



# Office of the Registrar

Spring 2026 Update

The background is a dark green color with a pattern of lighter green clover leaves and larger leafy branches. The clover leaves are scattered throughout, while the larger branches are more prominent at the top and bottom edges.

# Thanks for joining us!

A link to the recording of this update will be emailed to all registrants following the webinar and available on the Office of the Registrar website.

The background is a dark green color with a pattern of lighter green clover leaves and larger leafy branches. The clover leaves are scattered throughout, while the larger branches are more prominent at the top and bottom edges. The word "Certificates" is centered in a bright yellow font.

# Certificates

# Declaring Certificates

- Graduate Advanced Certificates
  - Process run by GAPE
- Undergraduate Certificates
  - Collecting student names and IDs of those currently known to be pursuing a certificate - Due March 24th
  - Send out communication for students to opt out
  - After March 24th - students will need an advisor to submit an ARS to add a certificate



Records and Registration  
&  
Systems Analysts

The background is a dark green color with a pattern of lighter green clovers and leaves scattered throughout. The top and bottom edges are decorated with larger, more detailed illustrations of green leaves and clovers, creating a frame around the central text.

# Spring Grading Reminders

# Important Dates

<b>Grade Rosters Available</b>	<b>May 12 @ 8 am</b>
<b>Grades Due from Faculty</b>	<b>May 22</b>
<b>Final Deadline for Grade Submission</b>	<b>May 28</b>
<b>Grades Finalized and on Transcripts</b>	<b>June 10</b>

# Grading Reminders

- Grading Bulletin will be emailed and [published online](#) by the beginning of May
- Posted Grade Rosters cannot be reopened but grade rosters “Approved” by faculty can be changed to “Not Reviewed” prior to posting if any changes are needed
- RDs are assigned the business day after the final due date to submit
  - Delays graduation
  - Affects Academic Standing calculations
- Please review our new [F vs. WU guide](#)

# Incomplete Agreements

## Incomplete Agreement Guide

- Deadlines to submit work
- Grade if no further work is submitted
  - Do not put “I”
  - Careful with “A” grades
  - Time when grades will lapse

**Incomplete Grade Agreement**

ID: [REDACTED] [REDACTED]

Career: UGRD Undergraduate

Institution: SJ000 San Jose State University

Term: 2224 Fall 2022

Class Nbr: 44746 PHIL 66, Section 80 (3 Units)

Instructor(s): [REDACTED]

---

**Incomplete Agreement Data**

\*Reason Code: [REDACTED]

\*Grade Without Further Work: [REDACTED]

\*Deadline For Completion: 11/21/2023 [BY]

Work Required for Removal of 'I' Grade		Completed	Date Completed		
*Description		<input type="checkbox"/>	[REDACTED] [BY]	[+]	[-]

# Grade Posting & Honors

- Changing Grades after Grade Roster
  - Incompletes/RD - [Online through Faculty Center](#)
  - All other grade changes need to go through [DocuSign](#)
- Posted grades will be seen in View Grades and transcripts after the May 23 (Fully Graded Date)
- Final grades with academic standing will show on transcripts starting June 10 (Degree reviews can then be finalized)
- Dean and Presidential honors new timeline

The background is a dark green color with a pattern of lighter green clover leaves and larger leafy branches. The clover leaves are scattered throughout, while the larger leafy branches are more prominent at the top and bottom edges.

# Summer/Fall Important Registration Dates

# Summer 2026

<b>Registration Appointment visible for continuing matriculated students</b>	<b>April 6</b>
<b>Registration begins for continuing matriculated students</b>	<b>April 8</b>
<b>Open U Registration forms available</b>	<b>April 13</b>
<b>Open U Registration registration on MySJSU</b>	<b>April 15</b>
<b>Drop Deadline 6W1,10 week   6W2</b>	<b>June 3   July 9</b>
<b>Add via MySJSU Deadline 6W1, 10 week   6W2 (permission code needed)</b>	<b>June 8   July 13</b>

# Fall 2026

Enrollment Appointment Visible	April 13
Enrollment for Continuing Students	April 21
Enrollment for New Graduate Students	June 4
Enrollment for New Undergraduates (Registration Appointment for all is June 17)	June 17 ( <u>FROSH</u> ) July 2 ( <u>Transfers</u> )
Permission Number Required for all classes	August 29
Last date to add, drop, audit, file for CR/NC, petition for Excess Units	September 15
Census	September 16

