WELCOME

CONGRATULATIONS ON YOUR ADMISSION!

We are excited to welcome you to San José State University, the founding campus of the California State University (CSU) system. Please know you still have steps to take to stay admitted and officially enroll for Fall 2020, which are outlined in this guide.

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Checklist

Mandatory

☐ Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Daylight Time) on **Friday, May 1, 2020**

☐ Sign up for Sparta Camp (Frosh Orientation)

☐ View videos in Spartan Ready

☐ Complete Spartan Link to the Online Orientation prior to attending Sparta Camp (Frosh Orientation)

☐ Pay your non-refundable enrollment deposit

☐ Apply for campus housing

☐ Purchase health insurance through SJSU prior to registering for classes

☐ Pay your tuition and fees

☐ Complete immigration document process

☐ Attend the mandatory Sparta Camp (Frosh Orientation)

☐ Attend Global Spartan Welcome (GSW)

☐ Submit required proof of immunization

☐ Take department exams

☐ Determine First Year writing and math course placement

☐ Complete mandatory online Title IX training courses on sexual violence and alcohol abuse prevention

Important

☐ Read the SJSU Catalog online at info.sjsu.edu/home/catalog.html

☐ Read the SJSU Policies and Procedures at info.sjsu.edu/web-dbgen/splash/schedules.html

☐ Follow SJSU Enrollment Services on Instagram: SJSU_ES

☐ Follow SJSU Enrollment Services on Twitter: @SJSU_ES

Stay Committed to the Process

There are consequences if you miss deadlines. Deadlines are very important to help you through the enrollment process. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. To prevent this from happening, sign in to your MySJSU student account (one.sjsu.edu) every few days and thoroughly read messages in the "Message Center" and review deadlines for required documents in the "To Do List" and take the requested action as soon as possible.
# 2020 Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Monday, April 13</td>
<td>Class Schedule (<a href="https://info.sjsu.edu/home/schedules">info.sjsu.edu/home/schedules</a>)</td>
</tr>
<tr>
<td>April</td>
<td>Saturday, April 18</td>
<td>Admitted Spartan Day</td>
</tr>
</tbody>
</table>
| May | Friday, May 1 | Intent to Enroll Deadline  
Orientation Fee/Enrollment Deposit Due  
(payment via Intent to Enroll)  
Housing Application Deadline (University Housing Services)  
International Document Deadline |
| May | Monday, May 25 | Memorial Day – Campus Closed |
| June | Monday, June 8 | Enrollment appointments posted on MySJSU |
| June | Thursday, June 11 - Friday, June 12 | Sparta Camp (Frosh Orientation) - Session 1 |
| June | Monday, June 15 | Advance Registration for New Students Begins |
| June | Friday, June 19 - Saturday, June 20 | Sparta Camp (Frosh Orientation) - Session 2 |
| June | Thursday, June 25 - Friday, June 26 | Sparta Camp (Frosh Orientation) - Session 3 |
| June | Tuesday, June 30 - Wednesday, July 1 | Sparta Camp (Frosh Orientation) - Session 4 |
| July | Friday, July 3 | Campus Closed (Independence Day Holiday Observed) |
| July | Tuesday, July 7 – Wednesday, July 8 | Sparta Camp (Frosh Orientation) - Session 5 |
| July | Wednesday, July 10 | Payment due date |
| July | Tuesday, July 14 – Wednesday, July 15 | Sparta Camp (Frosh Orientation) - Session 6 |
| July | Wednesday, July 15 | Final transcript/document due date |
| July | Tuesday, July 28 – Wednesday, July 29 | Sparta Camp (Frosh Orientation) - Session 7 |
| August | Thursday, August 6 – Friday, August 7 | Sparta Camp (Frosh Orientation) - Session 8 |
| August | Thursday, August 6 | Payment due date |
| August | Sunday, August 9 | International House – Contract Move-in Date |
| August | Saturday, August 15 – Sunday, August 16 | University Housing Services Contract Move-in Date  
(Housing: Campus Village apartments, CV2, Classics, and Suites open to all residents) |
| August | Sunday, August 16 | Advance Registration for all students ends |
| August | Monday, August 17 – Tuesday, August 18 | No registration activity (Registration is closed) |
| August | Wednesday, August 19 | First day of instruction |
| August | Wednesday, August 19 | Late Registration begins after 7 a.m.  
(Register via MySJSU account, requires instructor’s permission) |
| August | Wednesday, August 19 – Tuesday, September 8 | Late Registration Period |
| August | Monday, August 31 | Last day to drop a class without a "W" grade |
| September | Tuesday, September 1 | Late Drop Petition required |
| September | Monday, September 7 | Labor Day – campus closed |
| September | Tuesday, September 8 | Late Registration Ends  
Last day submit Credit/No Credit (audit) grading option  
Last day to add classes via MySJSU |
| September | Wednesday, September 9 | Payment due date |
| October | Saturday, October 10 | Payment due date |
Submit
Intent to Enroll

