

SAN JOSÉ STATE UNIVERSITY

Steps to Enrollment

TRANSFERS | FALL 2021



SJSU | STUDENT AFFAIRS

ENROLLMENT MANAGEMENT | STUDENT OUTREACH AND RECRUITMENT

One Washington Square | San José, CA 95192 | 408-283-7500 | sjsu.edu



SJSU'S OFFICIAL MASCOT
IS THE SPARTAN

STAY COMMITTED TO THE PROCESS

There are consequences if you miss deadlines. Deadlines are very important and are in place to help you through the enrollment process. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. To prevent this from happening, sign in to your MySJSU student account (one.sjsu.edu) every few days and thoroughly read any messages, "To Do List" items, or posted deadlines and take the requested action as soon as possible.

IMPORTANT INFORMATION ABOUT COMPLETING THE STEPS TO ENROLLMENT

Although the steps are presented in numerical order, keep in mind that you may not necessarily complete all of these steps in the order that they are presented. Refer to your MySJSU student account for specific deadlines and tasks that need to be completed to ensure your enrollment.

Congratulations on Your Admission!

We are excited to welcome you to San José State University, the founding campus of the California State University (CSU) system. Please know you still have steps to take to stay admitted and officially enroll for Fall 2021, which are outlined in this guide.

Checklist

Mandatory

- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Daylight Time) on **Saturday, May 1**
- Sign up for Virtual Transfer Orientation (Mandatory)
- Pay your nonrefundable Enrollment Deposit
- Register for Classes
- Pay Your Tuition and Fees
- Complete Spartan Link Online Pre-Orientation prior to attending mandatory Transfer Orientation
- If coming from another school in the U.S., submit the SJSU Transfer In Form
- Submit Final Transcripts by **Thursday, July 15**
- Attend Virtual Transfer Orientation (Mandatory)
- Submit Required Proof of Immunization
- Complete online training programs on sexual violence and alcohol abuse prevention
- Complete the Writing Skills Test (WST) Directed Self-Placement Exercise

Important

- Read the SJSU Catalog for important information at catalog.sjsu.edu
- Read the SJSU Schedule of Classes at sjsu.edu/classes
- Follow SJSU Enrollment Services on Instagram: [SJSU_ES](https://www.instagram.com/SJSU_ES)
- Follow SJSU Enrollment Services on Twitter: [@SJSU_ES](https://twitter.com/SJSU_ES)

Frequently Asked Questions

What if I do not complete required courses or miss a deadline?

You will have your admission to SJSU revoked and your registration canceled. Failure to submit your transcript will result in your application being withdrawn, even if you have signed up for housing and attended orientation.

What if I am taking courses required for admission during the Summer 2021 term?

You may not use coursework from the Summer 2021 term to complete admission requirements

Can I defer admission to another term?

No, your admission is good for one term only. If you wish to be considered for a later term, you must submit a new application for the next available term for which you meet the minimum requirements.

What if I'm a California Community College transfer?

Keep your own copy of the general education plan from your community college.

Keep track of the courses you've completed to meet the GE requirements.

Work with our academic advisors to complete remaining courses at SJSU.

Can I change my major?

Due to space limits in many SJSU departments, you may not change your major before the term starts. Note that change of major is never guaranteed, even after admission to SJSU.

2021-2022 Calendar

April 2021

Tuesday, April 27	Enrollment Appointments Viewable on MySJSU for Continuing Students
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May 2021

Saturday, May 1	Intent to Enroll Deadline Orientation Fee/Enrollment Deposit Due (payment via Intent to Enroll) Housing Application Deadline (University Housing Services)
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Monday, May 31	Memorial Day – Campus Closed
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June 2021

Friday, June 4	Enrollment Appointments Viewable on MySJSU for New Students
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Monday, June 7	Advance Registration for New Students begins (ends Monday, August 16)
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Tuesday, June 8	Transfer Orientation Session 1
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Friday, June 11	Transfer Orientation Session 2
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Tuesday, June 15	Transfer Orientation Session 3
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Friday, June 18	Transfer Orientation Session 4
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Tuesday, June 22	Transfer Orientation Session 5
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Thursday, June 24	Transfer Orientation Session 6
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Tuesday, June 29	Transfer Orientation Session 7
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July 2021