# Registration Reminders

## Permission Numbers

- OTR does not issue numbers
- Not all sections issue permission numbers
- Departments can determine overrides for different classes
  - Closed
  - Prerequisite Not Met
  - Consent
  - Career
  - Permission Time Period

## Substitutions

- Do not help with course prerequisites
- Intended only to assist with fulfilling degree requirements on MyProgress

## Canceled Courses

- Asking that departments remember notify students when a course is canceled

# Registration Reminders (cont.)

## Scams and Ghost Students

- Getting more sophisticated
- Committed Presence in a Class - [F13-5](#)
- [Instructor Drop Requests](#)

## Special Enrollment

- [Cross Enrollment](#) - UC's and CCC's
- [Concurrent/Visitor](#) - CSU's
- [Dual Enrollment](#) - Step-to-College/Unitrack



# Student Names

## Primary

- Legal Name shows on transcripts
- Financial Aid and deferment of educational loans
- Verification Letters
- To change, a student must fill out an [online form](#) and provide documentation

## Preferred

- Current students may change via their [MySJ SU account](#)
- Shown on all public rosters and used in all emails from the OTR
- Does not show on transcripts

## Diploma

- Diploma name will *only* be used on the diploma
- If there is no diploma name, the primary name will be used—**NOT** the preferred name
- [Instructions](#) on how to create a diploma name

The background is a dark green color with a pattern of lighter green clover leaves and larger leafy branches. The clover leaves are scattered throughout, while the larger leafy branches are concentrated in the top-left and bottom-right corners.

# CSU Fully Online

# What is CSU Fully Online?

CSU Fully Online is a cross-enrollment program that allows matriculated CSU students to concurrently take one online course at another CSU campus at no additional *tuition cost*\*.

- Students must meet eligibility criteria to participate
- Courses are only offered during fall and spring semesters.
- Coursematch courses are fully articulated at all 23 campuses.

# Eligibility

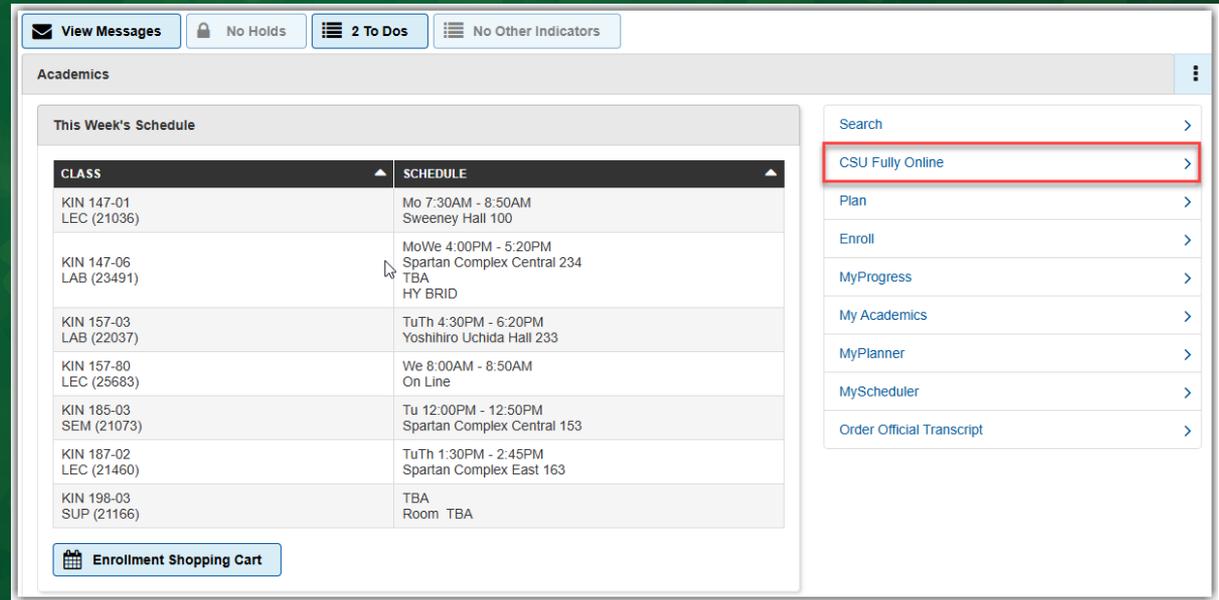
- Must be a **matriculated student at a CSU campus** and remain enrolled at the home campus during the term of participation.
- Must have **completed at least one term at the home CSU campus** and be in **good academic standing with a minimum cumulative GPA of 2.0**. *Incoming transfer students will not need to meet the 12 earned units and are eligible to enroll their first semester provided all other criteria are met.*
- Must be **enrolled full-time (or paying full-time tuition)** at the home campus for the term in which the course is taken.
- Eligible students may enroll in **one CSU Fully Online course per term** offered by another CSU campus.