San José State will need to know if you plan on attending in Fall 2020. Go to the Next Steps Intent to Enroll website (https://nextsteps.sjsu.edu) and tell us your plans. You must complete the multi-step Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Standard Time) on Friday, May 1 or your admission will be withdrawn.

The process includes accepting SJSU’s offer of admission, signing up for any necessary placement exams, signing up for mandatory orientation, and paying the enrollment deposit.

YES – I intend to enroll at SJSU for the Fall 2020 semester.
(Please note: You may not defer your enrollment to a later semester.)

NO – I will not attend SJSU for the Fall 2020 semester.
(Your application will be withdrawn from further consideration.)

You will need the following to submit your intent to enroll:

- Your nine-digit SJSU ID (provided on your Letter of Admission)
- SJSUOne password

If you anticipate any problems completing the required steps above by the stated deadlines, contact nextsteps@sjsu.edu immediately.
Sign Up
Sparta Camp (Frosh Orientation)

Sparta Camp (a mandatory, two-day orientation program for incoming Frosh) will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend the entire program. The cost to attend orientation is $180 and will be included in your enrollment deposit of $250.

If you do not attend or leave during any portion of the program, you will be blocked from registering for classes and will not be able to attend SJSU in Fall 2020. Students who arrive late will not be allowed to attend the program.

During orientation, you will:

- Be welcomed by SJSU administrators, faculty, staff and students and learn what it means to be part of the Spartan community
- Connect with student leaders and have an opportunity to ask questions about campus life
- Receive campus information to help maximize your first-year experience and student success
- Learn tools to best navigate key university services and resources
- Meet with academic advisors to plan your class schedule and register for courses
- Review what’s next before you start classes

For more information, contact New Student and Family Programs at frosh-orientation@sjsu.edu or 408-924-5972, or visit sjsu.edu/newspartans

Sign up for the mandatory Sparta Camp orientation sessions at https://nextsteps.sjsu.edu
Step 3

Pay
Enrollment Deposit

In order to complete the Next Steps Intent to Enroll process, you will be prompted to pay your enrollment deposit online via a link provided in your Next Steps portal. Your $250 Enrollment Deposit includes your $180 orientation payment and deposit of $70 towards your tuition and fees for Fall 2020. **Please note: The $250 Enrollment Deposit is non-refundable, even if you do not enroll in classes for the Fall 2020 semester.**

Pay your enrollment deposit at https://nextsteps.sjsu.edu
Apply
Campus Housing (Mandatory)

If you would like to stay on campus while attending SJSU, you must complete a housing application for either University Housing Services or the International House, depending on where you prefer to stay for the Fall 2020 semester. (Please note there is a separate application for the International House.)

Freshman Housing Requirement
Freshmen who graduated from a high school located in a city outside a 30-mile radius of San José are required to live on campus during their first year at SJSU. Priority will be given to freshmen who have completed the housing application and all of the required steps by May 1. Applications will still be accepted after this date as long as space remains available.

University Housing Services
We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. Our living-learning communities help ease the transition to university life, serve as an extension of the classroom, and increase awareness of community responsibility. Located on the main San José State campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown. If you have questions, contact University Housing 408-795-5600 or uhs-frontdesk@sjsu.edu

To fill out a housing application, visit housing.sjsu.edu and fulfill the following requirements:

- A completed online University Housing application
- A $50 non-refundable application fee
- A $600 initial payment

Housing applications are due on May 1, 2020.

