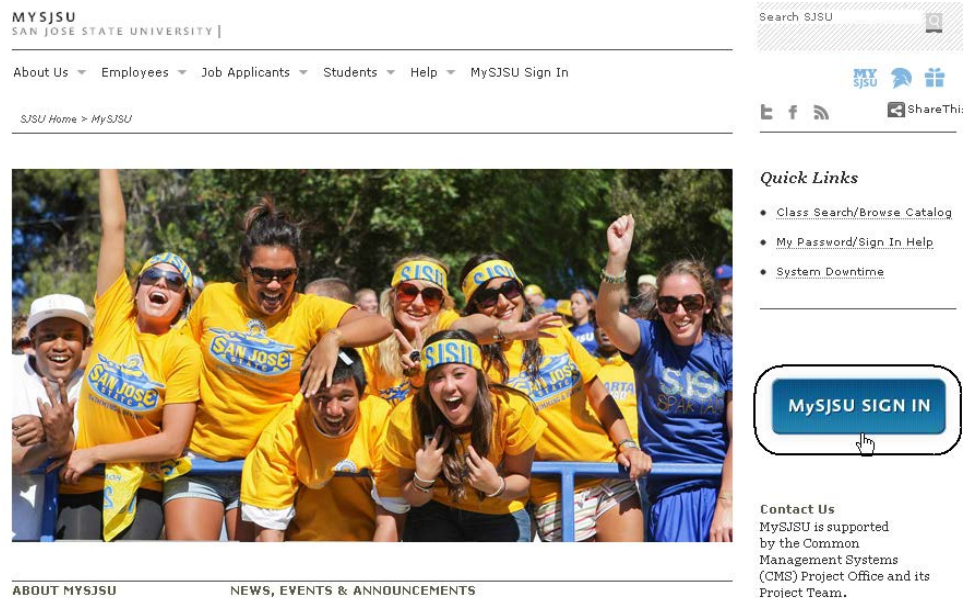


Overview

This student guide demonstrates how to enroll in classes via **MySJSU Self Service**.

The MySJSU homepage displays.

1. Go to [MySJSU](http://my.sjsu.edu/) (http://my.sjsu.edu/).
2. Click the **MySJSU Sign In** button.



MYSJSU
SAN JOSE STATE UNIVERSITY |

About Us ▾ Employees ▾ Job Applicants ▾ Students ▾ Help ▾ MySJSU Sign In

SJSU Home > MySJSU

Search SJSU

MY SJSU

ShareThis

MySJSU SIGN IN

Quick Links

- Class Search/Browse Catalog
- My Password/Sign In Help
- System Downtime

Contact Us
MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

ABOUT MY SJSU NEWS, EVENTS & ANNOUNCEMENTS

The Login page displays.

3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.



ORACLE

PEOPLESOFT ENTERPRISE

SJSU ID:

Password:

Sign In

The Student Center displays.

5. Click the **Enroll** hyperlink.

Student Center

Star's Student Center

View My Messages

You have no new messages.

[View Messages](#)

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

This Week's Schedule	
Class	
CHEM 1A-01 LEC (20254)	

The Add Classes page displays.

6. Select the radio button for the term you want to enroll in.

7. Click the **Continue** button.

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2010	Undergraduate	San Jose State University
<input type="radio"/>	Winter Session 2012	Undergraduate	San Jose State University
<input checked="" type="radio"/>	Spring 2012	Undergraduate	San Jose State University

CONTINUE

The Select classes to add page displays.

8. Click **Class Search**.
9. Click the **Search** button.

Note: If you know the exact class number, you can use the Enter Class Nbr box and click the Enter button. This method is faster than following steps 8 and 9 on the following page.

The Class Search page displays.

10. Enter two search criteria, such as the **Course Subject** and **Course Number**.

Note: To view all sections of a course, uncheck Show Open Classes Only box.

11. Click the **Search** button.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | San Jose State University [change term](#)

Open Closed Wait

Add to Cart: **Spring 2012 Shopping Cart**

Your enrollment shopping cart is empty.

Enter Class Nbr [enter](#)

Find Classes

Class Search

My Requirements

[search](#)

Enter Search Criteria

San Jose State University | Spring 2012

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject [select subject](#) SOCI Sociology

Course Number is exactly 101

Course Career Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

[Return to Add Classes](#)

[CLEAR CRITERIA](#) [SEARCH](#)

Note: You can also search for classes by clicking the *Additional Search Criteria* arrow.

The Class Search Results page displays.

Status:

- **Open:** A green circle indicates the class is open to additional students.
- **Closed:** A blue square indicates the class is full.
- **Wait List:** A yellow triangle indicates there is a wait list to add this class.

Enroll without Wait listing

12. Select the section with an **Open Status**.
13. Click **Select Class**.

Additional Search Criteria

Search Results

When available, click View All Sections to see all sections of the course.