# Additional Information

- Deadlines differ at each campus and must be aligned for enrollment requests to be made
  - Fully Online course registration begins approximately 2-3 weeks prior to the semester begin date
  - Coursematch enrollment for all campuses begins June 1 for Fall and December 1 for Spring
  - SJSU enrollment ends the day before instruction begins
- The host campus (through which the online course is taken) may ask to provide evidence of completion of course prerequisites (i.e., unofficial transcripts, course syllabi)
- Graduate and post-baccalaureate students may need additional approval by the home and/or host campus to participate

# CSU Fully Online Enrollment

- Adding a course is done through the Home school portal
- Dropping the course is handled through the Host school portal
- SJSU Students can Add and View CSU Fully Online courses in their Student Center



The screenshot displays a student center interface. At the top, there are navigation buttons: 'View Messages', 'No Holds', '2 To Dos', and 'No Other Indicators'. Below this is the 'Academics' section. The main content area is titled 'This Week's Schedule' and contains a table with two columns: 'CLASS' and 'SCHEDULE'. The table lists several courses with their respective times and locations. A red box highlights the 'CSU Fully Online' option in the right-hand navigation menu.

CLASS	SCHEDULE
KIN 147-01 LEC (21036)	Mo 7:30AM - 8:50AM Sweeney Hall 100
KIN 147-06 LAB (23491)	MoWe 4:00PM - 5:20PM Spartan Complex Central 234 TBA HY BRID
KIN 157-03 LAB (22037)	TuTh 4:30PM - 6:20PM Yoshihiro Uchida Hall 233
KIN 157-80 LEC (25683)	We 8:00AM - 8:50AM On Line
KIN 185-03 SEM (21073)	Tu 12:00PM - 12:50PM Spartan Complex Central 153
KIN 187-02 LEC (21460)	TuTh 1:30PM - 2:45PM Spartan Complex East 163
KIN 198-03 SUP (21166)	TBA Room TBA

Enrollment Shopping Cart

Search >  
CSU Fully Online >  
Plan >  
Enroll >  
MyProgress >  
MyAcademics >  
MyPlanner >  
MyScheduler >  
Order Official Transcript >

# Add & View CSU Fully Online Courses

### Spring 2026 CSU Fully Online Enrollment

CAMPUS	CLASS	COMPONENT	DESCRIPTION	DAYS & TIMES	UNITS	STATUS	CANCEL REQUEST
							<a href="#">Cancel Request</a>

Search for CSU Fully Online Classes

CSU Fully Online Class Search

Host Campus

Subject  is exactly

Course Number  is exactly

Open Snagit Editor for editing and sharing captures.

Course Career  Select

Class Nbr

You have requested or enrolled in the maximum number of CSU Fully Online classes allowed for this term.

### CSU Fully Online Enrollment History

CAMPUS	CLASS	TERM	DESCRIPTION	UNITS	STATUS
--------	-------	------	-------------	-------	--------

This CSU Fully Online Enrollment history shows only courses which have been completed or are currently in progress.

The image features a dark green background with a decorative border of various shades of green clovers and leaves. The border is composed of several large, detailed clovers with prominent veins, interspersed with smaller, simpler clovers. The leaves are arranged in a circular pattern around the central text. The word "Graduation" is written in a bold, yellow, sans-serif font, centered horizontally and vertically on the page.

Graduation

# Processed Advisor Requests

We have made significant progress with the implementation and use of the **Advisor Request System (ARS)** and the related **exception processing** project.

These efforts have improved efficiency and collaboration between the Graduation Team and academic departments.