International House
A large, comfortable home located near campus, the International House (I-House) is a residence for 70 U.S. and international students attending San José State. At I-House, residents find friends, study partners, and mentors in addition to opportunities for leadership, group activities and travel. I-House students represent approximately 25 countries, range in age from 17 to 35 years, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, semester and year exchange, and English language programs.

I-House offers contracts per semester and stays open year-round with per diem rates during summer and winter breaks. Students interested in living in the I-House must send a separate application directly to the I-House.

There is no application fee. Applications are available at sjsu.edu/ihouse
Housing Costs (meal plan required)

Housing rent is based on double occupancy, furnished units with a 10-month contract. Rent includes basic utilities, wi-fi internet access, internet-based TV and furniture. Please note rent amounts are subject to change. To view the most up-to-date costs for our housing facilities, visit housing.sjsu.edu

<table>
<thead>
<tr>
<th>Housing Options</th>
<th>Description</th>
<th>Residents</th>
<th>Rent for School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Village Suites – Building C “CVC”</td>
<td>Seven-story building: Four-bedroom units</td>
<td>Freshmen</td>
<td>$11,811</td>
</tr>
<tr>
<td>Campus Village 2 “CV2”</td>
<td>Ten-story building: Traditional hall</td>
<td>Freshmen</td>
<td>$12,515</td>
</tr>
<tr>
<td>Washburn Hall “The Bricks” “The Classics”</td>
<td>Three-story building: Traditional hall</td>
<td>Freshmen</td>
<td>$9,333</td>
</tr>
<tr>
<td>Joe West Hall “The Classics”</td>
<td>Twelve-story building: Traditional Hall</td>
<td>Freshmen</td>
<td>$9,333</td>
</tr>
<tr>
<td>International House “I-House”</td>
<td>Large residence near campus. Home to 70 U.S. and international students</td>
<td>Freshmen, Sophomores, Juniors, Seniors, Graduate Students</td>
<td>$11,020</td>
</tr>
</tbody>
</table>

Meal Plans

There are a variety of meal plans offered, including plans offering a limited number of meals per semester. Students are sure to find one that fits their needs. Please note that meal plan amounts are subject to change. More information on current meal plan options can be found at dineoncampus.com/SJSU

<table>
<thead>
<tr>
<th>Housing Options</th>
<th>Meal Plan Options</th>
<th>Semester</th>
<th>School Year</th>
<th>Meal Plan and Rent for School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Village Suites – Building A “CVC”</td>
<td>60 Swipes* per Semester</td>
<td>$1,325</td>
<td>$2,650</td>
<td>$11,856 (no meal plan)</td>
</tr>
<tr>
<td></td>
<td>125 Swipes* per Semester</td>
<td>$1,720</td>
<td>$3,440</td>
<td>$14,506 (60 swipes)</td>
</tr>
<tr>
<td></td>
<td>165 Swipes* per Semester</td>
<td>$2,085</td>
<td>$4,170</td>
<td>$15,296 (125 swipes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$16,026 (165 swipes)</td>
</tr>
<tr>
<td>Campus Village Suites – Building A “CVC”</td>
<td>60 Swipes* per Semester</td>
<td>$1,325</td>
<td>$2,650</td>
<td>$11,469 (no meal plan)</td>
</tr>
<tr>
<td></td>
<td>125 Swipes* per Semester</td>
<td>$1,720</td>
<td>$3,440</td>
<td>$14,119 (60 swipes)</td>
</tr>
<tr>
<td></td>
<td>165 Swipes* per Semester</td>
<td>$2,085</td>
<td>$4,170</td>
<td>$14,909 (125 swipes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15,639 (165 swipes)</td>
</tr>
<tr>
<td>International House “I-House”</td>
<td>2-3 meals/day prepared on-site at I-House + 50 swipes in the Commons on campus</td>
<td>$2,871</td>
<td>$5,742</td>
<td>$16,762</td>
</tr>
</tbody>
</table>

* A swipe is how you pay when you eat at the dining hall known as The Commons. Your meal plan includes a certain number of all-you-care-to-enjoy meals stored on your student ID Card. One swipe will be used each time you enter The Commons.
Step 5