Tuesday, July 6	Payment Due
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Thursday, July 15	Final transcript/document due date
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August 2021

Thursday, August 5	Payment Due
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Friday, August 6	Transfer Orientation Session 8
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Sunday, August 8	International House Contract Move-in Date
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Saturday, August 14	University Housing Services Move-in Date (9 a.m. - 5 p.m. , 7 p.m. - 10 p.m.)
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Monday, August 16	Advance Registration Ends Last day to drop for 100% refund New Student Convocation, 5:30 p.m. – 7:30 p.m.
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Tuesday, August 17 - Wednesday, August 18	Registration Closed
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Tuesday, August 31	Last Day to Drop Classes without a "W" grade
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September 2021

Wednesday, September 1	Late Drop Petition Required
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Sunday, September 5	Payment Due
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Monday, September 6	Labor Day (Campus Closed for Holiday)
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Wednesday, September 8	Last Day to Add Classes via MySJSU Last Day to Submit Audit Credit/No-Credit Option Request (DocuSign)
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Step 1

Submit Intent to Enroll

NEXT STEPS

<https://nextsteps.sjsu.edu>

San José State will need to know if you plan on attending in Fall 2021. Go to the Next Steps Intent to Enroll website (<https://nextsteps.sjsu.edu>) and tell us your plans. You must complete the multi-step Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Standard Time) on **Saturday, May 1** or your admission will be withdrawn.

The process includes accepting SJSU's offer of admission, signing up for any necessary placement exams, signing up for mandatory orientation, and paying the enrollment deposit.

YES – I intend to enroll at SJSU for the Fall 2021 semester.

(Please note: You may not defer your enrollment to a later semester.)

NO – I will not attend SJSU for the Fall 2021 semester.

(Your application will be withdrawn from further consideration.)

You will need the following to submit your intent to enroll:

- Your nine-digit SJSU ID (provided on your Letter of Admission)
- Your SJSUOne password

If you anticipate any problems completing the required steps below by the stated deadlines, contact nextsteps@sjsu.edu immediately.

Step 2

Sign Up for Transfer Orientation (Spartan Experience for Transfers)

NEXT STEPS

<https://nextsteps.sjsu.edu>

ONLINE

PRE-ORIENTATION

<https://spartanlink.sjsu.edu>

Spartan Experience for Transfers is a mandatory one-day orientation program that will introduce you to the campus and its resources, connect you to your college and major department, and provide you with critical academic planning information. All admitted students are required to attend this mandatory orientation for the entire duration of the program. The cost to attend orientation is \$80 and will be included in your enrollment deposit.

Before attending Transfer Orientation, complete Spartan Link (<https://spartanlink.sjsu.edu>) Online Pre-Orientation.

During orientation, you will:

- Discuss and explain key university services
- Facilitate connections with other staff, faculty and your fellow incoming students
- A General Education advising workshop to help in planning your academic schedule

Trained Orientation Leaders will:

- Answer some of your initial questions
- Guide you through educational experiences about campus programs and services
- Assist you in making the transition to college

If you do not attend or leave during any portion of the program, you will be blocked from registering for classes and will not be able to attend SJSU in Fall 2021. Students who arrive late will not be allowed to attend the program.

For more information, contact New Student and Family Programs at transfer-orientation@sjsu.edu or visit sjsu.edu/newspartans and use our Live Chat feature.

Sign up for the mandatory Transfer Orientation at <https://nextsteps.sjsu.edu>

Step 3

Pay Enrollment Deposit

NEXT STEPS

<https://nextsteps.sjsu.edu>

In order to complete the Next Steps Intent to Enroll process, you will be prompted to pay your enrollment deposit online via a link provided in your Next Steps portal. You must submit a nonrefundable enrollment deposit to complete your Intent to Enroll by the deadline. The nonrefundable \$80 Enrollment Deposit covers the cost of orientation and reserves your spot to attend SJSU.

Please note: The \$80 Enrollment Deposit is nonrefundable, even if you do not enroll in classes for the Fall 2021 semester.