No. of Requests Processed								
Date	CoED	CoE	CHHS	CH&A	CoS	CoSS	Grand Total	
2025	1	3	77	285	452	845	1663	
Qtr2		2			103	255	360	
Qtr3			1	1	78	278	358	
Qtr4	1	1	76	284	271	312	945	
2026	14	188	143	358	138	205	1046	
Qtr1	14	188	143	358	138	205	1046	
<b>Grand Total</b>	<b>15</b>	<b>191</b>	<b>220</b>	<b>643</b>	<b>590</b>	<b>1050</b>	<b>2709</b>	

# Successes

## 1. ARS Implementation

- General requests are processed within 1–2 business days
- Most requests are processed exactly as submitted
- Low clarification rate: Only 188 (6%) requests returned for additional information
- Minimal denials: Only 78 (2.5%) requests denied

## 2. Training and Support

- Conducted 15 ARS training sessions since December
- 45 advisors and staff trained
- Developed a comprehensive ARS training guide for users

# Successes (cont.)

## 3. Improved Graduation Processing

- Direct collaboration with departments through the exception process
- Improved degree audit alignment
- Faster resolution of outstanding degree requirements
- Degrees awarded more quickly for eligible students



# Opportunities for Improvement

While the ARS process has been successful overall, several areas have been identified where additional refinement and monitoring are needed.

## 1. In-Progress Courses

- We've heard your feedback!
- Continue refining request input for courses currently in progress
- Goal: Track & verify grade minimums before finalizing exceptions

## 2. Shared Courses

- Some shared courses are impacting the 12-distinct unit requirement in minors
- These requests will continue to be returned to advisors for correction

# Opportunities for Improvement (cont.)

## 3. SAGE Program Changes

- Continue refining request input for courses currently in progress
- Goal: Track & verify grade minimums before finalizing exceptions

## 4. Multiple Exceptions

- Students with multiple substitutions make it difficult to track duplicate course usage
- Additional monitoring and process improvements are being explored

The image features a dark green background with a decorative border of various shades of green shamrocks and clovers. The border is composed of several large, stylized shamrocks with prominent veins, interspersed with smaller, simpler clovers. The overall effect is a lush, festive green frame.

# Articulation

# Team Updates

## University Articulation Officer

- Delia has officially retired from the Articulation Officer role at SJSU.
- The recruitment process is in its final phase, with finalist interviews in progress.

## Course Substitutions

- Academic department approved substitutions for individual students should not come to [articulation@sjsu.edu](mailto:articulation@sjsu.edu).
- Please use the Advisor Request System in PeopleSoft instead.

The image features a dark green background with a decorative border of various shades of green shamrocks and clovers. The clovers are scattered around the perimeter, with some larger, more detailed ones and many smaller, simpler ones. The text "Contact Us!" is centered in a bold, yellow, sans-serif font.

**Contact Us!**

# Who to Contact

## Issues Affecting Individual Students

### Registration and SJSU Transcripts

- registrar@sjsu.edu

### Transfer Credit

- eval@sjsu.edu

### MyProgress

- Graduation Evaluator
  - list by college
  - list by major



### Graduation

- Graduation Evaluator
  - list by college
  - list by major

# Who to Contact

## Issues Affecting Multiple Students

### MyProgress

- [degreeprogress@sjsu.edu](mailto:degreeprogress@sjsu.edu)

### Articulation

- [articulation@sjsu.edu](mailto:articulation@sjsu.edu)

### OTR Management

- [lisa.giampaolo@sjsu.edu](mailto:lisa.giampaolo@sjsu.edu)
- [rogelio.manaois@sjsu.edu](mailto:rogelio.manaois@sjsu.edu)
- [pamela.bustillo@sjsu.edu](mailto:pamela.bustillo@sjsu.edu)
- [shari.smiljanic-villa@sjsu.edu](mailto:shari.smiljanic-villa@sjsu.edu)

# Office Leadership

**Lisa Giampaolo**

University Registrar

**Rogelio Manaois**

Records & Registration  
Team

Systems Team

Communications &  
Website

SJSU Transcripts

**Pam Bustillo**

Graduation Team

Degree Awarding

MyProgress Exceptions  
Processing

**Shari Smiljanic-Villa**

Transcript Evaluation Team

Transfer Credit Rule  
Writing Team

Articulation Team

The image features a dark green background with a decorative border of various shades of green shamrocks and clovers. The clovers are scattered around the edges, with some larger, more detailed ones and many smaller, simpler ones. The word "Questions?" is centered in a bright yellow, sans-serif font.

Questions?

The background is a dark green color with a pattern of lighter green clover leaves and larger leafy branches. The clover leaves are scattered throughout, while the larger leaves are more concentrated at the top and bottom edges, framing the central text.

# Thank you for your collaboration.

The link to the recording of this update will be emailed to all registrants following the webinar and available on the Office of the Registrar website.