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.