

A decorative border of autumn leaves and acorns surrounds the central text. The leaves are in various shades of yellow, orange, and red, with some showing green. There are several acorns and small clusters of red berries scattered among the leaves.

OFFICE OF THE REGISTRAR

FALL 2025 UPDATE



Thanks for joining us!

We will be recording this session for folks who aren't able to participate.



The slide features a decorative border of autumn-themed elements. At the top, there are several large leaves in shades of yellow, orange, and red, interspersed with clusters of small red berries and a single acorn. The bottom border also includes various leaves, a pinecone, and more berries. The central text is set against a plain white background.

SEMESTERLY UPDATES

Every Fall and Spring

OFFICE LEADERSHIP

Rogelio Manaois

- Records & Registration Team
- Systems Team
- Communications & Website

Pam Bustillo

- Graduation Team
 - Degree Awarding
- Coming Soon
 - MyProgress
 - Exceptions Processing

Shari Smiljanic-

- Transcript Evaluation Team
- Transfer Credit Rule Writing Team
- Articulation Team

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Records and Registration & Systems Analysts

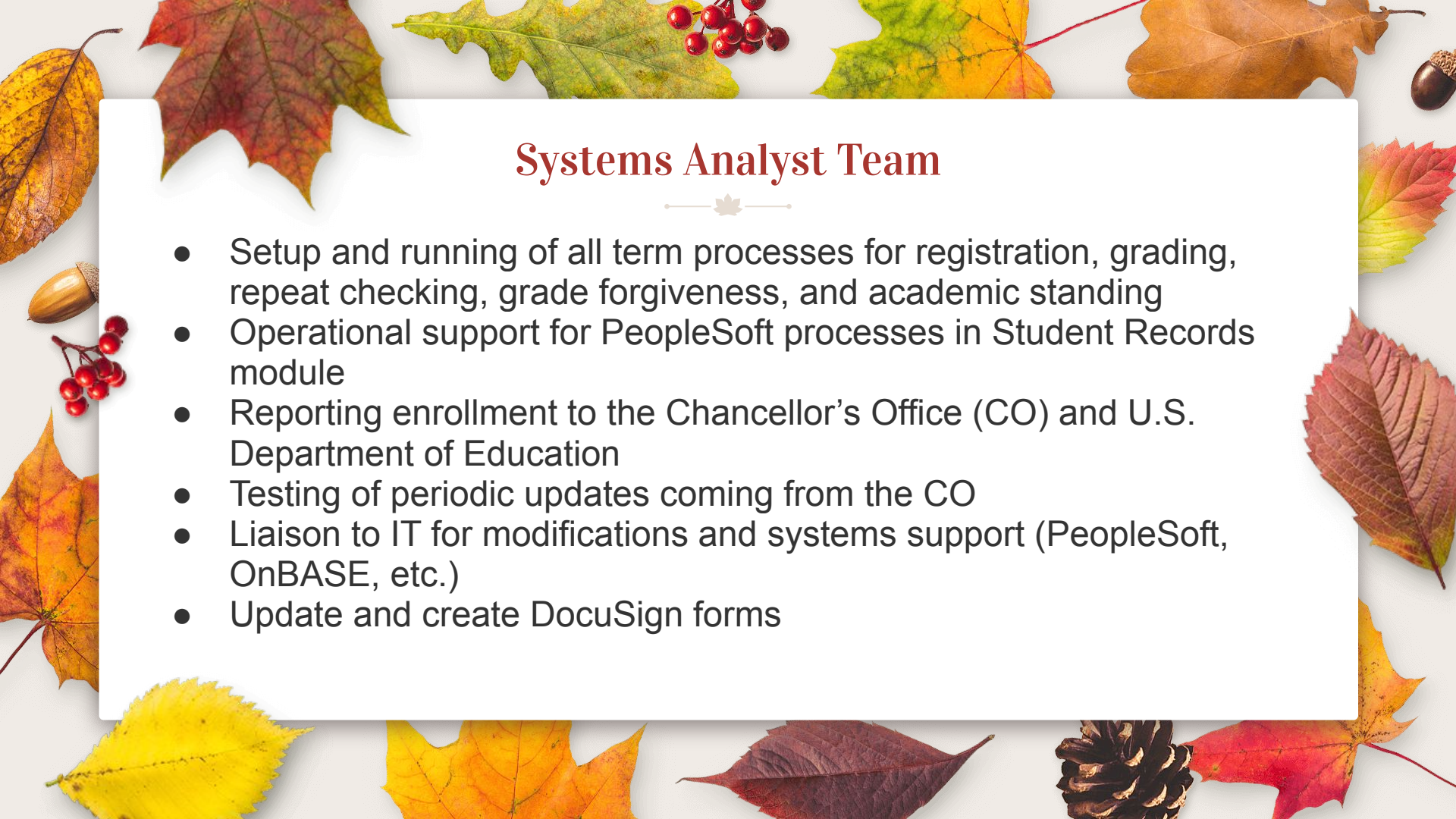
The background is a light gray surface decorated with various autumn-themed elements. There are several large, colorful leaves in shades of yellow, orange, red, and brown, some with prominent veins. Interspersed among the leaves are small clusters of red berries and several acorns. In the center of the image, there are five yellow stars of varying sizes arranged in a loose, circular pattern. The text "Who we are and what we do" is written in a dark red, serif font, centered horizontally and partially overlaid by the stars and leaves.

Who we are and what we do

A decorative border of autumn leaves and acorns surrounds the central white box. The leaves are in various shades of yellow, orange, and red. There are several acorns and small clusters of red berries scattered among the leaves.

Records and Registration

- Phone, email, live chat, and in-person support
- Registration
- Grades
- SJSU Transcripts (Parchment vendor)
- Verifications of Enrollment, Degree, or GPA
- Leave of Absence
- Change of Name, SSN
- Major Changes & Requirement Term Changes
- Reinstatements
- IntraSystem Enrollment
- Study Abroad
- Step to College
- Job related fee waiver (faculty & staff)
- OTR Communications and web page updates

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Systems Analyst Team

- Setup and running of all term processes for registration, grading, repeat checking, grade forgiveness, and academic standing
- Operational support for PeopleSoft processes in Student Records module
- Reporting enrollment to the Chancellor's Office (CO) and U.S. Department of Education
- Testing of periodic updates coming from the CO
- Liaison to IT for modifications and systems support (PeopleSoft, OnBASE, etc.)
- Update and create DocuSign forms

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Upcoming Dates and Deadlines