Pay your enrollment deposit at <https://nextsteps.sjsu.edu>



Nikola
Biological Science/
Systems Physiology

Step 4

Apply for Campus Housing (Optional)

UNIVERSITY HOUSING SERVICES

housing.sjsu.edu
408-795-5600
uhs-frontdesk@sjsu.edu

INTERNATIONAL HOUSE

iHouse@sjsu.edu

If you would like to stay on campus while attending SJSU, you must complete a housing application for either University Housing Services or the International House, depending on where you prefer to stay for the Fall 2021 semester. **(Please note:** There is a separate application for the International House.)

University Housing Services

We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. Our living-learning communities help ease the transition to university life, serve as an extension of the classroom, and increase awareness of community responsibility. Located on the main San José State campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown. If you have questions, contact University Housing 408-795-5600 or uhs-frontdesk@sjsu.edu

To fill out a housing application, visit sjsu.edu/housing and fulfill the following requirements:

- A completed online University Housing application
- A \$50 nonrefundable application fee
- Pay Initial Payment

International House

A large, comfortable home located near campus, the International House (I-House) is a residence for 70 U.S. and international students attending San José State. At I-House, residents find friends, study partners, and mentors in addition to opportunities for leadership, group activities and travel. I-House students represent approximately 25 countries, range in age from 17 to 35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, semester and year exchange, and English language programs.

I-House stays open year-round with per diem rates during summer and winter breaks. Students interested in living in the I-House must send a separate application directly to the I-House. There is no application fee. Applications are available at sjsu.edu/ihouse

STEP 4: APPLY FOR CAMPUS HOUSING CONTINUED

HOUSING SERVICES

housing.sjsu.edu
408-795-5600
uhs-frontdesk@sjsu.edu

INTERNATIONAL HOUSE

sjsu.edu/ihouse
408-924-6570
ihouse@sjsu.edu

SPARTAN EATS CAMPUS DINING

dineoncampus.com/SJSU

Housing Costs

Housing rent is based on double occupancy, furnished units with a 10-month contract. Rent includes basic utilities, wi-fi internet access, internet-based TV and furniture. **Please note:** Rent amounts are subject to change. To view the most up-to-date costs for our housing facilities, visit housing.sjsu.edu and sjsu.edu/ihouse

Housing Options	Description	Residents	Rent for School Year
Campus Village Apartments – Building A “CVA”	Eight-story building: Efficiencies, one and two bedroom units and bed spaces	Juniors, Seniors, Graduate Students, Faculty and Staff	\$11,896
Campus Village Apartments – Building B “CVB”	Fifteen-story building: Studios, three, four and five-bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$11,469
International House “I-House”	Large residence near campus. Home to 70 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$11,020

Meal Plans (optional)

Meal plans are mandatory for freshmen residents. There are a variety of meal plans offered, including plans offering a limited number of meals per semester. Students are sure to find one that fits their needs.

Please note: Meal plan amounts are subject to change. More information on current meal plan options can be found at dineoncampus.com/SJSU

Housing Options	Meal Plan Options	Semester	School Year	Meal Plan and Rent for School Year
Campus Village Apartments – Building A “CVA”				\$11,856 (no meal plan)
	60 swipes* per Semester	\$1,325	\$2,650	\$14,506 (60 swipes)
	125 swipes* per Semester	\$1,720	\$3,440	\$15,296 (125 swipes)
Campus Village Apartments – Building B “CVB”	165 swipes* per Semester	\$2,085	\$4,170	\$16,026 (165 swipes)
				\$11,469 (no meal plan)
International House “I-House”				\$14,119 (60 swipes)
				\$14,909 (125 swipes)
				\$15,639 (165 swipes)
International House “I-House”	Meals prepared onsite at I-House + swipes/Dining Dollars in the Commons.	\$3,139	\$6,278	\$17,298 (full meal plan; one semester contract available)

* A swipe is how you pay when you eat at the dining hall known as The Commons. Your meal plan includes a certain number of all-you-care-to-enjoy meals stored on your student ID Card. One swipe will be used each time you enter The Commons.

Step 5

Register for Classes

SJSU CATALOG
catalog.sjsu.edu

You will register for classes in your MySJSU student account once you have an enrollment appointment.

Registration Appointments

To receive a registration appointment, you must submit official transcripts by the date posted on your MySJSU "To Do List". Be sure to send official transcripts by the deadline posted. Send official transcripts to verify your eligibility to enroll as early as possible to minimize delays in the assignment of your registration appointment.

