added even if the class is full. - Yes". The bottom screenshot shows the same form with the tooltip still visible, but the instructor has selected 'No'.

Form Fields: Term: Summer Fall Winter Spring Year: _____

Reminder: You must enter classes in the same order you entered the instructor(s) as signer(s) from the previous step. If you missed any signer(s), you must start a new petition.

1) 5-digit Class #	Subj	Units	Meeting Days	Time	Related Activity	Related Lab	Related Seminar
Enter class #1?		Yes No					

Approver: Yes No Full Name _____ Sign _____ Instructor Signature _____ Date 5/28/2021

2) 5-digit | Subject/Department/Catalog # | Section/Units | Meeting | Time | Related | Related | Related

Please share this communication with your departments, faculty and staff who need to know this information. This is an unusually long email but I hope that this would be useful to faculty and staff in understanding the grading process and recent changes to the Fall 2021 waitlist and the Summer 2021 Open University Registration form.

Thank you and the next update would be on Tuesday, June 1.

Hope you all have an enjoyable Memorial Weekend.

Sincerely,

Marian Yao, MBA
University Registrar & FERPA Compliance Officer