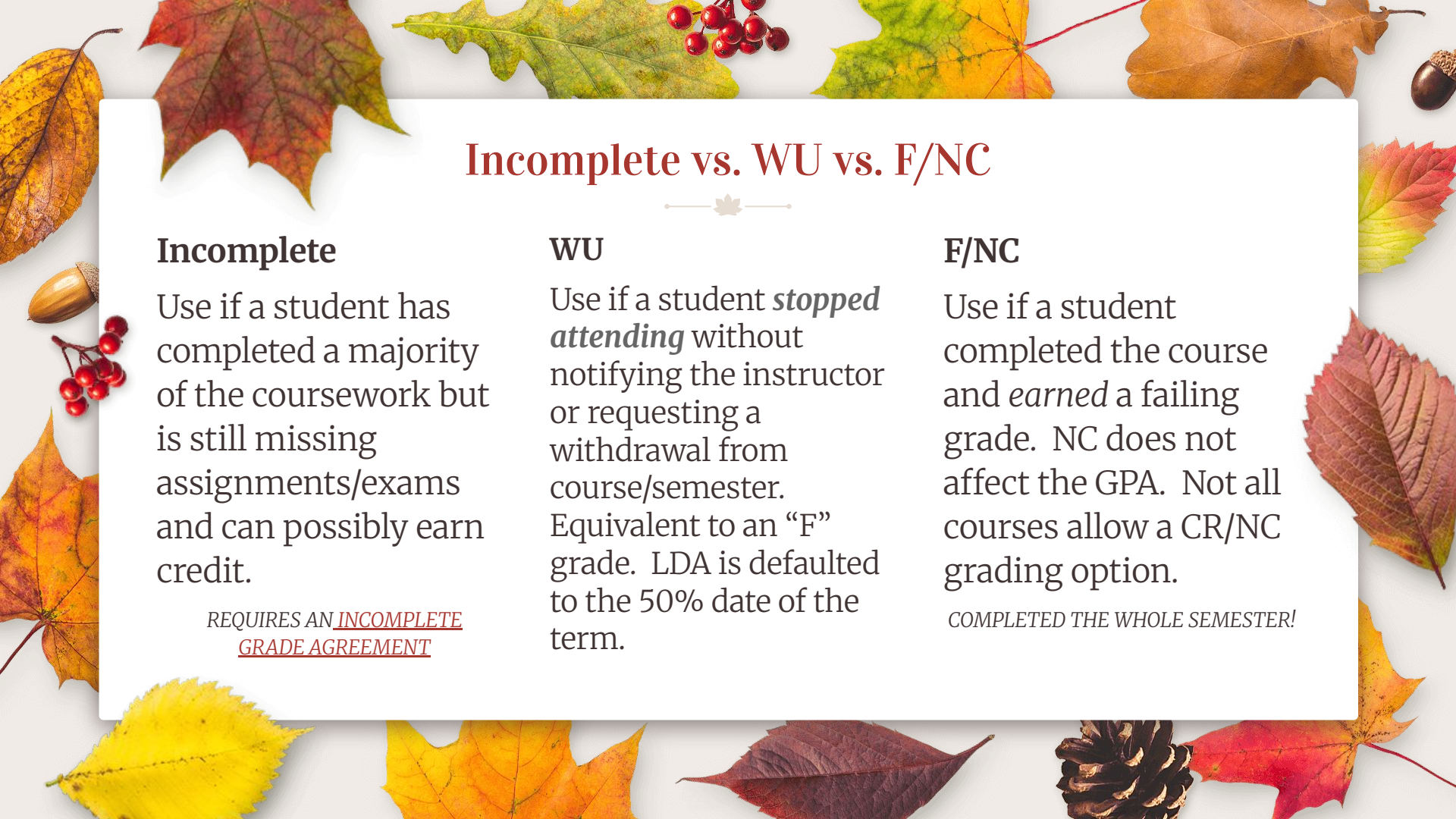
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Fall 2025

- Post Census Add - September 18
- Post Census Drops - September 18
 - Undergraduates
 - Graduates
- Grade Rosters Available - December 9
- Grades Due from Faculty - December 19
- Grades finalized and on transcripts - January 12

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Grading Reminders

A decorative border of autumn leaves and acorns surrounds the central text area. The leaves are in various shades of yellow, orange, and red, with some showing green. There are several acorns scattered throughout, including one in the top right corner and another in the bottom right corner. The central text is on a white background with a small maple leaf icon centered below the title.

Incomplete vs. WU vs. F/NC

Incomplete

Use if a student has completed a majority of the coursework but is still missing assignments/exams and can possibly earn credit.

REQUIRES AN INCOMPLETE
GRADE AGREEMENT

WU

Use if a student *stopped attending* without notifying the instructor or requesting a withdrawal from course/semester. Equivalent to an “F” grade. LDA is defaulted to the 50% date of the term.

F/NC

Use if a student completed the course and *earned* a failing grade. NC does not affect the GPA. Not all courses allow a CR/NC grading option.

COMPLETED THE WHOLE SEMESTER!

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More about Incompletes

- Incompletes must have an incomplete agreement created
 - Agreement can be created through Class Roster before grade rosters is available
- Students do not need to accept the incomplete agreement
 - Work that should be completed
 - Deadline to submit work
 - Grade lapsed if no further work is submitted
- Default grade lapse is IC which is equivalent to an F or NC and default time to complete 2 semesters
- Students may [petition to extend the deadline](#)

*Instructors should discuss the Incomplete Grade with the student **before** assigning it*

More about Incompletes

Incomplete Grade Agreement

ID:

Career: UGRD Undergraduate

Institution: SJ000 San Jose State University

Term: 2224 Fall 2022

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

Instructor(s):

Incomplete Agreement Data

a *Reason Code:

b *Grade Without Further Work:

c *Deadline For Completion: 11/21/2023

d

Work Required for Removal of 'I' Grade	
Description	Completed Date Completed
	☐

Created By:

Last Updated:

Date Accepted By Student:

According to CSU policy, the "I" grade indicates that a clearly identifiable portion of the course requirements cannot be met within the academic term for unforeseen but justified reasons and there is still a possibility of earning credit. This Agreement states the conditions for removal of the Incomplete. An "Incomplete" must be made up by the EARLIEST of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was issued, (2) the "Deadline for completion" indicated on this form, or (3) the degree conferring date for a graduating student. In the event that the course requirements are not completed by the EARLIEST of these dates, the Grade Without Further Work on this form will be the grade posted by the Office of the Registrar. An "I" grade is not a valid option for the Grade Without Further Work.