Purchase Health Insurance

SJSU requires all students to have medical insurance, and all international students are required to purchase the SJSU health insurance coverage prior to registering for classes. You can register for the mandatory SJSU health insurance online. **This is required even if you already have insurance coverage in your home country, from family, or other sources.**

Learn how to enroll at sjsu.edu/isss/resources/health-insurance

You can buy your insurance for the year, or for a semester at a time. If you have questions about purchasing your insurance, contact International Student and Scholar Services at international-office@sjsu.edu or 408–924–5920.
Pay
Tuition and Fees

Fees are due after registering for your classes. To see your payment due date, check your MySJSU account under the “My Account” section. You have the option to pay in full or sign up for a payment plan. For details, visit sjsu.edu/bursar

Estimates of average expenses (international student) for a nine-month academic year are:

<table>
<thead>
<tr>
<th>Summary for one academic year</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum semester units</td>
<td>12 units/semester</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>$17,356</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$22,213</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>$1,982</td>
</tr>
<tr>
<td>Total (required for Declaration of Finance)</td>
<td>$41,551</td>
</tr>
</tbody>
</table>

* Amount is based on full-time attendance (12 units per semester) for a nine-month academic year

**Fees Are Subject to Change**
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory system wide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

**Fee Payment Deadlines**
After you register, sign in to your MySJSU account to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check your MySJSU account to keep current with your account. **Failure to pay by the deadline will result in all your classes being dropped.** For more information about payment methods, including international wire transfer, fees and payment due dates visit sjsu.edu/bursar

**Third Party Sponsors**
If a Third Party Sponsor, such as a foreign government agency, a business and/or educational institution, agrees to sponsor you by paying your tuition and fees, please get an authorization letter from the sponsor stating how much of your tuition they will cover and for which semesters. Submit the authorization to SJSU’s Bursar’s Office, Attention: Third Party Technician and retain a copy of the letter for your records. The Bursar’s Office will invoice the sponsor as appropriate for tuition and fees after the add/drop period as long as the sponsored student is registered and has submitted a current letter of authorization. Learn more at sjsu.edu/bursar/services/sponsors/3rd_party

**Financial Aid**
Please note that international students are not eligible for federal or state financial aid.
Scholarships
Scholarships are available to international students through SJSU’s Financial Aid & Scholarship Office. International students are only eligible for scholarships that are merit-based. Need-based scholarships are part of financial aid, which is unavailable to international students.

To get more information on scholarships, visit SJSU Financial Aid & Scholarship Office or sjsu.edu/faso/Scholarships/International_Students

Installment Payment Plans
There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment fees to participate for each. Please note: Students are not able to sign-up for the payment plans until charges actually appear on their account, for either tuition and fees, or housing charges.

For payment plan options, visit sjsu.edu/bursar/payment_refunds/installments

International Wire Transfers
International students can make payments via international wire transfer. San José State University has partnered with Flywire to streamline the tuition payment process for international students. Flywire offers excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, compared to traditional banks. You will be able to track the progress of your payment throughout the transfer process via a student dashboard, and you will also be notified via email when your payment is received by San José State.

There is no fee charged by SJSU or Flywire for international wire transfers. The bank you use to send the wire transfer usually charges a fee, so check with that bank for the fee schedule.

Learn more at sjsu.edu/bursar/payment_refunds/methods/international_wire_transfer

Field Trip Fees
A few courses have additional field trip fees ranging from $11 to $52.

Parking Fee
Parking permits are available for students. A one–semester parking permit is estimated at $192.

Refunds
Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days quicker than a paper check and more securely. To enroll, login to MySJSU, scroll to Finances, and select Enroll in Direct Deposit. To learn more, visit sjsu.edu/bursar

Bookstore Charges
Registered students can charge books and supplies purchased at the Spartan Bookstore to their MySJSU student account up to $900 per semester. Learn more at sjsu.edu/bursar/services

Keeping Your MySJSU Account Current
SJSU has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university, or its agent, has the right to pursue collections in order to repay a delinquent debt owed to the university.
Complete Immigration Document Process

F-1 Visas and Form I-20

**Coming from a U.S. Institution**
Prior to the end of your last semester, you must have your current school transfer your F-1 electronic record in the SEVIS database to SJSU. To complete this process, you must do the following: Show your admission letter and the SJSU “SEVIS Transfer In Form” to your current school’s international office. You can find the form at sjsu.edu/isss/docs/SJSU%20Transfer%20IN%20Form%20F-1%20students%20%20May%20%2019.pdf under SJSU “Transfer In Form” heading. Complete the top section of the form and ask the school to complete the remaining sections and email the form to international.admission@sjsu.edu. Then you will receive a Transfer-Pending Form I-20 from SJSU.

