

Web Registration Worksheet

If you need help with registering: 408-283-7500

Keep this worksheet and print out all screen transactions for your records

Refer to the Winter schedule and fill out the registration worksheet PRIOR to registering. UserID and password are required to register online. To inquire about your MySJSU User ID or Password, e-mail cmshelp@sjsu.edu; include your first and last name, as well as your SJSU ID (if available), mailing address and date of birth. If you are not a matriculated student and this is your first time registering for Winter, see instructions on how to obtain your SJSU Student ID Number and Password (page 7).

Web Instructions

<http://my.sjsu.edu>

- 1.) Type in your User ID and password
- 2.) Click on **Sign In**
- 3.) Select **"Add or Drop"**

Dropping Classes **Drops should occur before Adds**

Students may drop classes without instructor permission using Web registration.

■ **Web Navigation click sequence:** Log in > **Drop Classes** > **Select Term**

Class Nbr (Enrollment Section)	Subject (e.g., BIOL, TECH)	Catalog Number (e.g., 1, 54A, 224)	Section Number	Day and Time	Session Winter

Adding Classes

Students may add classes and use Permission Numbers (e.g., add codes) received from instructors to add courses that have a required instructor or Department consent.

■ **Web Navigation click sequence:** Log in > **Add Classes** > **Select Term**

Class Nbr (Enrollment Section)	Corequisite/ Related Component 1	Corequisite/ Related Component 2	Subject (e.g., BIOL, TECH)	Catalog Number (e.g., 1, 54A, 224)	Section Number	Day and Time	Session Winter	Permission Number (need only for enroll section)

Check your Class Schedule

■ **Web Navigation click sequence:** Log in > **View My Class Schedule**

Check Registration Fees **Remember, no bill will be mailed**

■ **Web Navigation click sequence:** Log in > **Account Inquiry** > **Make a Payment**

Total Fees \$ _____