

SAN JOSÉ STATE UNIVERSITY

STEPS TO ENROLLMENT

TRANSFERS | SPRING 2025



SJSU | OFFICE OF
UNDERGRADUATE ADMISSIONS

ENROLLMENT MANAGEMENT

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

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.

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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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.

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 Spring 2025, which are outlined in this guide.

Checklist

Mandatory

- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Standard Time) on **Sunday, December 1**
- Sign up for spring orientation (mandatory)
- Pay your nonrefundable Enrollment Deposit and Orientation fee
- Submit all required partial and final documents and transcripts listed on your To Do List in MySJSU by the posted deadlines
- Apply for campus housing (optional)
- Complete Spartan Link online pre-orientation prior to attending your mandatory spring orientation
- Upload your photo to MyID.sjsu.edu for your Tower Card (mandatory) by **Friday, January 3**
- Attend spring orientation (mandatory)
- Register for classes
- Pay your tuition and fees
- Complete online training programs on sexual violence and alcohol abuse prevention
- Take the Upper-Division Writing Directed Self Placement Exercise at sjsu.edu/wac/wst

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 and X: @SJSU_ES**

Frequently Asked Questions

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

Your admission to SJSU will be 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, attended spring orientation, or registered for classes.

What if I am taking courses required for admission during the Fall 2024 term?

You may use coursework from the Fall 2024 term to complete admission requirements. You must submit final, official transcripts showing all work completed through Fall 2024 by Wednesday, January 15 so that we can verify you have met admission and impaction requirements for the Spring 2025 term.

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.

Note: Military students may be exempt from needing to reapply due to certain military obligations. Please contact the [Veteran Resources Center](#) for more information.

Can I change my major?

Because SJSU is an impacted campus, change of majors cannot take place prior to the start of the term and is never guaranteed even after admission to SJSU.

How do I request academic, housing, and/or orientation accommodations due to my disability?

Students requesting academic and/or housing accommodations due to disability-related limitations are encouraged to register with the Accessible Education Center as soon as possible. Register online at sjsu.edu/aec

2024-2025 Calendar

November 2024	Monday, November 11	Veteran's Day (Holiday Observed) – campus closed
	Thursday, November 28 – Friday, November 29	Thanksgiving Day (Holiday) – campus closed
December 2024	Sunday, December 1	Intent to Enroll deadline (last day to accept SJSU's offer of admission)
	Friday, December 13	Financial Aid Document completion date
January 2025	Wednesday, January 1	On-campus housing opens for Spring 2025 semester Check in at 5 p.m.
	Friday, January 3	Submit your photo for your Tower Card at myid.sjsu.edu
	Monday, January 13	Spring orientation session dates
	Tuesday, January 14	
	Wednesday, January 15	Submit all final documents and transcripts listed on your to-do list in MySJSU Payment due date (If registered between October 29, 2024 through January 12, 2025)
	Monday, January 20	Dr. Martin Luther King, Jr. Day (Holiday) – campus closed Advance Registration ends
	Tuesday, January 21 – Wednesday, January 22	Registration closed
	Thursday, January 23	First day of instruction Late Registration begins in MySJSU after 7 a.m.
	Thursday, January 23 – Tuesday, February 18	Late Registration period
February 2025	Saturday, February 15	Payment due date (If registered between January 13, 2025 through February 12, 2025)
	Tuesday, February 18	Last day to add courses via MySJSU Last day to submit Audit/Credit/No Credit grading option Last day to drop a class without a "W" on student's permanent record