Transfer Orientation (Mandatory Orientation)

To maintain your eligibility to enroll, you must attend your scheduled virtual Transfer Orientation (mandatory orientation) session.

Registering for Courses

Sign in to one.sjsu.edu > click "MySJSU" > navigate to "Student Center" > click "Enroll" under "Academics" section > choose the semester you want to enroll > click "Continue".

The SJSU Schedule of Classes has the specific course subjects, course numbers and section numbers e.g. SOCI 101 - 01 (or you may use a 5-digit class number for a specific course and section) that you can choose to register. See [tutorial with screenshot on how to register](#).

Registration Holds

If you have a registration hold, logon MySJSU, go to self-service, look for the "hold" box on the right column, click "details" to find out how to resolve your hold. If you do not have a hold, you may begin to register at your appointment time. (You do not need to come in person or call us to register.)

Late Registration

After the initial registration period (Advance Registration) ends, you may still register, but not until the first day of instruction. Late registrants are assessed a \$25 late fee. Late registration is dependent on the space available. Getting the classes you want may be very difficult.

What will I need to register for classes?

A file of your SJSU admission information, including admission letters, grade reports, copies of transcripts from other schools, placement test scores, and everything related to your enrollment.

Attend all segments of the mandatory orientation.

The SJSU Catalog for descriptions of classes, major and minor requirements, available at catalog.sjsu.edu

STEP 5: REGISTER FOR CLASSES CONTINUED

SJSU CATALOG
catalog.sjsu.edu

ACADEMIC ADVISING AND
RETENTION SERVICES (AARS)
sjsu.edu/aars
408-924-2129

Once I've registered, can I change my schedule?

If work or family obligations require you to change your schedule, you may make changes to your class schedule before the last day to drop classes.

Important note: before dropping any class(es) from your schedule to enroll in a different class, be sure you can successfully add the other course(s). Classes at SJSU fill up quickly. If a course you want is full, search for open sections via MySJSU. Or, place yourself on the class waitlist. It is not guaranteed that you will be able to enroll into waitlisted courses.

Can I still get academic advising in Academic Advising and Retention Services if my transcripts have not been fully evaluated?

Yes. The advisors will advise you on general university expectations and graduation requirements, including general education course requirements. However, once you get your transcript fully evaluated by Admissions, you must meet with an Academic Advisor again to re-examine your general education checklist and progress toward degree completion because changes to your academic plan may have to be made. This is essential if you plan to graduate in a timely manner.

What if I don't register for the Fall 2021 semester?

Your admission is only good for the Fall 2021 semester. If you do not register for classes for Fall 2021, you will lose your admission and will have to reapply for the next available term.

Registration Timeline

Monday, June 21 (tentative)	Advanced Registration Begins
Monday, August 16	Advanced Registration Ends
Thursday, August 19	Late Registraton Begins
Wednesday, September 8	Late Registraton Ends

Step 6

Pay Tuition and Fees

**PAYMENT PLAN INFORMATION
AND PAYMENT DUE DATES**
sjsu.edu/bursar

Fees are due after registering for your classes. To see your payment due date, check your MySJSU account under the “Finances” section. You have the option to pay in full or sign up for a payment plan. For details, visit sjsu.edu/bursar

After you register, sign in to your MySJSU account to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check your MySJSU account to keep current with your account. Failure to pay by the deadline may result in all your classes being dropped. For more information about payment methods, fees and payment due dates visit sjsu.edu/bursar

Payment Due Dates

July 6, 2021 August 5, 2021 September 5, 2021

Costs of Attendance

Amounts are based on full-time attendance (12 units per semester or more) for a nine-month academic year.

Costs	With Parents	Campus Housing	Off Campus
Room and Board	\$9,320	\$17,360	\$16,699
Transportation	\$1,376	\$1,094	\$1,160
Miscellaneous/Personal	\$2,387	\$2,058	\$2,733
Books and Supplies	\$1,035	\$1,035	\$1,035
**Tuition Fees (6.1 or more units)	\$7,852	\$7,852	\$7,852
Total (CA Residents)	\$21,970	\$29,399	\$29,479

* Campus Housing costs are average of CV Buildings + 21 swipes/week meal plan

** All fees and charges are subject to change without notice. Loan fees could average from \$80 - \$190 depending on one's career. Non-Resident Fees are charged an additional \$396 per unit.