OK Cancel Apply



Winter 2026



- Registration for Continuing Students - October 8
- OU Registration - October 15
- First Day of Instruction - December 22
- Winter Break - December 24 to January 1
- Last Day to Add/Drop via MySJSU - January 4
- Last Day of Instruction - January 16
- Grades Due From Faculty - January 20
- Grades Posted for Students to View - January 21

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Spring 2026

- Enrollment Appointments Viewable - October 20
- Registration for Continuing Students - October 28
- OU Registration - January 8
- First Day of Instruction - January 22
- Last Day to Add/Drop via MySJSU - February 17
- Last Day of instruction - May 11
- Grades Due from Faculty - May 22
- Grades Posted to Official Transcripts - June 10

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Registration Reminders

Registration Basics

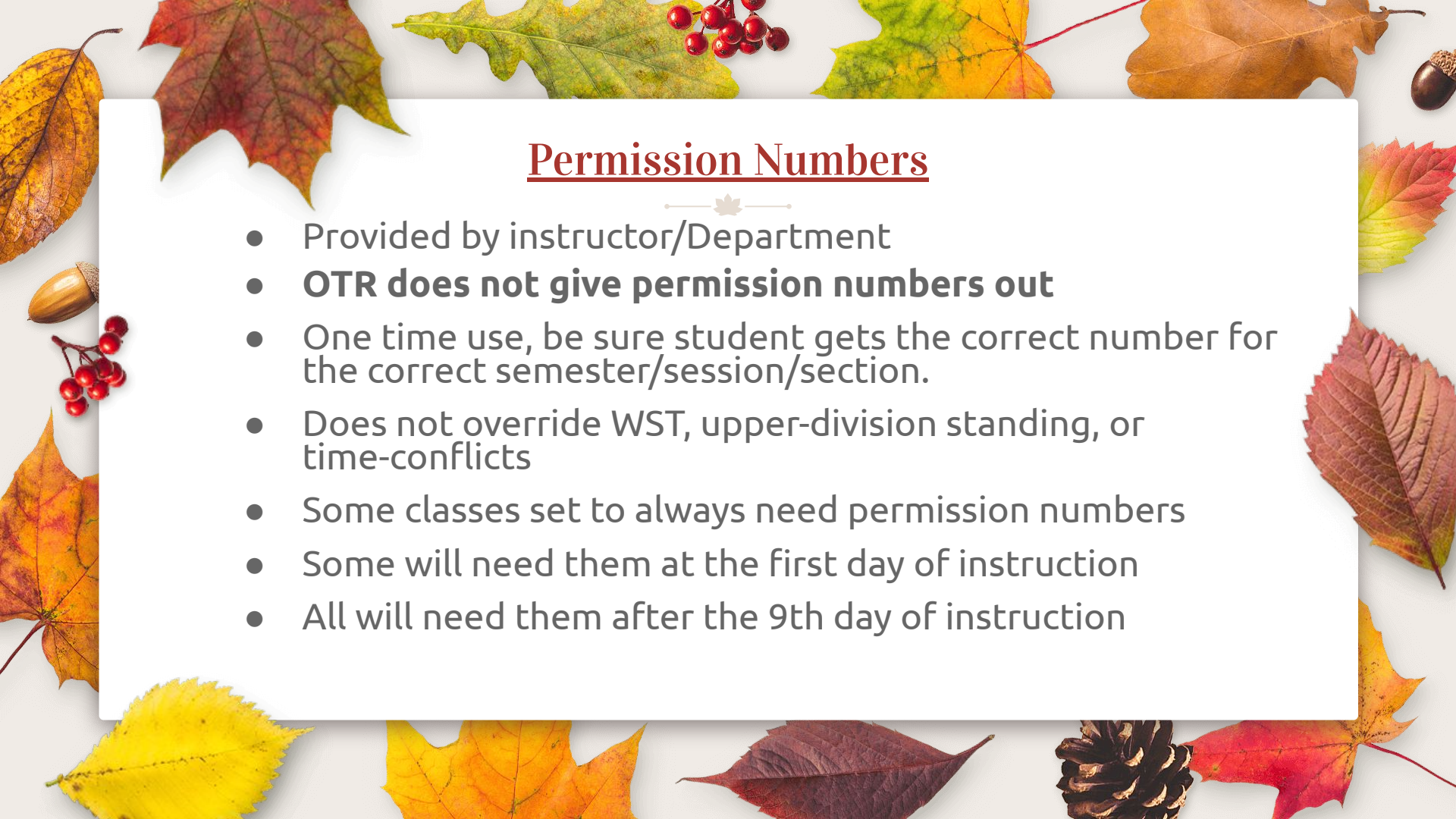
- Student must be active for the term
- Have an appointment for the proper session
- Release all holds
- Have the correct class information
- The section must be open
- Have met all prerequisites or use a valid permission number that can override prerequisites
- **Canvas vs. PeopleSoft/MySJSU**



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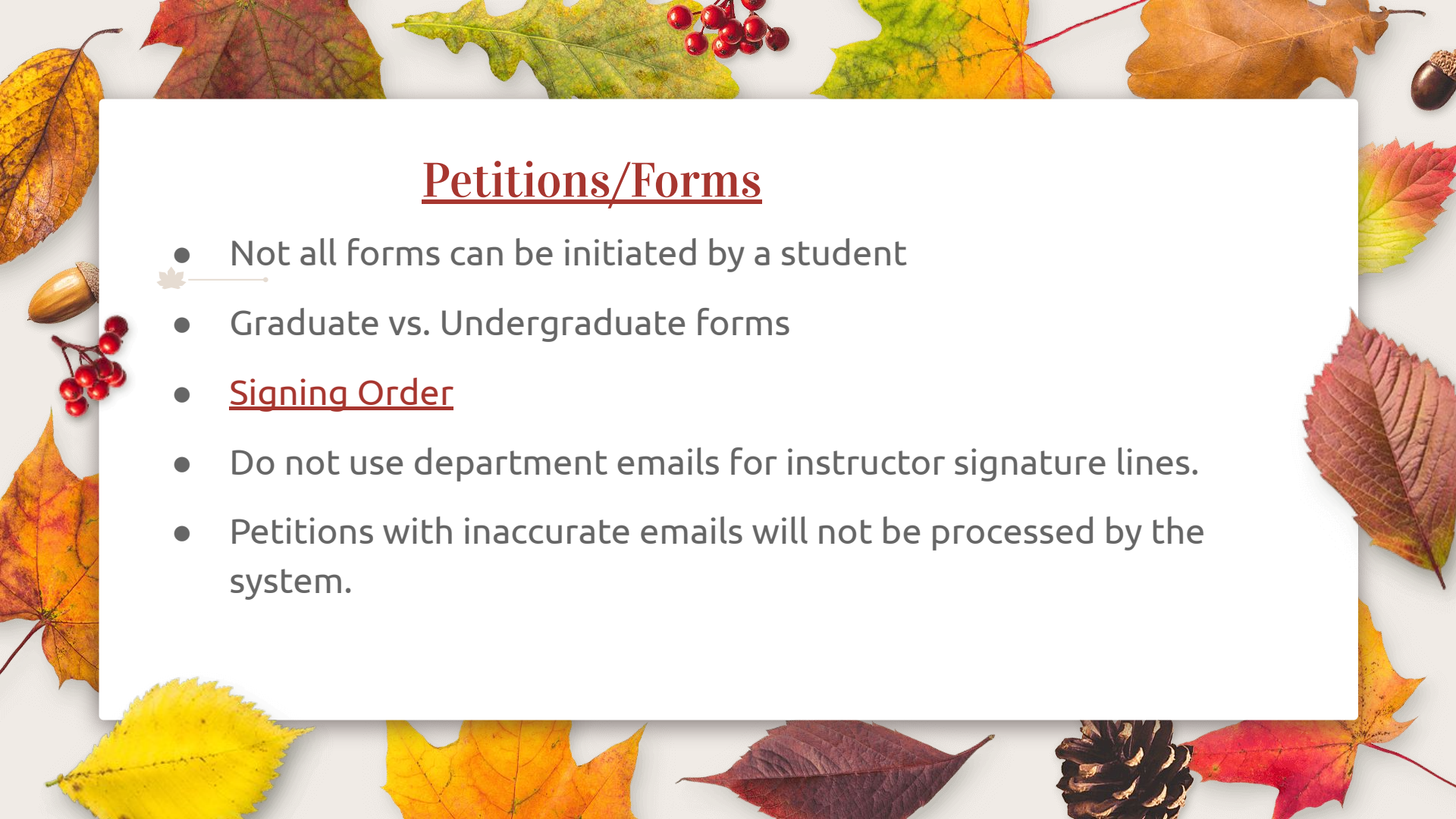
Waitlists