March 2025	Tuesday, March 18	Payment due date
	Monday, March 31	César Chávez Day (Holiday Observed) – campus closed
	Monday, March 31 – Friday, April 4	Spring Recess – no classes
April 2025	Wednesday, April 2	FAFSA/CA Dream Act Application priority deadline
	Tuesday, April 15	Payment due date
	Tuesday, April 22	Last day to withdraw for spring
May 2025	Monday, May 12	Last day of instruction for spring
	Wednesday, May 14– Friday, May 16 & Monday, May 19– Tuesday, May 20	Final exams
	Saturday, May 24	Initial Spring 2025 grades viewable via MySJSU
	Monday, May 26	Memorial Day (Holiday) – campus closed
June 2025	Monday, June 9	Academic Standing & current semester grades posted on MySJSU & transcripts
	Thursday, June 19	Juneteenth (Holiday) – campus closed

STEP 1

STEP 2

NEXT STEPS
nextsteps.sjsu.edu

Submit Intent to Enroll

San José State will need to know if you plan on attending in Spring 2025 so that we can ensure we have everything in place for your enrollment. To confirm that you intend to enroll, go to the Next Steps Intent to Enroll website (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 **Sunday, December 1** or we will assume that you do not plan to attend SJSU and your admission will be withdrawn.

The process includes accepting SJSU's offer of admission, signing up for mandatory spring orientation, and paying the nonrefundable enrollment deposit.

YES – I intend to enroll at SJSU for the Spring 2025 semester (**Please note: You may not defer your enrollment to a later semester.**)

NO – I will not attend SJSU for the Spring 2025 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.

Students requesting academic, housing, and/or orientation accommodations due to disability-related limitations are encouraged to register with the Accessible Education Center once Intent to Enroll is submitted. Register online at sjsu.edu/aec

STEP 2

STEP 3

NEXT STEPS

nextsteps.sjsu.edu

ONLINE PRE-ORIENTATION

spartanlink.sjsu.edu

NEW STUDENT AND FAMILY PROGRAMS

408-924-5972

sjsu.edu/newspartans

Sign Up for Spring Orientation

Spring orientation 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 spring orientation, complete Spartan Link Online Pre-Orientation. Spring 2025 admits will be given access in mid-December 2024.

During orientation, we will:

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

Trained orientation leaders will:

- Answer some of your initial questions
- Provide you with information 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 not be able to attend SJSU in Spring 2025. 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 orientation at nextsteps.sjsu.edu

Students requesting orientation accommodations due to disability-related limitations must register with the Accessible Education Center at least two weeks prior to their selected mandatory orientation dates. Register online at sjsu.edu/aec

STEP 3

STEP 4

NEXT STEPS
nextsteps.sjsu.edu

Pay Enrollment Deposit and Orientation Fee

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 \$250 enrollment deposit covers the cost of orientation and reserves your spot to attend SJSU.

Please note: The \$250 enrollment deposit is nonrefundable, even if you do not enroll in classes for the Spring 2025 semester.

Military students should contact the Veterans Resource Center to determine eligibility for the enrollment deposit waiver.

Pay your enrollment deposit at nextsteps.sjsu.edu

STEP 4

STEP 5

UNIVERSITY HOUSING SERVICES

sjsu.edu/housing

408-795-5600

uhs-frontdesk@sjsu.edu

Apply for Campus Housing

University Housing Services

We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. Our theme 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. Also within walking distance to campus is the International House and our new downtown residence hall, Spartan Village on the Paseo. If you have questions, contact University Housing Services at 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 non-refundable application fee
- Pay initial payment

UNIVERSITY HOUSING SERVICES

sjsu.edu/housing

408-795-5600

uhs-frontdesk@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. One-semester contracts are available at International House. Rent includes basic utilities, WiFi internet access and furniture. Please note rent amounts are subject to change. To view the most up-to-date costs for our housing facilities, visit sjsu.edu/housing

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	\$13,289
Campus Village Apartments – Building B “CVB”	Fifteen-story building: Studios, three-, four-, and five-bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$12,853
Campus Village Suites – Building C “CVC”	Seven-story building: Four-bedroom units	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$12,950
Campus Village 2 – “CV2”	Ten-story building: Traditional hall	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$13,724
Joe West & Washburn Halls – “The Classics”	Twelve-story building (Joe West) and Three-story building (Washburn Hall): Traditional halls	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$10,235
International House “I-House”	Large residence near campus. Home to 70 U.S. and international students	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$12,412
Spartan Village on the Paseo	Eleven residential floors in the heart of downtown San José. Double, Triple, and Quad Units	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$15,021

