

SAN JOSÉ STATE UNIVERSITY

STEPS TO ENROLLMENT

TRANSFERS | SPRING 2024



SJSU | ACADEMIC AFFAIRS

ENROLLMENT MANAGEMENT | STUDENT OUTREACH AND RECRUITMENT

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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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 2024, which are outlined in this guide.

Checklist

Mandatory

- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Standard Time) on **Friday, December 1**
- Sign up for Spartan Experience for Transfers orientation (mandatory)
- Pay your nonrefundable Enrollment Deposit
- 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 Spartan Experience for Transfers orientation
- Attend Spartan Experience for Transfers 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 Twitter: @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 the Spartan Experience for Transfers orientation, or registered for classes.

What if I am taking courses required for admission during the Fall 2023 term?

You may use coursework from the Fall 2023 term to complete admission requirements. You must submit final, official transcripts showing all work completed through Fall 2023 by Monday, January 15 so that we can verify you have met admission and impaction requirements for the Spring 2024 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.

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 tinyurl.com/Reg-AEC

2023-2024 Calendar

November 2023	Friday, November 10	Veteran's Day (Holiday Observed) – campus closed
	Thursday, November 23 – Friday, November 24	Thanksgiving Day (Holiday) – campus closed
December 2023	Friday, December 1	Intent to Enroll deadline (last day to accept SJSU's offer of admission)
	Monday, December 11	Financial Aid Document Completion Date
January 2024	Monday, January 1	On-campus housing opens for Spring 2024 semester Check in at 5 p.m.
	Friday, January 5	Submit your photo for your Tower Card at myid.sjsu.edu
	Friday, January 12	Spartan Experience for Transfers Orientation Session Date
	Monday, January 15	Submit all final documents and transcripts listed on your to-do list in MySJSU
	Monday, January 15	Dr. Martin Luther King, Jr. Day (Holiday) – campus closed
	Wednesday, January 17	Payment Due Date (If registered between October 31, 2023 through January 13, 2024) Spartan Experience for Transfers Orientation Session Date
	Sunday, January 21	Advance Registration ends
	Monday, January 22 – Tuesday, January 23	Registration closed
	Wednesday, January 24	First day of instruction Late Registration Begins in MySJSU after 7 a.m. (Ends February 19)
	Wednesday, January 24 – Monday, February 19	Late Registration period
February 2024	Saturday, February 17	Payment Due Date (If registered between January 14, 2024 through February 14, 2024)
	Monday, February 19	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 a student's permanent record

March 2024	Tuesday, March 19	Payment Due Date
April 2024	Monday, April 1	Cesar Chavez Day (Holiday Observed) – campus closed
	Monday, April 1 – Friday, April 5	Spring Recess – no classes
	Tuesday, April 2	FAFSA/CA Dream Act Application priority deadline
	Wednesday, April 17	Payment Due Date
	Friday, April 19	Last Day to withdraw for spring
May 2024	Monday, May 13	Last day of instruction for spring
	Wednesday, May 15 – Friday, May 17	Final exams
	Monday, May 20 – Tuesday, May 21	
	Saturday, May 25	Initial Spring 2024 grades viewable via MySJSU account
	Monday, May 27	Memorial Day (Holiday) – Campus closed
June 2024	Thursday, June 6	Academic Standing & Current Semester Grades posted on MySJSU & Transcripts
	Wednesday, 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 2024 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 **Friday, 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 Spartan Experience for Transfers orientation, and paying the nonrefundable enrollment deposit.

YES – I intend to enroll at SJSU for the Spring 2024 semester **(Please note: You may not defer your enrollment to a later semester.)**

NO – I will not attend SJSU for the Spring 2024 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 tinyurl.com/Reg-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 Transfer Orientation (Spartan Experience for Transfers)

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 Spartan Experience for Transfers orientation, complete Spartan Link Online Pre-Orientation. Spring 2024 admits will be given access in mid-December 2023.

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
- 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 not be able to attend SJSU in Spring 2024. 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 Spartan Experience for Transfers orientation at nextsteps.sjsu.edu

Students requesting Transfer 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 tinyurl.com/Reg-AEC

STEP 3

STEP 4

NEXT STEPS
nextsteps.sjsu.edu

Pay Enrollment Deposit

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 transfer 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 2024 semester.

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

INTERNATIONAL HOUSE

iHouse@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 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 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

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 17-35, 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 offers a one-semester contract. 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

For Housing accommodations due to disability-related limitations, students must register with the Accessible Education Center.

Register online at sjsu.edu/aec/students/accoms/housing-index.php

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 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	\$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	\$11,350

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”	Meals prepared onsite at I-House + swipes/Dining Dollars in the Commons.	\$3,128	\$6,256	\$17,606 (full meal plan required; one semester contract available)

* Meals prepared by chef onsite at I-House. Breakfast/Lunch/Dinner Monday–Thursday; Brunch & Dinner Fridays. Limited swipes and Dining Dollars also provided.

