**SJSU Online Resources**

1. **Department Web pages**
   a. Start at sjsu.edu
   i. Scroll over ARROW next to “current students” (drop down menu should appear)
      1. Scroll to academics and click
      2. Click on colleges and departments
   b. Another way to get to the same page
      1. Start at sjsu.edu
         a. Scroll over ARROW next to “discover sjsu” (drop down menu should appear)
         b. Scroll to academics and click
         c. Click on colleges and departments

2. **Registrar’s office**
   a. What is the registrar’s office
      i. They handle all of the student’s records and forms
      1. A form is a piece of paper that is used to implement university processes
         a. Examples of forms
            i. Change of major form
            ii. Change of address
         b. They do not deal with petitions!
         c. Forms are turned into the admissions and records desk
   b. How do you get to the registrar’s web page
      i. Start at sjsu.edu
         1. Scroll over ARROW next to current students (drop down menu should appear)
         2. Scroll down to “Finances”
            a. Scroll all the way down to bottom of the page
            b. On the left hand side you should see various links
            c. Click on the one labeled “office of the registrar”
               i. All the links are located at the top of the webpage or on the right side of the page under “Related Services & Information” including:
                  1. Calendar
                  2. Forms A-Z
                     a. This link will take you to where you can find forms that will be needed for the scavenger hunt!
            b. There is also a link here to Undergraduate Petitions
               i. What is a petition? It is a request to the university. Petitions can be denied or processed. You turn these into undergraduate studies which is located in the administration building, EXCEPT for late drop petition which is dropped off in the GE advising desk.
               ii. This is where the CORE Intensive Science Plan Petitions is found. This is an important form for those who transfer out of the science major.
               iii. Petition for reinstatement
            c. Know difference between form, petition, and retroactive petitions.
               i. Form: a paper that tells the university to do something (ex: change address because you moved, etc.)
               ii. Petition: Requests to the university to do something this semester.
               iii. Retroactive petition: Requests that applies to past semesters.
   3. Advising Hub
   4. Schedule of classes
3 Schedule of Classes
   a. Click on “Current Students” tab
      i. Scroll down and click on Academics
      ii. Click on Classes
      iii. Scroll down and click on Class Schedule
   b. Click on “Discover SJSU” tab
      i. Scroll down and click on Academics
      ii. Click on Classes
      iii. Scroll down and click on Class Schedule

4 Catalog
   a. Click on “Current Students” tab
      i. Scroll down and click on Academics
      ii. Click on Classes
      iii. Click on Academic Catalog
   b. Click on “Discover SJSU” tab
      i. Scroll down and click on Academics
      ii. Click on Classes
      iii. Click on Academic Catalog

5 Academic Calendar
   a. Start at sjsu.edu
      i. Go to “Current Students” on the top of the page
      ii. Click on “Calendars & Events”
      iii. Scroll down to “Academic Calendars” and select “Academic Year”
      iv. Select the current “AY (Academic Year) Calendar”
   b. Start at sjsu.edu
      i. Scroll down to the bottom of the home page and select “Calendars & Events”
      ii. Click on “Academic Calendars” and then “Academic Year”
      iii. Select the current “AY (Academic Year) Calendar”

6 Articulation
   a. What is it?
      i. Agreement with SJSU and community colleges in California for what is transferable/equivalent.
   b. Start at www.sjsu.edu
   c. Scroll over the arrow next to “current students”
   d. Click on the box labeled “academics”
   e. Scroll about ½ way down the page and click on the link labeled “degrees & majors”
   f. Look below the heading SJSU student information to find the link to Articulation
      1. School to school
         a. Tells you which courses in your major are transferable
      2. Course to Course
         a. Catalog to catalog comparison of what is transferable between the school and SJSU
         b. Does not tell you which transferable courses count as a major or GE course
      3. GE breath
         a. Tells you which classes will satisfy the GE requirements at SJSU
7  Financial Aid
   a  Start on the sjsu.edu
      i  Go to “Current Students” on the top of the page
      ii Click on the “Finances” button on the drop down menu.
         1 On the right is a bar that says “Financial Aid and Scholarship Office” click that link.
   b  Start on the sjsu.edu
      i  Go to “Future Students” on the top page
      ii Scroll down the page and click on “Financial Aid” under the “Financial Aid & Scholarship Office” group

8  How to use the Online Directory
   a  Start at sjsu.edu
      i  Find the link on the top of the page that says “Quick Links”
      ii From the drop down menu select “Directory”
      iii Make sure you type their name in correctly!
         1 Can search by DEPARTMENT, LAST NAME, FIRST NAME, or FULL NAME
         2 If you search by LAST NAME, but type in their FULL NAME, your search will not be successful
   b  Start at sjsu.edu
      i  Find the link on the top of the page that says “Faculty & Staff”
      ii From the drop down menu select “Directory”
      iii Make sure you type their name in correctly!
         1 Can search by DEPARTMENT, LAST NAME, FIRST NAME, or FULL NAME
         2 If you search by LAST NAME, but type in their FULL NAME, your search will not be successful

9  Advising Hub
   a  Start at sjsu.edu
      i  Go to the Current Students drop down menu,
      ii Select Advising
      iii You are done!

10 Every page you went to today, can be found on the A-Z index on the sjsu.edu web site on the bottom of the page. However, get to know your way around the site without having to use this.

How to Use MySJSU
1  Degree Audit/Degree progress
   a  Start at my.sjsu.edu
      i  After you log-in, the Student Center will be the main page
      ii Under “My Academics”, click on “View Advisement Report”
         1 This allows you to see how the classes you have taken fulfill your degree requirements
         2 NOTE: this is not always kept current!!

2  Registering for class
   a  Check your enrollment dates
      i  You can only add classes during this time
      ii You can get to your enrollment date by starting at my.sjsu.edu
         1 Log in
         2 On the first page look at the right of the page for a box titled Enrollment Dates
            a  Click on Open Enrollment Dates
               i  Check the semester you are looking for
               ii  Click continue
b Enrollment dates are posted at a certain time. Check the academic calendar or the announcements on the MySJSU log-in page.

b Adding classes
i Start at my.sjsu.edu
   1 After you log-in, the Student Center will be the main page
   2 Under Enrollment Click on Add a Class
      a Select the term you want to add class
      b Click Continue
         i You can enter the 5 digit class code
         ii You can search for the class
   3 Another way, after signing into MySJSU
      a Click on Self Service from the menu on the right
         i Click Enrollment
            i Click Enrollment: Add Classes
   4 When you add classes, make sure that you keep clicking to the end until you get a green check mark that tells you are enrolled in the class