- Waitlist runs nightly to attempt auto-enrollment
- Students skipped if:
 - Missing prerequisites
 - Have time conflicts
 - Have account holds
 - Exceed unit limits
 - Are already enrolled in a different section of the same course
- Unit limits:
 - Undergraduates: Varies from 5-16 based on enrolled units
 - Graduates: 5 waitlist units maximum

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Permission Numbers

- Provided by instructor/Department
- **OTR does not give permission numbers out**
- One time use, be sure student gets the correct number for the correct semester/session/section.
- Does not override WST, upper-division standing, or time-conflicts
- Some classes set to always need permission numbers
- Some will need them at the first day of instruction
- All will need them after the 9th day of instruction

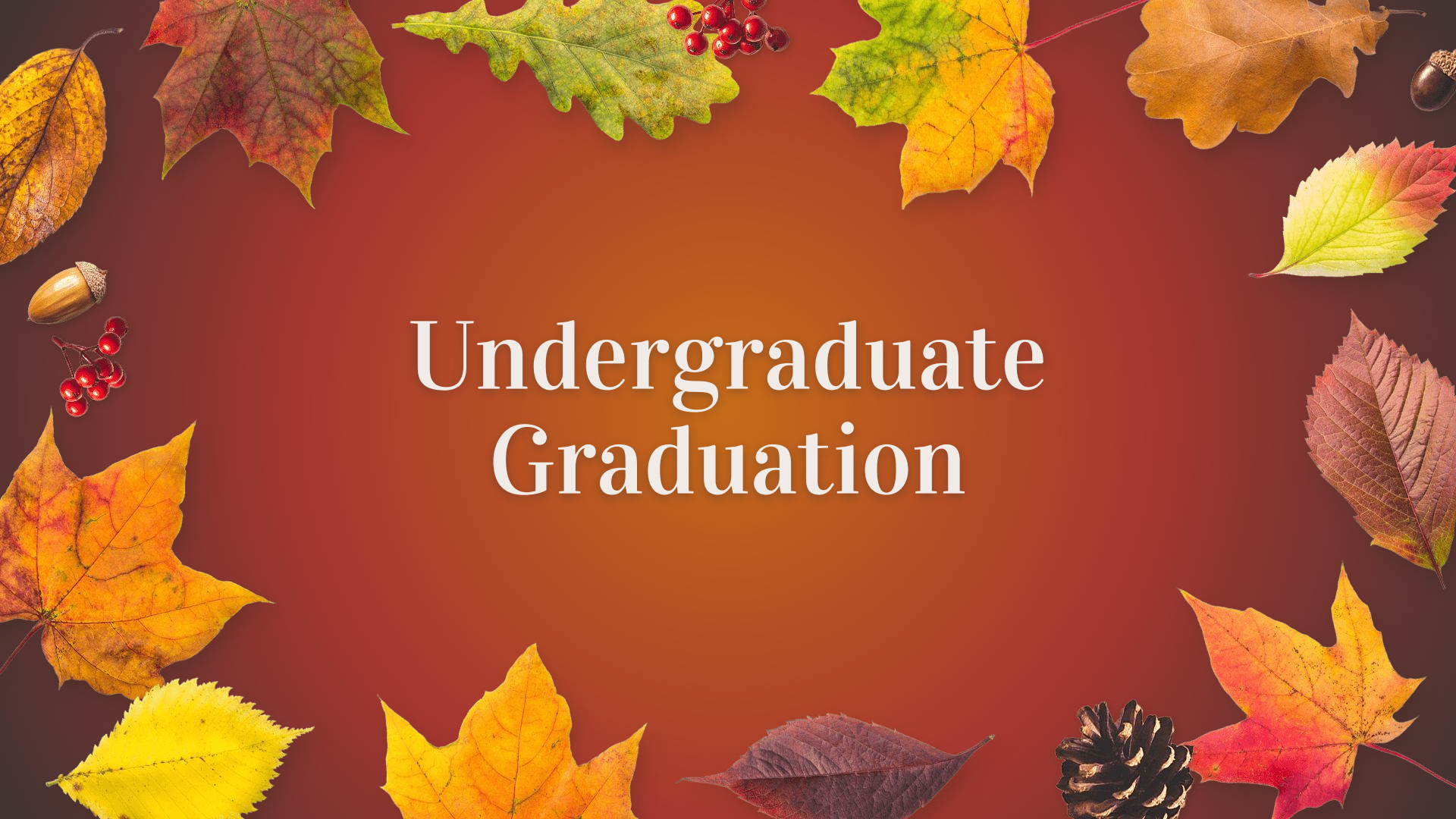
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Petitions/Forms

- Not all forms can be initiated by a student
- Graduate vs. Undergraduate forms
- Signing Order
- Do not use department emails for instructor signature lines.
- Petitions with inaccurate emails will not be processed by the system.

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Questions?

The image features a central text overlay on a dark red background. The text is surrounded by a decorative border of various autumn-themed elements, including leaves in shades of yellow, orange, and red, as well as acorns and small red berries. The leaves are scattered around the edges of the frame, creating a seasonal and celebratory atmosphere.

Undergraduate Graduation

A decorative border of autumn leaves and acorns surrounds the central text area. The leaves are in various shades of yellow, orange, and red, and the acorns are brown. The border is composed of several individual elements, including maple leaves, oak leaves, and small clusters of red berries.

Who We Are & What We Do

Evaluate and Verify Degree Requirements

- Assess graduation readiness for undergraduate students.
- Provide guidance on graduation related policies
- Meet with students in person or via Zoom to answer graduation-related inquiries.
- Generate and email Hold Letters.
- Make students "Eligible to Apply" for graduation.
- Process graduation date changes and assign appointments as needed.