Fees are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

California Residency for Tuition Purposes

The determination of residency for tuition purposes affects whether a student pays in-state or out-of-state tuition fees. Out-of-state tuition fees are higher than in-state tuition fees. Just because a student is or has been a resident of the State of California does not mean that he or she qualifies to receive the in-state tuition rate. Certain requirements, established under California law, must be met.

Visit the California State University site for additional information regarding residency
www2.calstate.edu/apply/california-residency-for-tuition-purposes/Pages/default.aspx

In-state Tuition for Certain Non-residents of California (AB 540 provisions)

If you attended high school in California for at least three full years and graduated or earned an equivalent degree, you may be eligible for resident (in-state) tuition. You must file an affidavit (sjsu.edu/registrar/docs/AB_540.pdf) with SJSU. You will need to show proof of attendance and graduation.

For more information visit sjsu.edu/registrar/registration/residency/ab540.php

Veterans please contact the Veterans Resource Center to see if you're eligible.

STEP 6: PAY TUITION AND FEES CONTINUED

**PAYMENT PLAN
INFORMATION AND
PAYMENT DUE DATES**
sjsu.edu/bursar

**INFORMATION ON CHARGING
BOOKS AND SUPPLIES**
sjsu.edu/bursar/services

**FINANCIAL AID AND
SCHOLARSHIP OFFICE**
408-283-7500
fao@sjsu.edu
sjsu.edu/faso

FAFSA APPLICATION
studentaid.gov

**CALIFORNIA DREAM ACT
AB540 INFORMATION**
[sjsu.edu/faso/applying/
california-dream-act.php](https://sjsu.edu/faso/applying/california-dream-act.php)

**CALIFORNIA DREAM ACT
APPLICATION**
californiadreamact.org

Installment Payment Plans

There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment deposits to participate for each. **Please note:** Students are not able to sign-up for the payment plans until charges actually appear on their account, for either tuition and fees, or housing charges. For payment plan options visit sjsu.edu/bursar/payment_refunds/installments

Field Trip Fees

A few courses have additional field trip fees ranging from \$11 to \$52.

Special or Optional Fees

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.

Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days quicker than a paper check and more securely. To enroll, log in to MySJSU, scroll to Finances and select Enroll in Direct Deposit. To learn more visit sjsu.edu/bursar

Bookstore Charges

Registered students can charge books and supplies purchased at the Spartan Bookstore to their MySJSU student account up to \$900 per semester. For more details visit sjsu.edu/bursar/services

Keeping Your MySJSU Account Current

SJSU has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university, or its agent, has the right to pursue collections in order to repay a delinquent debt owed to the university.

Financial Aid

FAFSA

To help cover the cost of attending SJSU, you can apply for financial aid, which is provided in the form of federal grants, state grants, work study, and loans, by using the Free Application for Federal Student Aid (FAFSA) at fafsa.gov

California Dream Act – State Aid for Undocumented Students

AB540 students (undocumented immigrant status) may qualify for state grant programs that make up the California Dream Act of 2011. The California Dream Act is the result of two bills, Assembly Bill 130 (AB 130) and Assembly Bill 131 (AB 131). Together, these bills allow undocumented and documented students who meet certain provisions of AB540 law to apply for and receive private scholarships funneled through public universities (AB 130), state-administered financial aid, university grants, and community college fee waivers (AB 131). For the California Dream Application, you will need SJSU's six-digit code, which is 001155. Learn more at sjsu.edu/faso/applying/california-dream-act.php

Applying for Aid

Once you apply for financial aid (either via the FAFSA or California Dream Act Application), SJSU's Financial Aid Office will post requests on your MySJSU student account for documents required to determine if you are eligible for financial aid and how much you are eligible to receive. It will take about two weeks to receive a response after you apply and up to three-to-four months to complete the entire process. Learn more at sjsu.edu/faso

Online Application

FAFSA - Apply at studentaid.gov

California Dream Act - Apply at caldreamact.org

Application Deadlines

FAFSA and CA Dream Act Application Priority Deadline March 2, 2021

Financial Aid Priority File Completion Date Deadline May 15, 2021

Application Code

SJSU's six-digit code = 001155 (for both the FAFSA and California Dream Act Application)

Step 7

Submit Final Transcripts

We review your final transcript to verify that you completed all required courses for admission. This includes passing required courses with a C- or better. Final transcripts must include your graduation date and must be submitted by Thursday, July 15. If you have AP, IB or CLEP exam results, please have official score reports sent to SJSU by the testing center.