STEP 5

STEP 6

SCHEDULE OF CLASSES

sjsu.edu/classes

WRITING SKILLS TEST (WST) INFORMATION

sjsu.edu/testing/tests/sjsu-exams

COLLEGE STUDENT SUCCESS CENTERS

sjsu.edu/advising

408-924-2129

Register for Classes

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

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 registration appointment.

Spartan Experience for Transfers Orientation (Mandatory)

To maintain your eligibility to enroll, you must attend your scheduled Spartan Experience for Transfers orientation (mandatory).

Complete the Upper-Division Writing Directed Self Placement Exercise (UDW-DSP)

The online UDW-DSP fulfills the Writing Skills Test (WST) requirement. It is an exercise (not a test) that helps students place themselves in the appropriate writing course at SJSU.

Registering for Courses

Sign in to one.sjsu.edu and search for "MyScheduler." MyScheduler will allow you to pre-plan your course schedule and send that schedule to MySJSU to complete enrollment once you are eligible.

Registration Holds

If you have a registration hold, log in to MySJSU, go to self-service, look for the "hold" box on the right column, click "details" to find out how to resolve your hold and read this information carefully. 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 registration is dependent on the space available. Getting the classes you want may be very difficult.

SCHEDULE OF CLASSES

sjsu.edu/classes

**EXPLORE SCHEDULE
OPTIONS**

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

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, available 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 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 2024 semester?

Your admission is only good for the Spring 2024 semester. If you do not register for classes for Spring 2024, you will lose your admission and will have to reapply for the next available term.

Registration Timeline

October 2023	Tuesday, October 31	Advance Registration Begins
January 2024	Sunday, January 21	Advance Registration Ends
	Wednesday, January 24	Late Registration Begins on MySJSU after 7:00 am
February 2024	Monday, February 19	Last Day to Add Classes via MySJSU

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 17

Saturday, February 17

**Tuesday, March 19
(Installment Payment Plan
and Bookstore Charges)**

**Wednesday, April 17
(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	\$10,124	\$19,866	\$19,430
Transportation	\$1,610	\$1,106	\$1,764
Miscellaneous/Personal	\$2,692	\$2,406	\$3,146
Books and Supplies	\$938	\$938	\$938
**Tuition Fees (6.1 or more units)	\$7,992	\$7,992	\$7,992
Total (CA Residents)	\$23,356	\$32,308	\$33,270

* 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, 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

INFORMATION ON CHARGING BOOKS AND SUPPLIES

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

CALIFORNIA DREAM ACT INFORMATION

sjsu.edu/faso/Applying/californiadreamact

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

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

STEP 7

STEP 8

NEW STUDENT AND FAMILY PROGRAMS

sjsu.edu/newspartans

408-924-5972

transfer-orientation@sjsu.edu

Attend Transfer Orientation (Spartan Experience for Transfers)

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.

Transfer Orientation Sessions:

Friday, January 12, 2024

Wednesday, January 17, 2024

Disability Accommodations

This event is wheelchair accessible. 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

For questions about the UDW Directed Self Placement Exercise please visit sjsu.edu/wac/wst

This event is wheelchair accessible. Students requesting Transfer 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 tinyurl.com/Reg-AEC

STEP 8

STEP 9

IMMUNIZATION
INFORMATION
sjsu.edu/wellness

Submit Proof of Immunizations

As of May 1, 2023, the Bivalent mRNA COVID-19 vaccine is recommended for most students, per the [CSU Vaccination Policy](#). The vaccine is required for all students who reside in University Housing or those who have traveled or lived outside the U.S. for more than 30 days.

For more information regarding Covid-19 vaccination requirements, please visit sjsu.edu/medical/services/covid-vaccine.php

Additional Required Immunizations

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

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/wellness

STEP 9

STEP 10

WRITING SKILLS TEST INFORMATION

sjsu.edu/wac/wst

DEPARTMENT EXAM LISTING

catalog.sjsu.edu

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/wac/wst 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 tinyurl.com/Reg-AEC

For questions about the UDW Directed Self Placement Exercise, please visit sjsu.edu/wac/wst



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 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

Statement of Nondiscrimination

The CSU is committed to maintaining an inclusive and equitable community that values diversity and fosters mutual respect. We embrace our community differences in Age, Disability (physical and mental), Sex, Gender, Gender Identity (including nonbinary and transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, Veteran or Military Status. All Students and Employees have the right to participate fully in CSU programs, activities, and employment free from Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation.

The Nondiscrimination Policy

This CSU Nondiscrimination Policy describes SJSU's response to reports of protected status discrimination and harassment, including sexual harassment, sexual misconduct, dating violence, domestic violence, and stalking. The Nondiscrimination Policy also applies to instances of retaliation that occur because a person reported a potential violation of the Nondiscrimination Policy, or participated as a Party or witness in a related investigation.

For more information related to Title IX including who to contact and links to policies, please visit: sjsu.edu/titleix

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

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

Housing (International House, I-House)

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

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 Spartan Experience for Transfers 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

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 Twitter

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

 @SJSU on YouTube

 facebook.com/sanjosestate