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We also...

Award Degrees

- Batch award–Review student records to confirm completion of degree requirements for Fall, Spring, and Summer terms.
- Evaluate and process graduation documents for former students returning (FSR).
- Confirm degree completion and manage timely diploma printing and distribution.
- Handle requests for duplicate diplomas and coordinate fulfillment.

Review Degree Audits

- Process course exceptions.
- Monitor and review degree audits based on catalog requirements.
- Advise students on degree audit interpretation and updates.

Evaluate and Post Transfer Credit

- Assess and post transfer credit (TC) from 2- and 4-year institutions, CLEP, AP, and military transcripts.
- Resolve articulation issues and ensure proper application of transfer credit.

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Graduation Initiatives

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Automated Notification Process for Graduating Seniors

This initiative establishes an automated notification process to:

- inform graduating seniors about their degree completion status: **On-Track/ Off-Track**;
- provide timely feedback as students register for their final courses, allowing them to resolve any outstanding requirements promptly;
- send automated, personalized message via PeopleSoft messaging detailing their status.

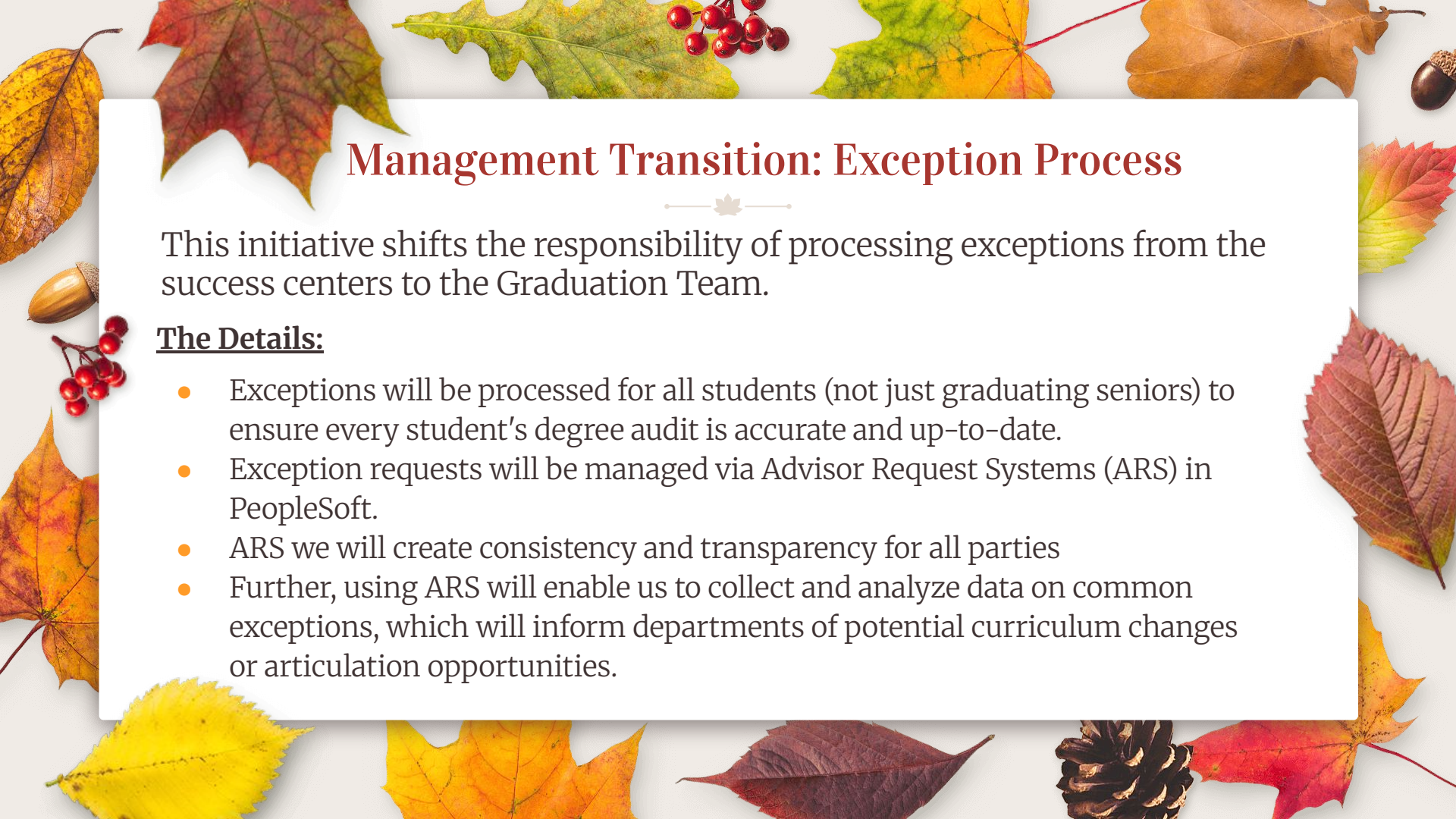
This process is projected to launch for **Fall 2026** applicants.

Automated Notification Process for Graduating Seniors

The details:

- The process runs weekly, after students have registered for their last term.
- The process reviews students' MyProgress and places students in one of two categories: On-Track or Off-Track.
- Students are then automatically sent a message reflecting their calculated status.



