Office of the Registrar
Spring 2024 Registration Bulletin

This bulletin contains information pertaining to the **Spring 2024** registration deadlines, permission numbers, automated waitlist, time conflict, audit options, and instructor drops.

January 3, Wednesday: Repeaters may enroll

Students repeating a class for the second or more times or repeating in excess of 28 units must submit a 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 21, Sunday: Advance Registration ends at 11:59 p.m.
January 22 - January 23, Monday - Tuesday: There will be NO registration activity for students.

- **January 22, Monday** at 8 a.m.: Activation in One.SJSU opens for new Open University students
- **January 23, Tuesday:** Class Rosters will be "Clean" after 12:00 p.m. Log into faculty self-service. Your class roster will show all enrolled, waitlisted, and students who have dropped.

January 24 – February 19: Late Registration Period.

- **January 24, 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, Friday**: Waitlist ends
- **February 3, Saturday:**
- **February 19, Monday:**
    - Last day to submit Instructor Drops
    - Last Day to Add Classes via MySJSU
    - Last day to drop a class without a "W" grade
    - Last day to change grading option to Credit/No Credit (Advisor Request)/ Audit(DocuSign)

February 20, Tuesday: Enrollment Census Date
The Chancellor's Office Enrollment Report will not include additions after this date - official FTEs will not change.

February 21, Wednesday:

- Post-Census Late enrollment petition required for adding. Form available at Registrar Forms page
- Late Course Drop/ Semester Withdrawal Requirement begins: Undergraduate, Graduate

Special Notes:

- **Automated Waitlist**: Waitlists will be reorganized to give priority to graduating seniors and graduate
- **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 19. Instructions are available on the Instructor Drop Procedure page.

For inquiries, contact: registrar@sjsu.edu or visit our staff directory.