Office of the Registrar  
Fall 2022 Registration Bulletin

- This communication contains information pertaining to the Fall 2022 registration deadlines, permission numbers, automated waitlist, time conflict, audit option and instructor drops.

- **August 12, Friday:** Undergrads that are repeating a class for 2 or more times may submit multiple repeat forms. Form available at [Registrar Forms page](#).

- **August 16, Tuesday:**
  - Advance Registration ends at 11:59 PM.
  - Activation in One.SJSU opens for new Open University students start.

- **August 17, Wednesday:**
  - Thursday, August 18: There will be NO registration activity for students.

- **August 18, Thursday:**
  - Your Class Roster Is “Clean”. Beginning 8:00 AM, log in to faculty self-service. Your class roster will show all students who were automatically dropped and added, as well as those on waitlist. Passwords expire every 180 days so don't wait till the first day of instruction to look at or print your class rosters.

- **August 19 – September 15:** Late Registration Period.
  - Regular and Open University students can register via MySJSU beginning at 7 AM on Fri., Aug. 19.
  - Open U graduate students must use the [Open U registration forms](#).

- **August 27, Saturday:** Waitlist ends

- **August 28, Sunday:** Permission number required to add a class

- **September 15, Thursday:**
  - Last day to drop a class without a “W” grade
  - Last day to add
  - Last day to change grading option to Credit/No Credit/Audit
  - Last day to submit Instructor Drops

- **September 16, Friday:** Enrollment Census Date. Adds after this date will not be included in the Chancellor’s Enrollment Report (non-FTEs).

- **September 17, Saturday:**
  - 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 a Credit/No Credit/Audit option form by the add deadline. **Classes taken on an Audit basis do not count toward enrollment status for financial aid eligibility.** DocuSign forms can be found at [Registrar’s Forms page](#).

- **Instructor Drops:** Need to be submitted by the last day to add – Thursday, September 15. Instructions are available on the [Instructor Drop Procedure page](#).

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