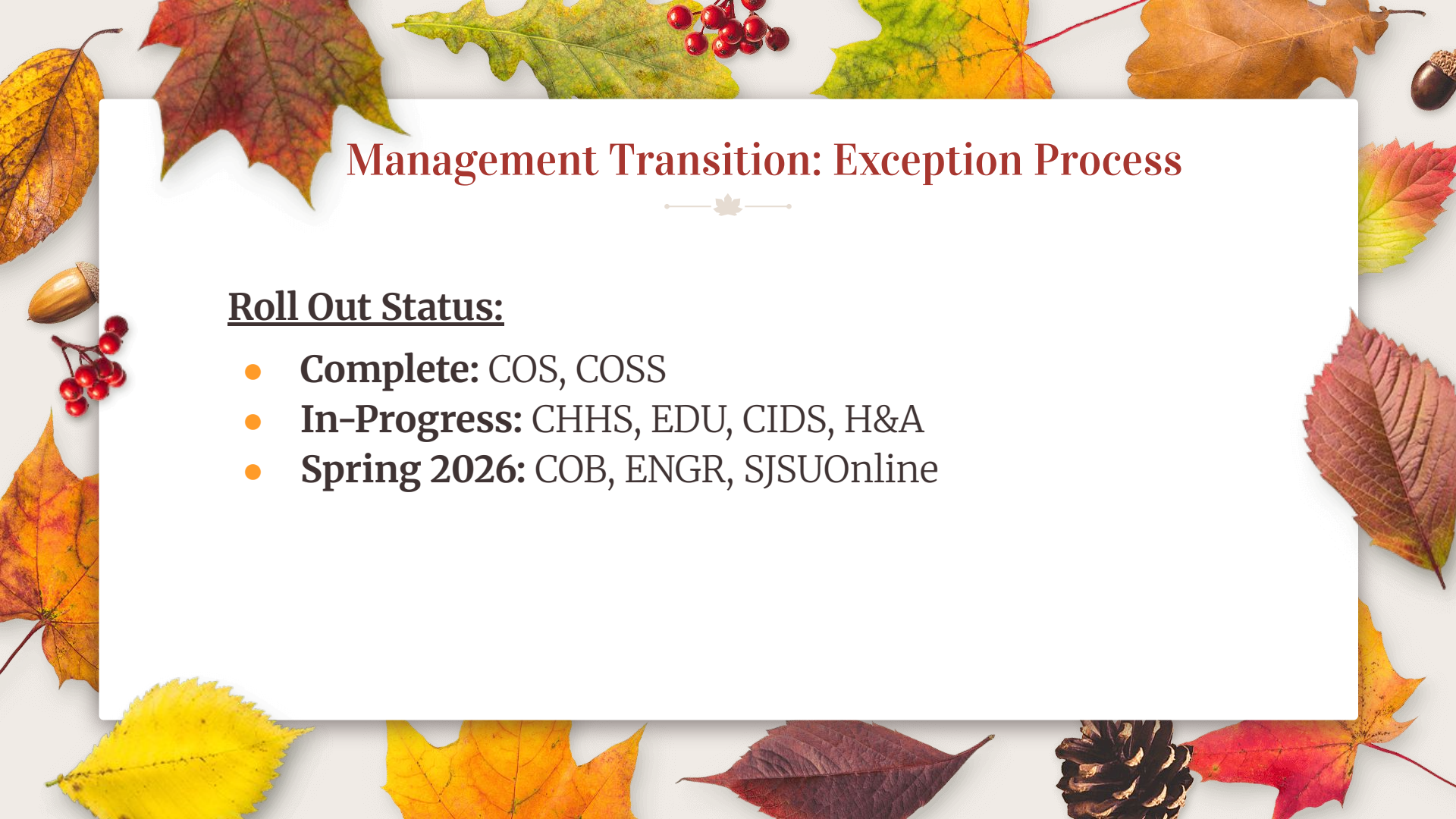
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Management Transition: Exception Process

This initiative shifts the responsibility of processing exceptions from the success centers to the Graduation Team.

The Details:

- Exceptions will be processed for all students (not just graduating seniors) to ensure every student's degree audit is accurate and up-to-date.
- Exception requests will be managed via Advisor Request Systems (ARS) in PeopleSoft.
- ARS we will create consistency and transparency for all parties
- Further, using ARS will enable us to collect and analyze data on common exceptions, which will inform departments of potential curriculum changes or articulation opportunities.

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Management Transition: Exception Process

Roll Out Status:

- **Complete:** COS, COSS
- **In-Progress:** CHHS, EDU, CIDS, H&A
- **Spring 2026:** COB, ENGR, SJSUOnline



Questions & Resources



Questions?



Resources:

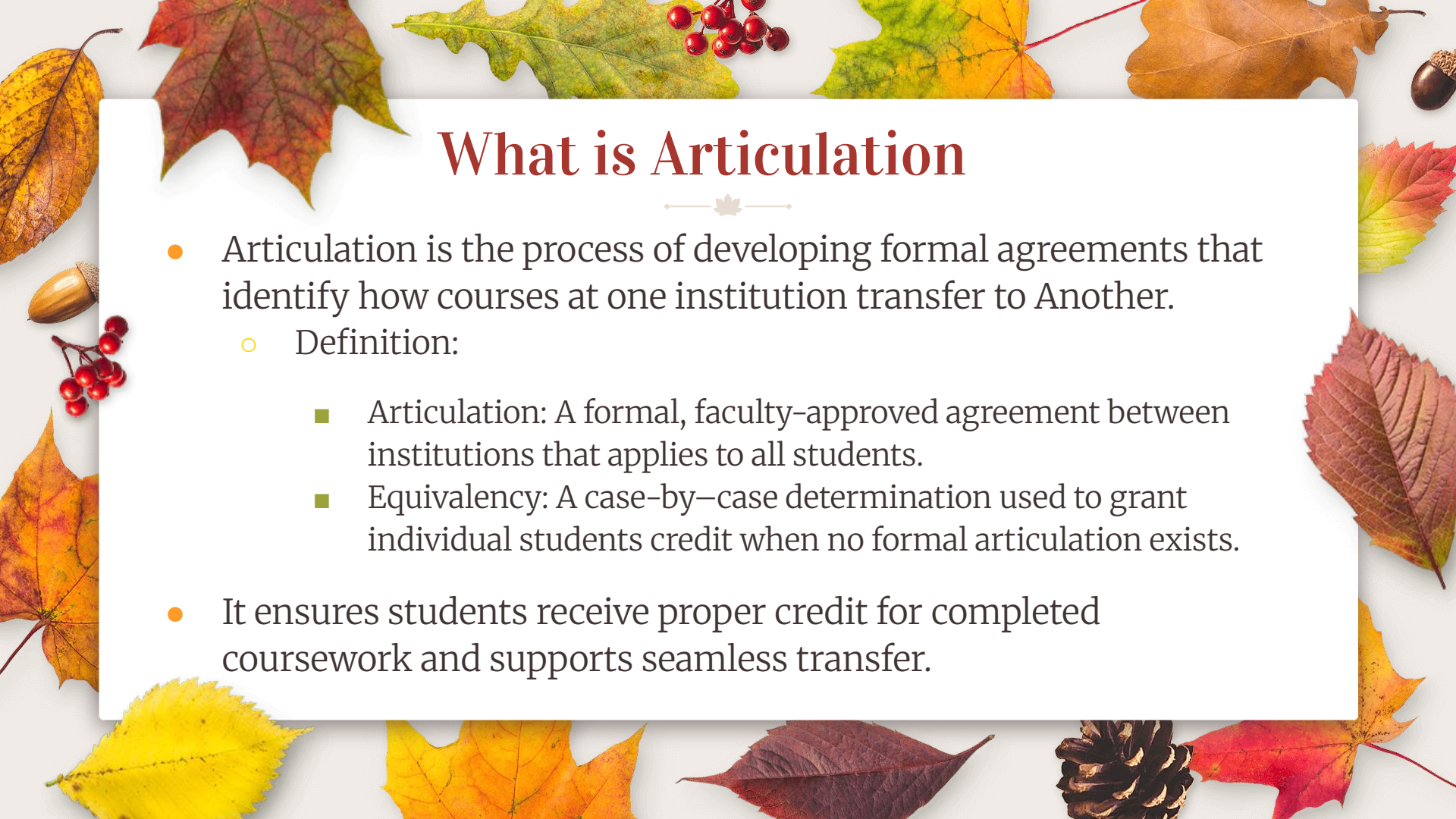
- [Undergraduate Graduation website](#)
- [Who is My Graduation Evaluator?](#)
- [Graduation Checklist](#)
- [Need to change your graduation term?](#)

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Articulation & Transfer Credit Evaluations

The background is a dark reddish-brown color, decorated with various autumn-themed elements. There are several large, colorful leaves in shades of yellow, orange, red, and green. Interspersed among the leaves are clusters of small red berries and several acorns. In the center of the image, there is a white rectangular area containing the text "Articulation Team" and a small cluster of yellow stars.