Upon arrival to SJSU, please be sure to register for and attend Global Spartan Welcome with International Student and Scholar Services (ISSS). ISSS is located in the Student Union West Building, second floor. The general phone number is 408–924–5920 and the general email is international-office@sjsu.edu. For more information, visit sjsu.edu/isss

**Coming from Outside the U.S.**
You will receive an initial Form I–20 directly from San José State in the mail with your letter of admission. To start the process to obtain an F–1 visa first complete the I–901 form online through SEVIS at ice.gov/sevis/i901 then pay the SEVIS fee and print out the receipt at least three business days prior to your visa interview date. To obtain your F–1 visa, make an appointment for a visa interview and go to the nearest U.S. Consulate or Embassy with the following:

- Your current passport
- SJSU admission letter
- Your Form I–20
- Proof (receipt) of SEVIS payment
- Proof of financial support

Other supporting documents, as indicated on the website of the U.S. Embassy or Consulate you will be visiting.

For more information on preparing for a visa interview, visit sjsu.edu/isss/new-students/pre-arrival/visa-interview

**Customs and Immigration at the Airport**
Please expect this process to be a lengthy experience and prepare in advance. You must keep the following documents in your carry-on luggage so you are able to present them to a Customs and Border Patrol officer:

- Passport, valid for at least six months after the date of entry
- F-1 visa stamp, valid at the time of entry*
- Valid Form I–20
- Proof of financial support and resources reflected on Form I–20
- Tuition and/or Housing receipt(s), if you have already made payments prior to your arrival
- SEVIS fee receipt

Canadian citizens are not required to obtain an F-1 visa to enter the U.S. as international students, but must still pay the SEVIS Fee and present their Form I-20 at the U.S. port of entry.

For more information on preparing for Customs and Immigration at the airport, visit sjsu.edu/isss/new-students/pre-arrival/visa-interview

Upon arrival to SJSU, you must complete your Immigration Document Check–In at the Office of International Student and Scholar Services (ISSS). For more information, visit sjsu.edu/isss
Attend
Sparta Camp (Frosh Orientation)

Sparta Camp (a mandatory, two-day orientation program for incoming Frosh) will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend the entire program.

If you do not attend or leave during any portion of the program, you will be blocked from registering for classes and will not be able to attend SJSU in Fall 2020. Students who arrive late will not be allowed to attend the program.

Please bring the following:
- Your SJSU student ID number and password to register for classes on your MySJSU Student Portal
- Your Next Steps Reservation Receipt with the barcode
- One form of state-issued photo identification (ID), such as a driver’s license, passport, or state ID card
- Laptop or tablet for course registration
- Water bottle
- Other documents (if applicable)

Sparta Camp (Frosh Orientation) Dates

June

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 11 - Friday, June 12</td>
<td>Session 1</td>
</tr>
<tr>
<td>Friday, June 19 - Saturday, June 20</td>
<td>Session 2</td>
</tr>
<tr>
<td>Thursday, June 25 - Friday, June 26</td>
<td>Session 3</td>
</tr>
<tr>
<td>Tuesday, June 30 - Wednesday, July 1</td>
<td>Session 4</td>
</tr>
</tbody>
</table>

July

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, July 7 - Wednesday, July 8</td>
<td>Session 5</td>
</tr>
<tr>
<td>Tuesday, July 14 - Wednesday, July 15</td>
<td>Session 6</td>
</tr>
<tr>
<td>Tuesday, July 28 - Wednesday, July 29</td>
<td>Session 7</td>
</tr>
</tbody>
</table>

August

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 6 – Friday, August 7</td>
<td>Session 8</td>
</tr>
</tbody>
</table>

Disability Accommodations
This event is wheelchair accessible. Individuals needing sign language interpreters, visual aids, or other accommodations should contact us at 408-924-5972 at least two weeks prior to their selected orientation date.
Attend Global Spartan Welcome (GSW)

F-1 students are required to attend Global Spartan Welcome (GSW), a program specifically for international students. Because you are classified as an F-1 visa student who is new to SJSU, you are required to attend GSW, a mandatory session to educate you on your F-1 status, and to provide the required documents to complete your check in process with ISSS before the semester begins.

