

April 29, 2022

Subject: End of Spring 2022

Dear Colleagues,

As we prepare for the Spring 2022 semester, I would like to share with you the information related to the end of the Spring 2022 processing.

**A. Spring 2022 Grading Bulletin**

Here is the [Grading Bulletin](#) on our webpage. This is a quick reference to the grade submission deadlines, grade posting dates, [Faculty Grade submission tutorials](#) and other grading protocols that faculty need to know.

Note that an Incomplete Contract has been renamed as Incomplete Agreement by the CO.

**B. Registration Holds**

Removing administrative barriers that impede student success is one of the steps in the Graduation Initiative (GI2025). Registration holds are placed on student records for various reasons. It is imperative that we communicate to students how these holds impact their registration or ability to access university services.

The Enrollment Management group has designed a table of various registration holds that are now posted on the Registrar's website. In addition, students were messaged on 4/21/22 about their holds for Fall 2022 registration; how to look for the hold in their MySJSU accounts and the steps to take to have the holds removed.

Please check out the [Registration Holds](#) table.

**C. Forms**

To help faculty, staff, and students understand the DocuSign Petition process, we have created the [DocuSign Signing Order](#) page that shows a table and flow charts for late enrollment and other forms that our office processes. Please take a moment to read this information especially if you are the designated approver on the form. This provides a quick guide to students on what signatures they need before submitting the form. This will help expedite the processing of petitions and avoid unnecessary delays in the approving process.

**D. Preferred Names on Diplomas**

In pursuance of the new California law [AB245](#) that allows students to use their preferred or chosen names on their diplomas, effective with spring 2022, students can have their preferred names printed on diplomas. Please click on the [Updating Personal Information](#) page on how students can update their personal information--- primary, preferred, and diploma names.

Please share this communication with faculty and staff in your respective departments.

Note that there will be subsequent Registrar update communications in the coming weeks pertaining to grading.

Thank you.

Marian Yao, MBA  
University Registrar & FERPA Compliance Officer