

INTRODUCTION TO COURSE REGISTRATION

UNDERGRADUATE ADVISING & SUCCESS

Fall 2024





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AGENDA

- **Academic Advising at SJSU**
- **How to Enroll**
- **General Education (Upper Division)**
- **Planning Tools**
- **Next Steps**



Advising at SJSU

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graph TD; A[Advising at SJSU] --> B[GE Advising (Student Success Centers)]; A --> C[Major Advising* (Departments)]; B --- D["• GE & Graduation Requirements<br>• Unit Requirements<br>• Transfer Credits<br>• Policies and Procedures"]; C --- E["• Major Coursework Planning<br>• Major Electives<br>• Minor Advising<br>• Career Goals"]; F["*Exception to Above Advising Model:<br>• College of Business and College of Education majors: Both GE and major advising will take place in your Student Success Center."] style D fill:#fff,stroke:#f0e68c,stroke-width:2px; style E fill:#fff,stroke:#f0e68c,stroke-width:2px; style F fill:#fff,stroke:#f0e68c,stroke-width:2px;
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GE Advising (Student Success Centers)

- GE & Graduation Requirements
- Unit Requirements
- Transfer Credits
- Policies and Procedures

Major Advising* (Departments)

- Major Coursework Planning
- Major Electives
- Minor Advising
- Career Goals

**Exception to Above Advising Model:*

- College of Business and College of Education majors: Both GE and major advising will take place in your Student Success Center.

Student Success Centers

Jack Holland
Student
Success Center
(Business)