Meal Plans (optional)

Meal plans are optional for students/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 that 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”	90 swipes* per Semester	\$1,465	\$2,930	\$13,289 (no meal plan) \$16,219 (90 swipes) \$17,069 (145 swipes)
	145 swipes* per Semester	\$1,890	\$3,780	\$12,853 (no meal plan) \$15,783 (90 swipes) \$16,633 (145 swipes)
Campus Village Apartments – Building B “CVB”				
Campus Village Suites – Building C “CVC”				\$18,462 (5-day Gold) \$19,440 (7-day Platinum)
Campus Village 2 – “CV2”	5-day Gold (Monday - Friday)	\$2,756	\$5,512	\$19,236 (5-day Gold)
	7-Day Platinum (Monday - Sunday)	\$3,245	\$6,490	\$20,214 (7-day Platinum)
Joe West & Washburn Halls – “The Classics”				\$15,747 (5-day Gold) \$16,725 (7-day Platinum)
International House “I-House”	180 Swipes per semester	\$720	\$1,440	\$13,852
	5-Day Bronze (Monday – Friday)	\$2,288	\$4,576	\$16,988
	7-Day Silver (Monday – Sunday)	\$2,580	\$5,160	\$17,572
Spartan Village on the Paseo	Unlimited Entries	\$2,625	\$5,520	\$20,271
	SVP Plan 1	\$2,320	\$4,640	\$19,661
	SVP Plan 2	\$1,971	\$3,942	\$18,963

Meals prepared by chef onsite at I-House. Breakfast, lunch, and Dinner on Monday–Thursday; brunch and dinner on Fridays. Limited swipes and Dining Dollars also provided.

STEP 5

STEP 6

SCHEDULE OF CLASSES

sjsu.edu/classes

COLLEGE STUDENT SUCCESS CENTERS

sjsu.edu/advising

408-924-2129

EXPLORE SCHEDULE OPTIONS

Sign in to one.sjsu.edu and search for "MyScheduler"

Register for Classes

You will register for classes in your MySJSU student account once you have an enrollment appointment. Learn more about appointments at sjsu.edu/registrar/registration/registration-basics.php#appointment

Enrollment/Registration Appointments

You will register for classes during orientation if you have submitted all 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 enrollment/registration appointment.

Spring Orientation (Mandatory)

To maintain your eligibility to enroll, you must attend your scheduled spring orientation (mandatory).

Registering for Courses

MyScheduler will allow you to pre-plan your course schedule and send that schedule to MySJSU to complete enrollment once you are eligible. Find MyScheduler at sjsu.collegescheduler.com

Registration Holds

Sign in to MySJSU and click on the "holds" tab at the top of your Student Center to see if you have any registration holds. Click on each hold item for more information or visit sjsu.edu/registrar/registration/registration-holds.php

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 registration is dependent on the space available. Getting the classes you want may be very difficult.

SCHEDULE OF CLASSES

sjsu.edu/classes

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.
- The SJSU Catalog for descriptions of classes, major and minor requirements. The catalog can be found at catalog.sjsu.edu

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 add/drop classes.

Important note: Before dropping/swapping 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 the Student Success Center 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 Spring 2025 semester?

Your admission is only good for the Spring 2025 semester. If you do not register for classes for Spring 2025, you will lose your admission and will have to reapply for the next available term.

