



Office of the Registrar Fall 2023 Registration Bulletin

As we are approaching the start of Fall semester, we want to remind you of important deadlines and special notes below.

- **July 31, Monday:** Repeaters may enroll.
 - 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.
- **August 16, Wednesday: Advance Registration ends at 11:59 p.m.**
- **August 17, Thursday - Friday, August 18: NO registration activity** for students.
 - **August 17 at 8 a.m.:** Activation in One.SJSU opens for new Open University students.
 - **August 18, Friday:** Your Class Roster will be “Clean” after noon. Log into faculty self-service. Your class roster will show all enrolled, waitlisted, and students that have dropped.
- **August 21 – September 15: Late Registration Period.**
 - **August 21, Monday:** First day of Instruction
 - Regular and Open University students can register via MySJSU beginning at 7 a.m.
 - Automated waitlist continues unless the classes are opted out from the waitlist process. Permission number will be required for the classes that are opted out.
 - Open U graduate students must use the [Open U registration form](#).
 - **August 28, Monday:** Waitlist ends
 - **August 29, Tuesday:** [Permission number](#) required to add a class
 - **September 15, Friday:**
 - 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
- **September 18, Monday: Enrollment Census Date.**
 - Adds after this date will not be included in the Chancellor’s Enrollment Report (non-FTEs).
- **September 19, Tuesday:**
 - 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 – Friday, September 15. Instructions are available on the [Instructor Drop Procedure page](#).

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