Lurie College of
Education
Student
Success Center

College of
Engineering
Student
Success Center

College of Health
& Human
Sciences Student
Success Center

College of
Humanities & the
Arts Student
Success Center

College of
Science
Student Success
Center

College of
Social Sciences
Student
Success Center

College of
Professional &
Global Education
Student Success
Center



HOW TO ENROLL

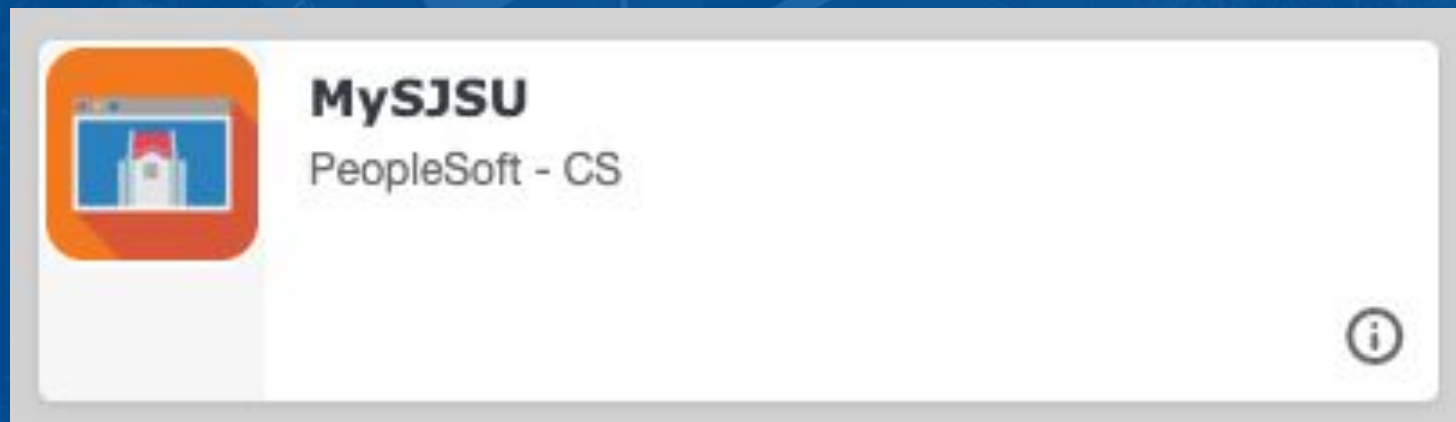


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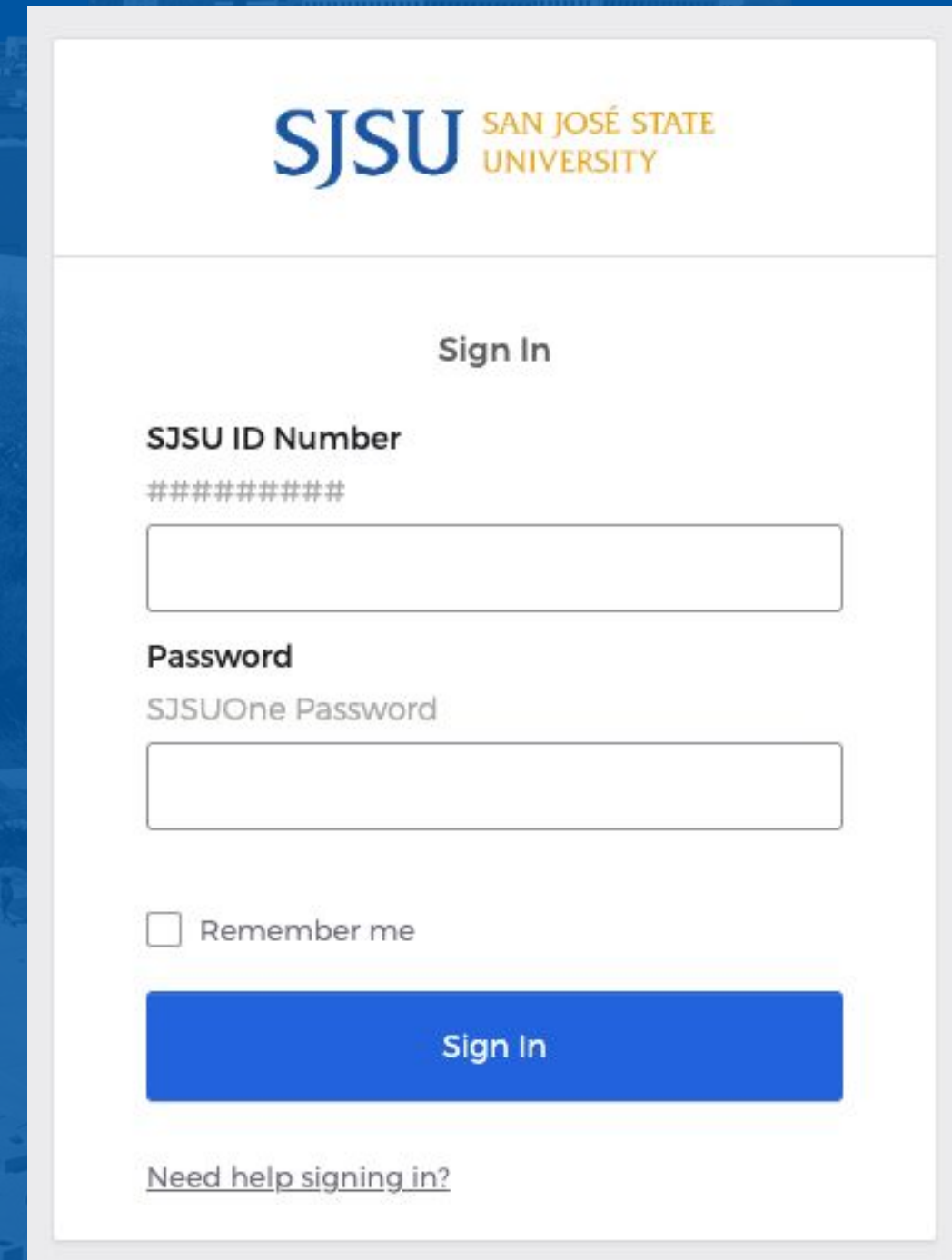


Step 1: Log In

Navigate to one.sjsu.edu, search and select "MySJSU":



You will be prompted to log in:

A screenshot of the SJSU Sign In page. At the top, the SJSU logo (SAN JOSÉ STATE UNIVERSITY) is displayed. Below the logo, the text 'Sign In' is centered. The form contains two input fields: 'SJSU ID Number' with a masked input '#####' and 'Password' with the text 'SJSUOne Password' above it. Below the password field is a checkbox labeled 'Remember me'. A blue 'Sign In' button is positioned below the checkbox. At the bottom of the form, there is a link that says 'Need help signing in?'.

