Office of the Registrar
Spring 2023 Registration Bulletin

This communication contains information pertaining to the Spring 2023 registration deadlines, permission numbers, automated waitlist, time conflict, audit option and instructor drops.

- **January 4, Wednesday:** Repeaters may enroll.
  - *New!* 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.

- **January 22, Sunday:**
  - Advance Registration ends at 11:59 p.m.

- **January 23 - January 24, Monday - Tuesday:** There will be NO registration activity for students.
  - Jan. 23 at 8 a.m.: Activation in One.SJSU opens for new Open University students

- **January 24, Tuesday:** Your Class Roster will be “Clean” after noon. 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.

- **January 25 – February 20:** Late Registration Period.
  - **January 25, Wednesday**
    - Regular and Open U students can register via MySJSU beginning at 7 a.m.
    - Open U graduate students must use the Open U registration form.
  - **February 2, Thursday:** Waitlist ends
  - **February 3, Friday:** Permission number required to add a class
  - **February 20, Monday:**
    - 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

- **February 21, Tuesday:** Enrollment Census Date. Adds after this date will not be included in the Chancellor’s Enrollment Report (non-FTEs).

- **February 22, Wednesday:**
  - 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 – Monday, February 20. Instructions are available on the Instructor Drop Procedure page.

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