Articulation Team

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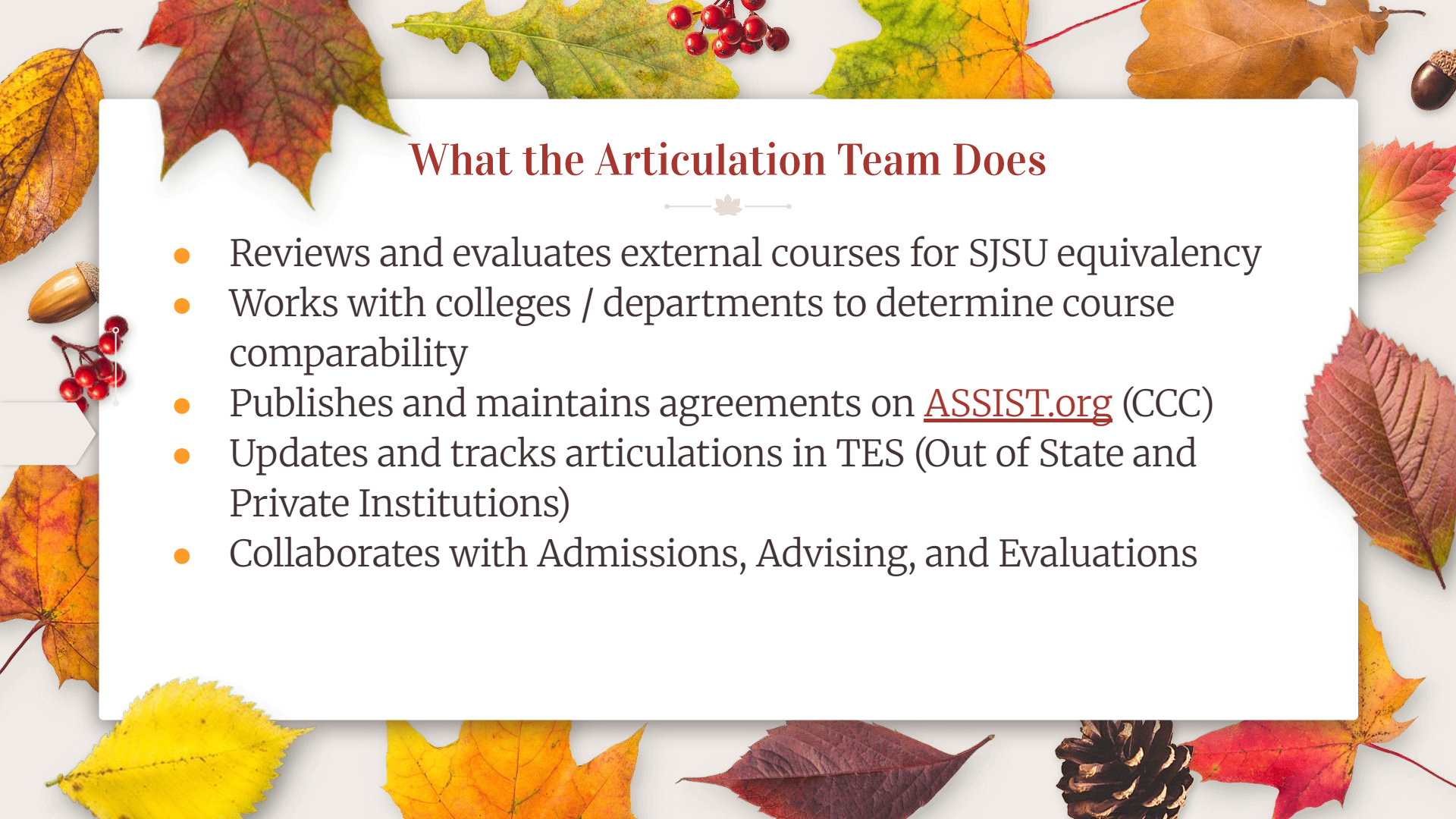
What is Articulation

- Articulation is the process of developing formal agreements that identify how courses at one institution transfer to Another.
 - Definition:
 - Articulation: A formal, faculty-approved agreement between institutions that applies to all students.
 - Equivalency: A case-by-case determination used to grant individual students credit when no formal articulation exists.
- It ensures students receive proper credit for completed coursework and supports seamless transfer.

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Why Articulation Matters

- Supports transfer student success and timely graduation
- Reduces redundant coursework and confusion
- Provide clear academic pathways through tools like [ASSIST.org](https://assist.org), TES, and ATAIN (coming soon)
- Aligns SJSU's curriculum with top feeder institutions
- Can eliminate exceptions and substitutions