Registration Timeline

October 2024	Tuesday, October 29	Advance registration begins for continuing students
December 2024	Monday, December 9	Advance registration begins for new undergraduate students
January 2025	Monday, January 20	Advance registration ends
	Tuesday, January 21– Wednesday, January 22	Registration closed
	Thursday, January 23	Late registration begins on MySJSU after 7:00 am
February 2025	Tuesday, February 18	Last day to add classes via MySJSU without a "W"

STEP 6

STEP 7

PAYMENT PLAN INFORMATION AND PAYMENT DUE DATES

sjsu.edu/bursar

Pay Tuition and Fees

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

Wednesday, January 15, 2025

Saturday, February 15, 2025

Tuesday, March 18, 2025
(Installment payment plan
and bookstore charges)

Tuesday, April 15, 2025
(Installment payment plan)

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	\$11,493	\$20,971	\$22,086
Transportation	\$1,791	\$1,233	\$1,962
Miscellaneous/Personal	\$4,059	\$3,213	\$4,968
Books and Supplies	\$1,062	\$1,062	\$1,062
**Tuition Fees (6.1 or more units)	\$8,410	\$8,410	\$8,410
Total (CA Residents)	\$26,815	\$34,889	\$38,488

* Campus Housing costs are average of CV2/Double and CV Suites/Double + Platinum meal

** 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 \$420 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, the CSU reserves 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).

INSTALLMENT PAYMENT PLANS

sjsu.edu/bursar/payment-refunds/installment-payment-plan.php

PAYMENT PLAN INFORMATION AND PAYMENT DUE DATES

sjsu.edu/bursar

IN-STATE TUITION FOR NON-RESIDENTS

sjsu.edu/registrar/registration/residency/ab540.php

INFORMATION ON CHARGING BOOKS AND SUPPLIES

sjsu.edu/bursar/our-services/spartan-bookstore-voucher.php

VETERANS & MILITARY CONNECTED STUDENTS

sjsu.edu/veterans/about/contact-us

FINANCIAL AID - FAFSA

sjsu.edu/faso

CALIFORNIA DREAM ACT

sjsu.edu/faso/applying/california-dream-act.php

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 (calstate.edu/attend/student-services/resources-for-undocumented-students/financial-aid/Documents/csu-nonresident-tuition-exemption-request-form-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 & Military Connected Students

Please contact the Veterans Resource Center at sjsu.edu/veterans/about/contact-us to see if you qualify.

Installment Payment Plans

There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment fees 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/installment-payment-plan.php

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. Parking permit information is available at sjsu.edu/parking

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/our-services/spartan-bookstore-voucher.php

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. For the FAFSA, you will need SJSU's six-digit code, which is 001155. Once you apply, 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 three to four months to complete the entire process. Learn more at sjsu.edu/faso

California Dream Act – State aid for undocumented students

AB 540 students (undocumented immigrant status) may qualify for state grant programs that make up the California Dream Act of 2011. AB 540 allows undocumented and documented students who meet certain provisions 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

STEP 7

STEP 8

NEW STUDENT AND FAMILY PROGRAMS

sjsu.edu/newspartans

408-924-5972

transfer-orientation@sjsu.edu

Attend Spring Orientation

Spring orientation 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.

Transfer Orientation Sessions:

Monday, January 13, 2025

Tuesday, January 14, 2025

Disability Accommodations

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

This event is wheelchair accessible. Students requesting orientation accommodations due to disability-related limitations must register with the Accessible Education Center at least two weeks prior to their selected mandatory orientation dates. Register online at sjsu.edu/aec

STEP 8

STEP 9

IMMUNIZATION
INFORMATION
sjsu.edu/immunization

Submit Proof of Immunizations

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

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

Complete Upper-Division Writing Directed Self Placement Exercise

The Upper-Division Writing Directed Self-Placement (UDW-DSP) is an exercise (not a test) that helps students place themselves in the appropriate writing course at SJSU. Before registering for an upper division writing course (100W), students must earn a “C-” or better grade in a GE area A3 course or equivalent second-semester composition course, and complete the UDW-DSP.

