SAN JOSÉ STATE UNIVERSITY

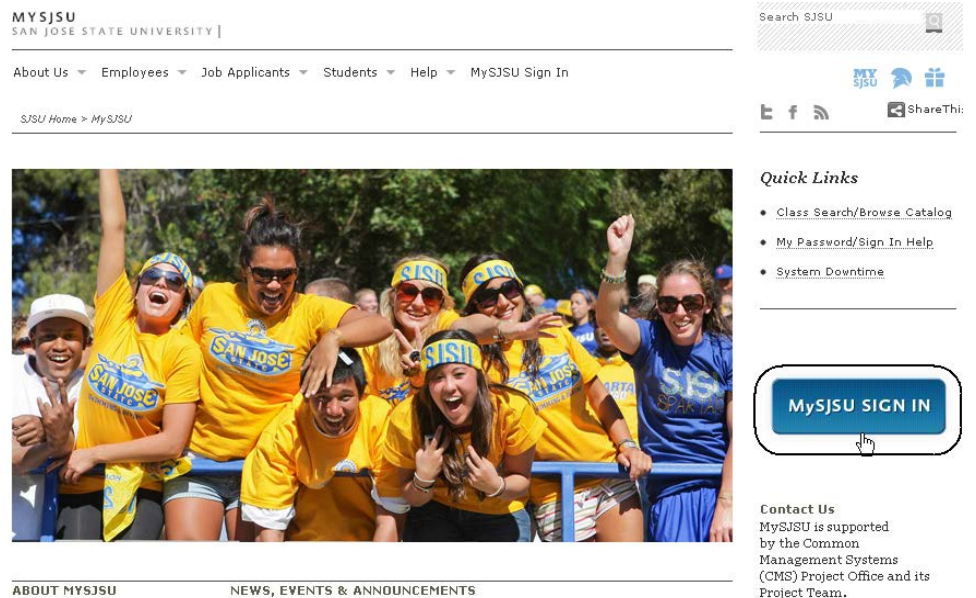INFORMATION TECHNOLOGY SERVICES

Overview

This guide shows how to select a term for **SJSU Open University** as a Continuing Student.

The MySJSU homepage displays.

1. Go to MySJSU (http://my.sjsu.edu/).

2. Click the **MySJSU Sign In** button.

The Login page displays.

3. Enter your **SJSU ID** and **Password**.

4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.

The Student Center page displays.

5. Select **Open University Enrollment** from the Academics dropdown menu.
6. Click **Go**

Student Center

Skyler's Student Center

▼ **View My Messages**

You have no new messages.

View Messages

▼ **Academics**

Search
Plan
Enroll
My Academics

ⓘ You are not

Open University Enr [▼] [»]

The Enroll in Open University Classes page displays.

7. Select **Program** and **Term** from the dropdown menus.
8. Click the **Submit** button.

SAN JOSÉ STATE UNIVERSITY

Enroll in Open University Classes

Skyler Spartan

Open University classes are available for members of our community who are not actively seeking a degree from San Jose State University. For more information, please **visit the Open University website**.

If you are actively seeking a degree, please return to the Student Center and click the "Add a Class" link to begin the registration process.

*Program to Enroll: Open University - Undergraduate [▼]

*Term: Spring 2012 [▼]

SUBMIT   RETURN TO STUDENT CENTER

The Congratulations page displays.

9. Click the **Enroll in Classes** button.

SAN JOSÉ STATE UNIVERSITY

Congratulations!

Skyler Spartan

You have just activated yourself as an Open University student.

You are now eligible to enroll in Open University classes. Click the button below to select your Open University classes.

[ENROLL IN CLASSES]

The Select Term page displays.

10. Select the radio button that corresponds to the **term** you want to enroll in.

11. Click the **Continue** button.

Skyler Spartan   go to ...

| Search | Plan | Enroll | My Acad |
| my class schedule | add | drop | edit | term in |

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
○	Fall 2009	Undergraduate	San Jose State University
○	Winter Session 2010	Undergraduate	San Jose State University
○	Spring 2010	Undergraduate	San Jose State University
○	Spring 2011	Undergraduate	San Jose State University
⊙	Spring 2012	Undergraduate	San Jose State University

[CONTINUE]

The Add Classes page displays.

Note: For step by step directions on how to add a class, refer to the help tutorials located in the Students section of MySJSU.

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | San Jose State University   change term

Add to Cart:

Search for Class   Class Search ▼   search

------ OR ------

Enter Class Nbr   enter