Step 2: Begin Search

You will be on the **Student Center** homepage. Click "**Search**" on right side of page under your "**Academics**" section

The screenshot displays the 'Sammy's Student Center' interface. At the top, there is a blue header with the text 'Sammy's Student Center'. Below this, a row of utility buttons includes 'View Messages', 'No Holds', 'No To Dos', and '5 Other Indicators'. The main content area is titled 'Academics' and features a message: 'You are not enrolled in classes.' Below the message is an 'Enrollment Shopping Cart' button. On the right side of the Academics section, a vertical menu is open, listing several options: 'Search', 'Plan', 'Enroll', 'My Academics', 'MyProgress', 'Order Official Transcript', and 'MyScheduler'. The 'Search' option is highlighted with a red rectangular border.

Step 3: Search Specific Courses

1. Select "Fall 2024" Term

2. Enter department prefix on the Subject line (i.e., 'PSYC'); *or* click "Select Subject" to locate a prefix

3. Enter the course number

4. Select 'Undergraduate'

5. Click 'Show Open Classes Only'

Click 'Search'

Sammy Spartan

Institution San Jose State University

Term **1** Fall 2024

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject **2** PSYC

Course Number Filter **3** contains

Course Career **4** Undergraduate

Show Open Classes Only **5**

Additional Search Criteria

Clear Search

Step 4: Filter and/or Search Area Courses

- Expand 'Additional Search Criteria' to filter by time, days of week, etc.
- Can also use the 'Requirement Designation' function to search for courses that satisfy certain areas (i.e., SJSU Studies - Areas R, S, or V)

The screenshot shows a search interface with the following elements:

- Additional Search Criteria** (highlighted with a red box)
- Meeting Start Time Filter**: Input field, clock icon, and dropdown menu set to "greater than or equal to".
- Meeting End Time Filter**: Input field, clock icon, and dropdown menu set to "less than or equal to".
- Days of Week**: "include only these days" dropdown, and checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- Mode of Instruction**: "Select" dropdown.
- Session**: "Select" dropdown.
- Requirement Designation** (highlighted with a red box): "Select" dropdown with a list of options: GE: D Social Sciences, GE: E Human Understanding & Devl, GE: F Ethnic Studies, GraduationWritingAssessmentReq, PE: Physical Education, SJSU: R + S + V, SJSU: R + V, **SJSU: R Earth, Envir & Sustain** (highlighted with a green oval), SJSU: S + V, SJSU: S Self, Soc, Equ, SJSU: V Cultures & Glb Undrstg.
- Course Attribute**: Input field.
- Course Attribute Value**: Input field.
- Class Nbr**: Input field.
- EXAMPLE: 1136** (text at the bottom right).

Step 5: Select your Course(s)

1. Click the arrow next to course name to expand the course options
2. Check status for open classes (indicated by a green circle)
3. Click "Select" on the course in which you wish to enroll

● OPEN ■ CLOSED ⚠ WAIT LIST 💰 ZERO COST

3 class section(s) found

^ PSYC 102 - Psychology of Childhood **1** **2**

CLASS	SECTION	DAYS & TIMES	INSTRUCTOR	MEETING DATES	STATUS	ROOM	VIEW TEXTBOOKS	ZERO COST MATERIALS
41963	01-LEC Regular	TuTh 10:30AM - 11:45AM	Desia Bacon	08/21/2024 - 12/09/2024	●	Dudley Moorhead Hall 150	Select 3	
46645	03-LEC Regular	Th 1:30PM - 4:15PM	CJ Duh	08/21/2024 - 12/09/2024	●	Dudley Moorhead Hall 353	Select	
46646	80-LEC Regular	We 3:00PM - 4:15PM TBA	CJ Duh To be Announced	08/21/2024 - 12/09/2024 08/21/2024 - 12/09/2024	●	On Line On Line	Select	

Modify Search New Search

● OPEN

■ CLOSED

⚠ WAIT LIST

Step 6: Waitlist (optional)

If you choose to waitlist for a full class, select **"Waitlist if class is full"**.

(If you make it off the waitlist, you will be automatically enrolled as long as you do not exceed your 17 unit enrollment limit and you've met pre-requisites for the class.) Refer to: [How Waitlists Work](#)

Class Preferences

PSYC 102-01

Component: Lecture
Status: ● Open

Session: Regular Academic Session
Career: Undergraduate

Wait list if class is full

Permission Nbr:

Grading: Normal Grade Rules
Units: 3.00

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
01	Lecture	TuTh 10:30AM - 11:45AM	Dudley Moorhead Hall 150	Desia Bacon	08/21/2024 - 12/09/2024

Class Notes

IC - See course description for requirements.

Cancel Next

Click the **"Next"** button.