What you need to do:

- Make sure you have met the above criteria in order to complete the UDW-DSP
- Go to sjsu.edu/ue/student-resources/udw-dsp.php and read the information there
- Click on the link “Begin the Upper-Division Writing Directed Self-Placement Exercise” and complete the exercise (this will only take 10-15 minutes)
- Make sure you complete the UDW-DSP before you enroll in your courses at SJSU

Department Exams (If Required)

Check to see if you need to take a department-specific placement exam by contacting the department that oversees your degree program (major). Learn more by reviewing the Course Placement by Examination section of the catalog at catalog.sjsu.edu

Students requesting department exams accommodations due to disability-related limitations must register with the Accessible Education Center at least two weeks prior to the exam dates. Register online at sjsu.edu/aec

For questions about the UDW-DSP exercise, please visit sjsu.edu/ue/student-resources/udw-dsp.php



Important Resources

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 that 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. Therefore, students must 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 at sjsu.edu/studentconduct/policies.php

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

Statement of Nondiscrimination

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. CSU does not discriminate on the basis of sex or gender, which includes gender identity (including transgender), gender expression, sexual orientation or sex stereotype in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex or gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off-campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and dating and domestic violence, and stalking.

The Office for Title IX and Equal Opportunity is responsible for discrimination, harassment, and retaliation based on gender, as described above, as well as the oversight of compliance with non-discrimination, harassment, and retaliation based on Age, Disability (physical and mental), Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), and/or Veteran Status or Military Status, and other characteristics that make our community unique.

For more information related to the Office for Title IX and Equal Opportunity, including who to contact and links to policies, visit sjsu.edu/titleixeo

Contacts

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

Accessible Education Center

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

Admissions (Undergraduate Admissions Office)

sjsu.edu/admissions
admissions@sjsu.edu
408-283-7500

Athletics

sjsuspartans.com
408-924-1200
Twitter: @SJSUAthletics
Instagram: SJSUSpartans
Facebook: SJSUSpartans

Bookstore

spartanbookstore.com
408-924-1800

Career Center

sjsu.edu/careercenter
careerhelp@sjsu.edu
408-924-6031

Class Schedules

sjsu.edu/classes

College Student Success Center

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

Financial Aid and Scholarship Office

sjsu.edu/faso
fao@sjsu.edu
408-283-7500

Housing (University Housing Services)

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

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

library.sjsu.edu
408-808-2300

Maps/Directions to SJSU

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

New Student and Family Programs

(for spring orientation questions)
sjsu.edu/newspartans/transfer-orientation
transfer-orientation@sjsu.edu
408-924-5972

Parking

Purchase parking permits online only
sjsu.edu/parking
parking@sjsu.edu
408-924-6557

Registration (Registrar's Office)

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

Spartan Eats Dining Services

dineoncampus.com/SJSU

Student Wellness Center

sjsu.edu/wellness
studentwellnesscenter@sjsu.edu
408-924-6122

Testing Office

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

Title IX and Equal Opportunity

sjsu.edu/titleixeo
titleixeo@sjsu.edu
408-924-7290
After hours text: 669-877-0620

Tours of SJSU (virtual campus tour)

youvisit.com/tour/sjsu
sjsu.edu/soar
outreach@sjsu.edu
408-924-2786

Transportation Solutions

as.sjsu.edu/asts
transportation@sjsu.edu
408-924-7433

Tuition (Bursar's Office)

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

Tutoring and Mentoring Services (Peer Connections)

peerconnections.sjsu.edu
peerconnections@sjsu.edu
408-924-2587

Veterans Resource Center


sjsu.edu/veterans
veterans@sjsu.edu
408-924-8129

Writing Center


sjsu.edu/writingcenter
writingcenter@sjsu.edu
408-924-2308

CONNECT WITH SJSU

 @SJSU on Instagram | @futurespartans on Instagram

 @SJSU on X (formerly Twitter)

 linkedin.com/school/san-jose-state-university

 @SJSU on YouTube

 facebook.com/sanjosestate