San Jose State University | Spring 2012

[My Class Schedule](#) [show all](#) [Shopping Cart](#)

BIOL 21 MoWe 8:30AM - 9:20AM
Morris Dailey Auditorium

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Sociology**, Course Number is exactly '101', Course Career: **Undergraduate**, Show Open Classes Only: **No**

[Return to Add Classes](#) [START A NEW SEARCH](#)

Open Closed Wait List

▼ **SOCI 101 - Social Theory**

▼ **SOCI 101 - Social Theory**

View All Sections First 1-4 of 4 Last

Section [01-LEC\(29672\)](#) Status [select class](#)

[View Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:30AM - 11:45AM	Dudley Moorhead Hall 208	Peter Chua	01/25/2012 - 05/15/2012

Section [02-LEC\(21694\)](#) Status [select class](#)

[View Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 3:00PM - 4:15PM	Dudley Moorhead Hall 231	Peter Chua	01/25/2012 - 05/15/2012

The Enrollment Preferences page displays.

14. Enter a **Permission Nbr**, if department or instructor consent is required.
15. Click **Next**.

1. Select classes to add - Enrollment Preferences

Spring 2012 | Undergraduate | San Jose State University

SOCI 101 - Social Theory

Class Preferences

SOCI 101-02 Lecture ● Open Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- SOCI 100W is a prerequisite or co-requisite for SOCI 101 for SOCI Majors; WST is a prerequisite for Behavioral Science Majors

Grading Normal Grade Rules

Units 3.00

The Select Classes to Add page displays.

Note: The selected class has been added to the shopping cart.

16. Click **Proceed to Step 2 of 3**.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ SOCI 101 has been added to your Shopping Cart.

Spring 2012 | Undergraduate | San Jose State University

● Open Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Requirements

Spring 2012 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	SOCI 101-02 (21694)	MoWe 3:00PM - 4:15PM	Dudley Moorhead Hall 231	P. Chua	3.00	●

The Confirm Classes page displays.

17. Click **Finish Enrolling**.

The View Results page displays.

18. View the status of the enrollment request.

Enroll Using Wait listing

19. Select the section with a **Closed Status**.

20. Click **Select Class**.

2. Confirm classes

Click **Finish Enrolling** to process your request for the classes listed below. To exit without adding these classes, click **Cancel**.

Spring 2012 | Undergraduate | San Jose State University

● Open ■ Closed ▲ Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
SOCI 101-02 (21694)	Social Theory (Lecture)	MoWe 3:00PM - 4:15PM	Dudley Moorhead Hall 231	P. Chua	3.00	●

CANCEL PREVIOUS **FINISH ENROLLING**

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2012 | Undergraduate | San Jose State University

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
SOCI 101	Success: This class has been added to your schedule.	✔

▼ SOCI 101 - Social Theory

View All Sections First 1-4 of 4 Last

Section [01-LEC\(29672\)](#) Status ▲ **select class**

View Textbooks

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:30AM - 11:45AM	Dudley Moorhead Hall 208	Peter Chua	01/25/2012 - 05/15/2012

The Enrollment Preferences page displays.


21. Check the **Wait List if Class is Full** box.
22. If the class requires department or instructor consent, enter a **Permission Nbr.**
23. Click the **Next** button.

1. Select classes to add - Enrollment Preferences

Spring 2012 | Undergraduate | San Jose State University

SOCI 101 - Social Theory

Class Preferences

SOCI 101-01 Lecture  Wait List **Wait List** Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- SOCI 100W is a prerequisite or co-requisite for SOCI 101 for SOCI Majors; WST is a prerequisite for Behavioral Science Majors


The Select Classes to Add page display.

Note: The class selected has been added to the shopping cart.

24. Click the **Proceed to Step 2 of 3**.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 SOCI 101 has been added to your Shopping Cart.

Spring 2012 | Undergraduate | San Jose State University

Open Closed Wait List

Add to Cart:



Enter Class Nbr

Find Classes

Class Search

My Requirements

Spring 2012 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	SOCI 101-01 (29672)	MoWe 10:30AM - 11:45AM	Dudley Moorhead Hall 208	P. Chua	3.00	

The Confirm classes page displays.

25. Click the **Finish Enrolling** button.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2012 | Undergraduate | San Jose State University

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SOCI 101-01 (29672)	Social Theory (Lecture)	MoWe 10:30AM - 11:45AM	Dudley Moorhead Hall 208	P. Chua	3.00	▲

CANCEL
PREVIOUS
FINISH ENROLLING

The View Results page displays one of the following:

- A success message for a waitlisted class
- An error message for an open or closed status class

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2012 | Undergraduate | San Jose State University

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
SOCI 101	Message: Class 29672 is full. You have been placed on the wait list in position number 3.	✓

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2006 | Undergraduate | San Jose State University

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
HUM 18	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click fix errors, click the class link, enter the number and resubmit.	✗