Maggie
Sociology

Jeanne
Social Science

Step 8

Attend Transfer Orientation (Spartan Experience for Transfers)

NEW STUDENT AND FAMILY PROGRAMS

sjsu.edu/newspartans

408-924-5972

transfer-orientation@sjsu.edu

Spartan Experience for Transfers is a mandatory one-day orientation program that will introduce you to the campus and its resources, connect you to your college and major department, and provide you with critical academic planning information. All admitted students are required to attend this mandatory orientation for the entire duration of the program

What technical requirements are needed to participate?

We will be using Zoom. You will need an internet connection and a device that has working audio. Please download Zoom software (<https://zoom.us/download>) prior to the event. Our staff will also be available via live chat.

Transfer Orientation Sessions

Session 1 Tuesday, June 8

Session 2 Friday, June 11

Session 3 Tuesday, June 15

Session 4 Friday, June 18

Session 5 Tuesday, June 22

Session 6 Thursday, June 24

Session 7 Tuesday, June 29

Session 8 Friday, August 6

Disability Accommodations

Individuals needing sign language interpreters, visual aids, or other accommodations should contact us at 408-924-5972 at least two weeks prior to their selected mandatory orientation dates.

For more information about Spartan Experience for Transfers (mandatory orientation), contact New Student and Family Programs at transfer-orientation@sjsu.edu or 408-924-5972 or visit sjsu.edu/newspartans

Step 9

Submit Proof of Immunizations

IMMUNIZATION INFORMATION

sjsu.edu/medical/services/immunizations

As a new student, you will need to provide proof of immunizations prior to the first day of classes.

Required Immunizations

- Measles, Mumps and Rubella Vaccine
- Varicella (Chicken Pox Vaccine)
- Tetanus/Pertussis/Diphtheria Booster (Tdap)
- Meningococcal conjugate
- Hepatitis B Vaccine

For more information on current requirements and how to submit proof, visit sjsu.edu/medical/services/immunizations



Khrystien
Business Administration/
International Business

Sarah
Nursing

Step 10

Complete Writing Skills Test Directed Self-Placement Exercise

WRITING SKILLS TEST INFORMATION

sjsu.edu/wac/wst/students

DEPARTMENT EXAM LISTING

catalog.sjsu.edu

Traditionally, all SJSU students must take and pass an in-person Writing Skills Test before they are eligible to enroll in many upper-division courses. While we are sheltered and the traditional WST exam is suspended, students must complete the temporary replacement for the WST: the WST-Directed Self-Placement (WST-DSP). The online WST-DSP is an exercise (not a test) that helps students place themselves in the appropriate writing course at SJSU. Before registering for the WST, students must earn a “C-” or better grade in English 1A (or its equivalent) and are strongly recommended to have completed a GE area A3 course.

What you need to do:

- Make sure you have met the above criteria in order to complete the WST-DSP
- Go to sjsu.edu/wac/wst/students and read the information there
- Click on the link “WST Directed Self-Placement Exercise” and complete the exercise
This will only take 10-15 minutes
- Make sure you complete the WST-DSP before you enroll in your courses at SJSU

Department Exams (If Required)

To learn if you need to take a department placement exam, contact the department that oversees your degree program (major). View a listing of degree programs and their departments at catalog.sjsu.edu

Many new undergraduates in the College of Science, Engineering and Business may need to take the Calculus Placement Exam prior to registration. For details, exemptions, and other criteria, visit sjsu.edu/math/calculus

Important Resources

STUDENT RESPONSIBILITIES AND RIGHTS INFORMATION

catalog.sjsu.edu

STUDENT CODE OF CONDUCT INFORMATION

sjsu.edu/studentconduct/policies

STUDENT WITH DISABILITIES INFORMATION

sjsu.edu/aec

Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90–5). Students are encouraged to consult the Student Responsibilities and Rights section of the SJSU Catalog (catalog.sjsu.edu) to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth, as well as review important university policies and procedures every student at SJSU is responsible for knowing and upholding.