This is a federal requirement. More details can be found on the Global Spartan Welcome page (sjsu.edu/isss/events/global-welcome) on the ISSS website and will be sent to you through your MySJSU account. During the Global Spartan Welcome, you will receive information on how to maintain your F-1 status and other useful information to help you adjust to your new life at SJSU.
Step 10
Submit
Proof of Immunizations

As a new student, you will need to provide proof of immunizations prior to the first day of classes. For more information on current requirements and how to submit proof, visit sjsu.edu/studenthealth/getting_care/Immunizations/immunization_req.
To facilitate appropriate first-year course placement, the CSU evaluates your academic preparation in two areas: written communication and math/quantitative reasoning.

The evaluation takes into account several factors, including overall grade point average, mathematics grade point average, completed terms of secondary coursework, grades in certain senior year classes, reflection on college writing, and scores on standardized tests such as the SAT, ACT, CAASPP/EAP, CLEP, Advanced Placement, Advanced Level, Advanced Subsidiary, and International Baccalaureate examinations.

**First Year Writing Course Placement**
Freshmen entering SJSU will complete an online Reflection on College Writing exercise to explore writing at SJSU and to choose the course they need. The online exercise is offered through Canvas (SJSU’s online course tool). Be alert for emails and MySJSU messages about the Reflection on College Writing. To ensure that you will be able to register for your first-year writing course on day two of Sparta Camp orientation, complete your Reflection on College Writing at least one week prior to your orientation session. Some students will be required to participate in Early Start, which allows you to explore college learning strategies the summer before starting fall classes. To find out if you will be required to participate in Early Start, identify your writing enrollment category at sjsu.edu/supportedinstruction/course-options/writing

**First Year Math Course Placement**
Your math placement is dependent upon your major and your enrollment category. You can confirm your major by reviewing your admission letter. To determine your math course placement and whether you may need to participate in preliminary coursework this summer, please complete both of the following:

- Determine if your major requires Calculus by viewing the Majors Requiring Calculus (STEM) list at sjsu.edu/supportedinstruction/course-options/math-quantitative-reasoning. If your major requires Calculus, please review the Precalculus Proficiency Assessment section below.
- Identify your math enrollment category by following the instructions on sjsu.edu/supportedinstruction/course-options/math-quantitative-reasoning

Your math enrollment category will determine if Early Start is required. Early Start is a summer academic support program that helps first-year students sharpen their mathematics skills prior to fall enrollment.

**Precalculus Proficiency Assessment**
If your major requires calculus you will be required to take the Precalculus Proficiency Assessment (PPA) to register for Calculus unless:

- You have earned a three or better on the AP Calculus Exam (request to have your official score report sent to SJSU as soon as it is available)

**OR**

- You have earned a C- or better in a transferable Pre-Calculus level course at a community college. (Send us your official transcript reflecting this work as soon as possible.)

To register for the PPA, please visit testing.sjsu.edu/Calcpe

For details, exemptions, and other criteria visit sjsu.edu/math/calculus

If you took the Calculus AP exam in high school, and have not yet sent us your scores, please contact the Testing Office at testing-office@sjsu.edu to determine your next steps.

If you feel that your assigned mathematics enrollment category is not accurate, you may submit an appeal. For your appeal to have merit, it must bring to light new or missing information that was not considered in the original determination. Transfer coursework submitted after the transcript deadline or test scores sent after the official test score deadline are the basis for an appeal. For more information, please refer to sjsu.edu/supportedinstruction/appeals-process
Important Resources

Student Responsibilities and Rights
As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90–5). Students are encouraged to consult the Student Responsibilities and Rights (info.sjsu.edu/web-dbgen/narr/static/catalog/studentrights.html) section of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students’ academic and personal growth, as well as review important university policies and procedures (info.sjsu.edu/web-dbgen/splash/schedules.html) every student at SJSU is responsible for knowing and upholding.