Step 7: Verify Course(s) are added to Shopping Cart

The course has now been added to your shopping cart.
Click “Plan”

The following classes match your search criteria Course Subject: **Psychology**, Course Number contains '102', Show Open Classes Only: **No**

✓ PSYC 102 has been added to your Shopping Cart.

● OPEN ■ CLOSED ⚠ WAIT LIST 💰 ZERO COST

In this section

- Plan
- Enroll
- My Academics

Step 8: Enroll

Select your course then click 'Enroll'.

The screenshot displays two side-by-side panels from a course selection system. The left panel, titled 'Add to Cart', features a 'Class Number' section with an input field and an 'Enter' button, and a 'Find Classes' section with radio buttons for 'Class Search' and 'My Requirements', along with 'Search' and 'MyScheduler' buttons. The right panel, titled 'Fall 2024 Shopping Cart', shows a cart with one item. At the top of the cart are filters for 'OPEN' (selected), 'CLOSED', 'WAIT LIST', and 'ZERO COST'. A table lists the course details, with the 'SELECT' column highlighted by a red box. Below the table are 'Enroll' and 'Delete' buttons.

SELECT	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
<input type="checkbox"/>	PSYC 102-01 (41963)	TuTh 10:30AM - 11:45AM	Dudley Moorhead Hall 150	D. Bacon	3.00	●

**TIP: Enroll in classes one at a time rather than waiting until all of your courses are in your shopping cart.*

Step 9: Final Step

Click "Finish Enrolling" to formally enroll in the course(s) you selected.

Shopping Cart > 2. Confirm classes > Fall 2024

Sammy Spartan

1 SELECT 2 CONFIRM 3 FINISH

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

● OPEN ■ CLOSED ⚠ WAIT LIST 💰 ZERO COST

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
PSYC 102-01 (41963)	Psyc of Childhood (Lecture)	TuTh 10:30AM - 11:45AM	Dudley Moorhead Hall 150	D. Bacon	3.00	●

Cancel Previous **Finish Enrolling**

A green 'Success' bar means you have successfully enrolled.



Classes outside of Major Coursework:

Upper Division General Education Courses

SJSU Studies

(Areas R, S, & V)

**9 units = SJSU Studies (upper Division
General Education Courses)**

- R: Earth, Environment & Sustainability
- S: Self, Society & Equality in the U.S.
- V: Cultures & Global Understanding

In some cases, SJSU Studies areas overlap with the major.

Writing in the Disciplines

(100W)

**3 units = 100W is a writing course specific
to your major** (i.e., PSYC 100W, MUSC 100W, etc.)

- Complete Upper Division Writing Directed Self Placement ([UDW-DSP](#)) prior to enrolling in 100W

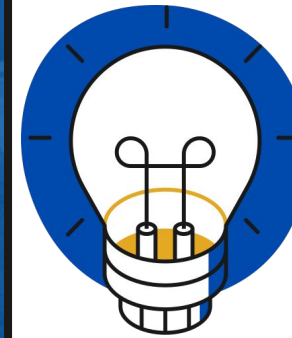
MyGPS Tools: Graduation Pathway to Success

MYPROGRESS



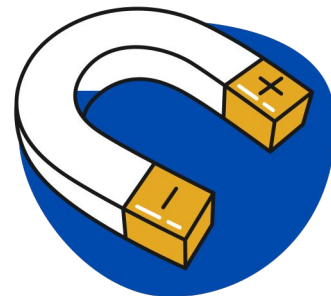
Tracks the requirements you have completed, courses currently in-progress, and course you still need to complete.

MYROADMAP



Sample advising maps showing how to complete your degree program in two years

MYPLANNER



Displays course requirements sequentially to map your entire academic path to graduation.



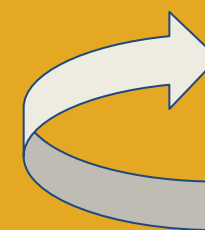
MYSCHEDULER



Schedule planning tool that helps you create and compare multiple schedules for a semester based on your preferences.

What's Next?

- Familiarize yourself with SJSU's [Policies and Procedures](#)
- Explore [MyGPS Planning Tools](#)
- Bookmark [Fall 2024 Calendar](#) for Important Dates & Deadlines
- Schedule appointment with your [Success Center](#) in your first semester



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THANK YOU!

**WELCOME TO
SJSU, SPARTANS!**

UNDERGRADUATE ADVISING & SUCCESS