Student Code of Conduct

Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, at sjsu.edu/studentconduct/policies

Students with Disabilities

The Accessible Education Center (AEC) provides academically related accommodations and services for students with disabilities. To qualify, students must complete an AEC application and meet with an AEC Counselor. A wide spectrum of accommodations/services/auxiliary aides are available to students based on individual needs. Accommodations include, but are not limited to: Consideration for priority registration, note takers, sign language interpreters/Captioners, test accommodations, academic counseling, disability management and assistive technology training.

Students can register with the AEC anytime during the semester; however it is recommended students provide the AEC with disability verification as soon as possible to assist them. Visit AEC's website (sjsu.edu/aec) for more information.

Non-Discrimination Policy

San José State University does not discriminate on the basis of age, ancestry, citizenship status, color, disability, ethnicity, gender, gender expression, gender identity, marital status, medical condition, military/veteran status, national origin, race, religion or lack thereof, sex, sexual orientation, genetic information or veteran's status. This policy applies to all SJSU students, faculty, staff and third parties.

Questions regarding this policy should be directed to the director of the Office for Equal Opportunity, 408-924-2250.

SJSU prohibits sex/gender-based discrimination, harassment and retaliation, sexual misconduct, dating and domestic violence, and sex/gender-based stalking against students, faculty, staff, and third parties. In addition, SJSU prohibits discrimination or harassment based on pregnancy, childbirth, or any related medical condition. Please direct questions regarding these policies to the University's Title IX Office, 408-924-7290 or titleix@sjsu.edu

Contacts

For a complete campus directory of faculty, staff and departments, visit sjsu.edu/directory

**FACULTY, STAFF AND
DEPARTMENTAL DIRECTORY**
sjsu.edu/directory

Accessible Education Center

aec-info@sjsu.edu
408-924-6000

Admissions (Undergraduate Admissions Office)

admissions@sjsu.edu
408-283-7500

Advising

academic.advising@sjsu.edu
408-924-2129

Athletics

408-924-1200
Twitter: @SJSUAthletics
Instagram: SJSUSpartans
Facebook: SJSUSpartans

Bookstore

408-924-1800

Career Center

careerhelp@sjsu.edu
408-924-6031

Class Schedules

Financial Aid and Scholarship Office

fao@sjsu.edu
408-283-7500

Housing (International House, I-House)

ihouse@sjsu.edu
408-924-6570

Housing (University Housing Services)

uhs-frontdesk@sjsu.edu
408-795-5600

Library (Dr. Martin Luther King, Jr. Library)

Instagram: @sjsulibrary
Twitter: @sjsulibrary
408-808-2300

Maps/Directions to SJSU

sjsu.edu/about_sjsu/visiting
sjsu.edu/map/directions

New Student and Family Programs

(for Spartan Experience for Transfers questions)
transfer-orientation@sjsu.edu
408-924-5972

Parking

Purchase parking permits online only

Registration (Registrar's Office)

registrar@sjsu.edu
408-283-7500, option 3

Spartan Eats Dining Services

Testing Office

testing-office@sjsu.edu
408-924-5980

Tours of SJSU

(virtual campus tour)
sjsu.edu/soar
outreach@sjsu.edu
408-924-2786

Transportation Solutions

transportation@sjsu.edu
408-924-7433

Tuition (Bursar's Office)

Fees, Payments and Refunds
bursar@sjsu.edu
408-924-1601

Tutoring and Mentoring Services (Peer Connections)


peerconnections@sjsu.edu
408-924-2587


Veterans Resource Center

veterans@sjsu.edu
408-924-8129

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facebook.com/sanjosestate

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SJSU | STUDENT AFFAIRS

ENROLLMENT MANAGEMENT
Office of Undergraduate
Admissions and Outreach
San José State University
One Washington Square
San José, CA 95192-0016
408-283-7500
sjsu.edu/admissions

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All information, dates, test scores, and fees subject to change without notice.
This brochure is available in alternative formats (braille, digital, etc.) upon request.

On Cover

Jerome, Psychology
Jayla, Child and Adolescent Development