Student Code of Conduct
Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one’s actions, respect for oneself and one’s community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, at sjsu.edu/studentconduct/policies

Students with Disabilities
The Accessible Education Center (AEC) provides academically related accommodations and services for students with disabilities. To qualify, students must complete an AEC application and meet with an AEC counselor. A wide spectrum of accommodations/services/auxiliary aides are available to students based on individual needs. Accommodations include, but are not limited to: consideration for priority registration, note takers, sign language interpreters/captioners, test accommodations, academic counseling, disability management and assistive technology training.

Students can register with the AEC anytime during the semester, however, it is recommended that students provide the AEC with disability verification as soon as possible to assist them. For more information, visit AEC’s website at sjsu.edu/aec

Non-Discrimination Policy
San José State University does not discriminate on the basis of age, ancestry, citizenship status, color, disability, ethnicity, gender, gender expression, gender identity, marital status, medical condition, military/veteran status, national origin, race, religion or lack thereof, sex, sexual orientation, genetic information or veteran’s status. This policy applies to all SJSU students, faculty, staff and third parties.

Questions regarding this policy should be directed to the director of the Office for Equal Opportunity, 408-924-2250.

SJSU prohibits sex/gender-based discrimination, harassment and retaliation, sexual misconduct, dating and domestic violence, and sex/gender-based stalking against students, faculty, staff, and third parties.
In addition, SJSU prohibits discrimination or harassment based on pregnancy, childbirth, or any related medical condition.

Please direct questions regarding these policies to the University’s Title IX Office, 408-924-7290 or titleix@sjsu.edu
Contacts
For a complete campus directory of faculty, staff and departments, visit sjsu.edu/directory

Accessible Education Center
sjsu.edu/aec
aec-info@sjsu.edu
408-924-6000

Admissions (Undergraduate Admissions Office)
sjsu.edu/admissions
admissions@sjsu.edu
International.admissions@sjsu.edu
408-283-7500

Advising
http://sjsu.edu/aars
academic.advising@sjsu.edu
408-924-2129

Athletics
sjsuspartans.com

Bookstore
spartanbookstore.com
408-924-1800

Career Center
sjsu.edu/careercenter
careerhelp@sjsu.edu
408-924-6031

Class Schedules
info.sjsu.edu/web-dbgen/splash/schedules.html

Fees and Tuition (Bursar's Office)
Payments and Refunds
sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Housing (University Housing Services)
housing.sjsu.edu
uhhs-frontdesk@uhhs.sjsu.edu
408-795-5600

International House (I-House)
sjsu.edu/house
ihouse@sjsu.edu
408-924-6570

International Recruitment and Partnerships
sjsu.edu/global
global-students@sjsu.edu
408-924-2670

International Student and Scholar Services
sjsu.edu/isss
international-office@sjsu.edu
408-924-5920

Library (Dr. Martin Luther King, Jr. Library)
https://library.sjsu.edu
408-808-2000

Maps/Directions to SJSU
sjsu.edu/about_sjsu/visiting
campus_maps/directions

New Student and Family Programs
(for Sparta Camp (Frosh Orientation) questions)
sjsu.edu/newspartans/frosh-orientation
frosh-orientation@sjsu.edu
408-924-5972

Parking
Purchase parking permits online only
sjsu.edu/parking

Registration (Registrar's Office)
sjsu.edu/registrar
registrar@sjsu.edu
408-283-7500

Spartan Eats Dining Services
dineoncampus.com/SJSU

Student Health Center
sjsu.edu/studenthealth

Testing Office
testing.sjsu.edu
testing-office@sjsu.edu
408-924-5980

Tours of SJSU
youvisit.com/tour/sjsu/pl
(virtual campus tour)
sjsu.edu/soar
outreach@sjsu.edu
408-924-2786

Transportation Solutions
sjsu.edu/as/departments/transportation-solutions
transportation@sjtu.edu
408-924-7433

Tuition (Bursar's Office)
sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Tutoring and Mentoring Services
Peer Connections
http://peerconnections.sjsu.edu
peerconnections@sjsu.edu
408-924-2587

Writing Center
sjsu.edu/writingcenter
writingcenter@sjsu.edu
408-924-2308