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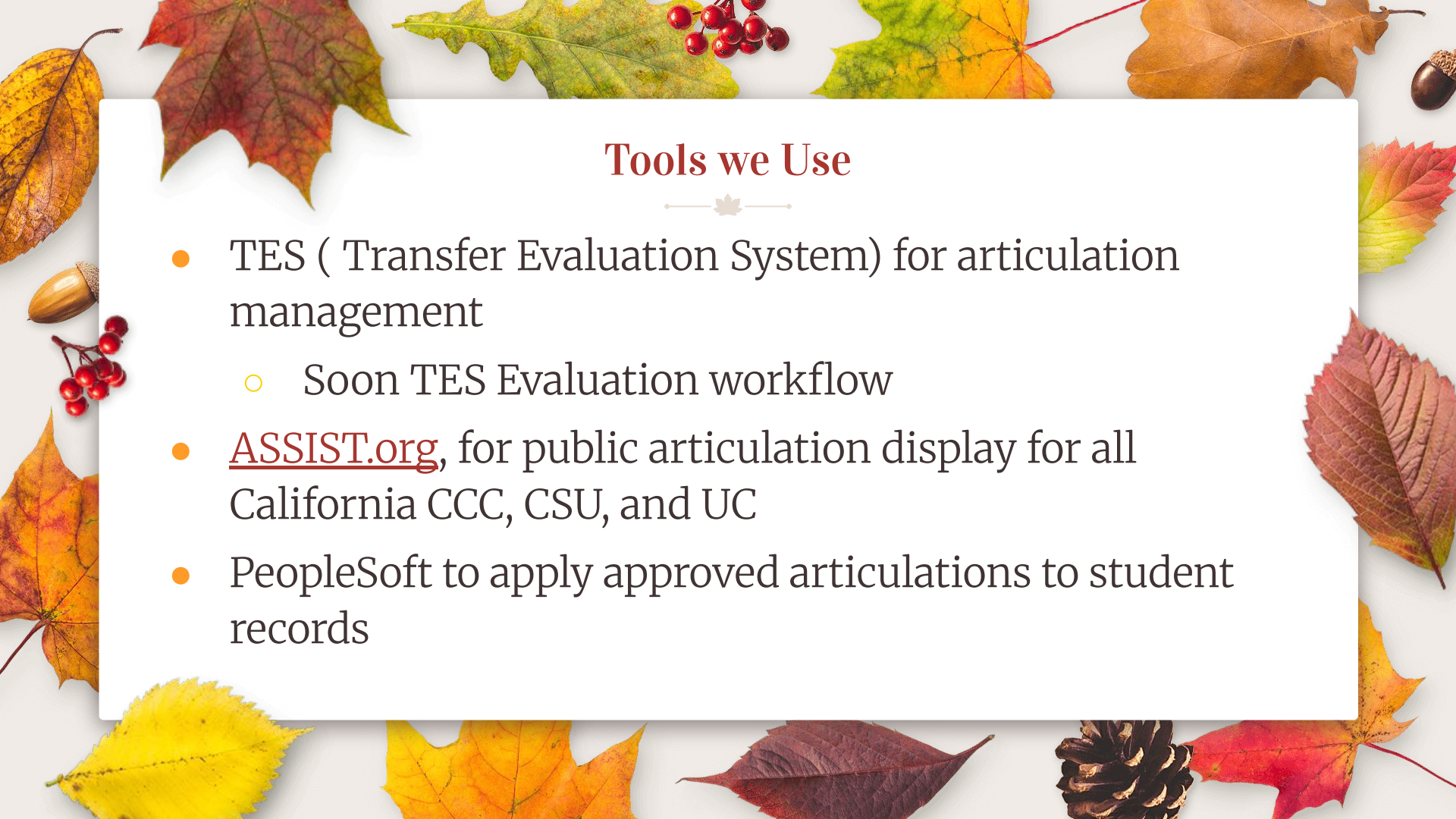
What the Articulation Team Does

- Reviews and evaluates external courses for SJSU equivalency
- Works with colleges / departments to determine course comparability
- Publishes and maintains agreements on [ASSIST.org](https://assist.org) (CCC)
- Updates and tracks articulations in TES (Out of State and Private Institutions)
- Collaborates with Admissions, Advising, and Evaluations

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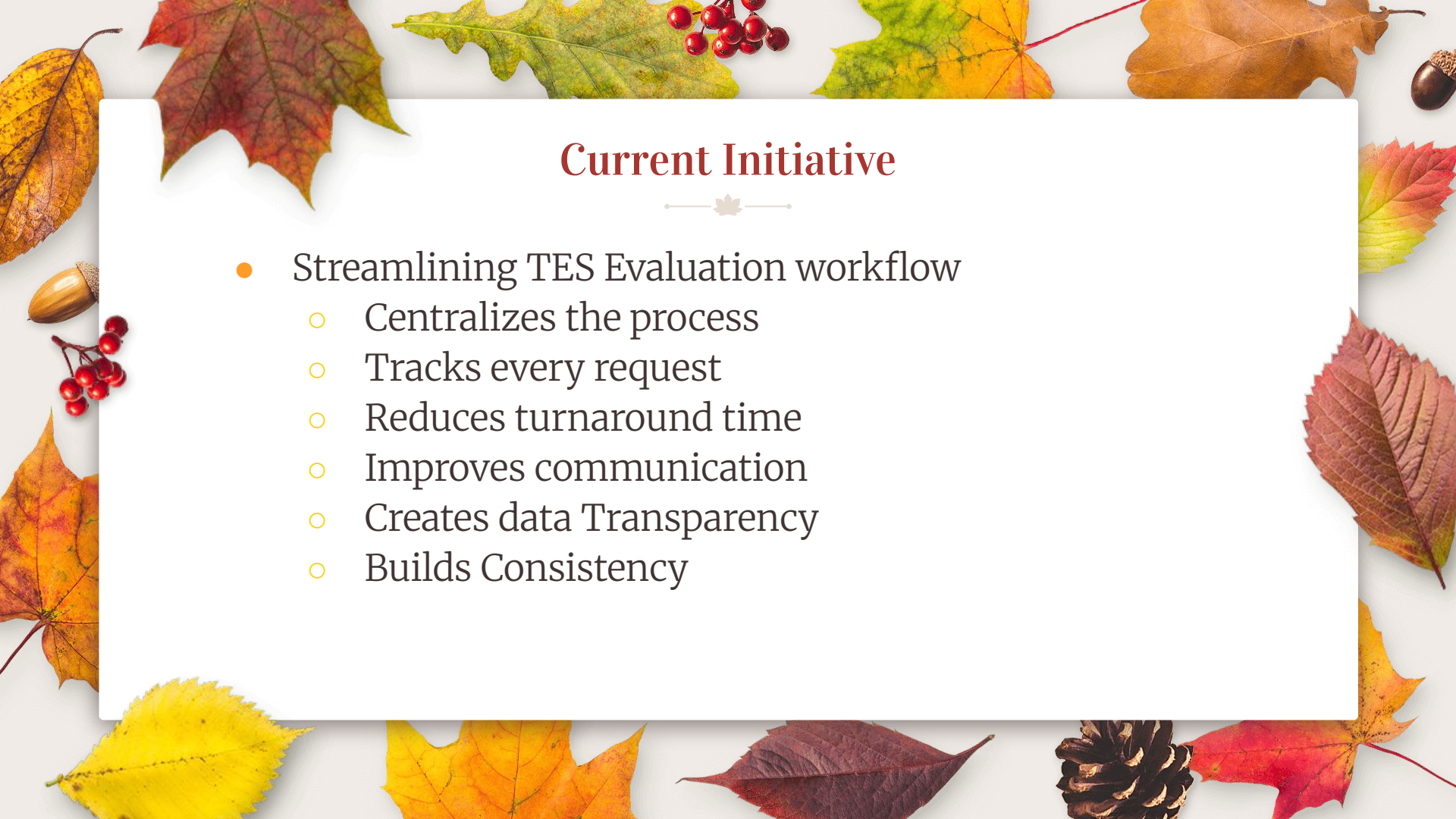
Our Partners Across Campus

- Collaborates with
 - Academic Departments (Course approvals)
 - Undergraduate Admissions
 - Transfer Credit Evaluation Team
 - Advising & Student Success Centers
- Shared goal: Accurate and efficient credit evaluation.

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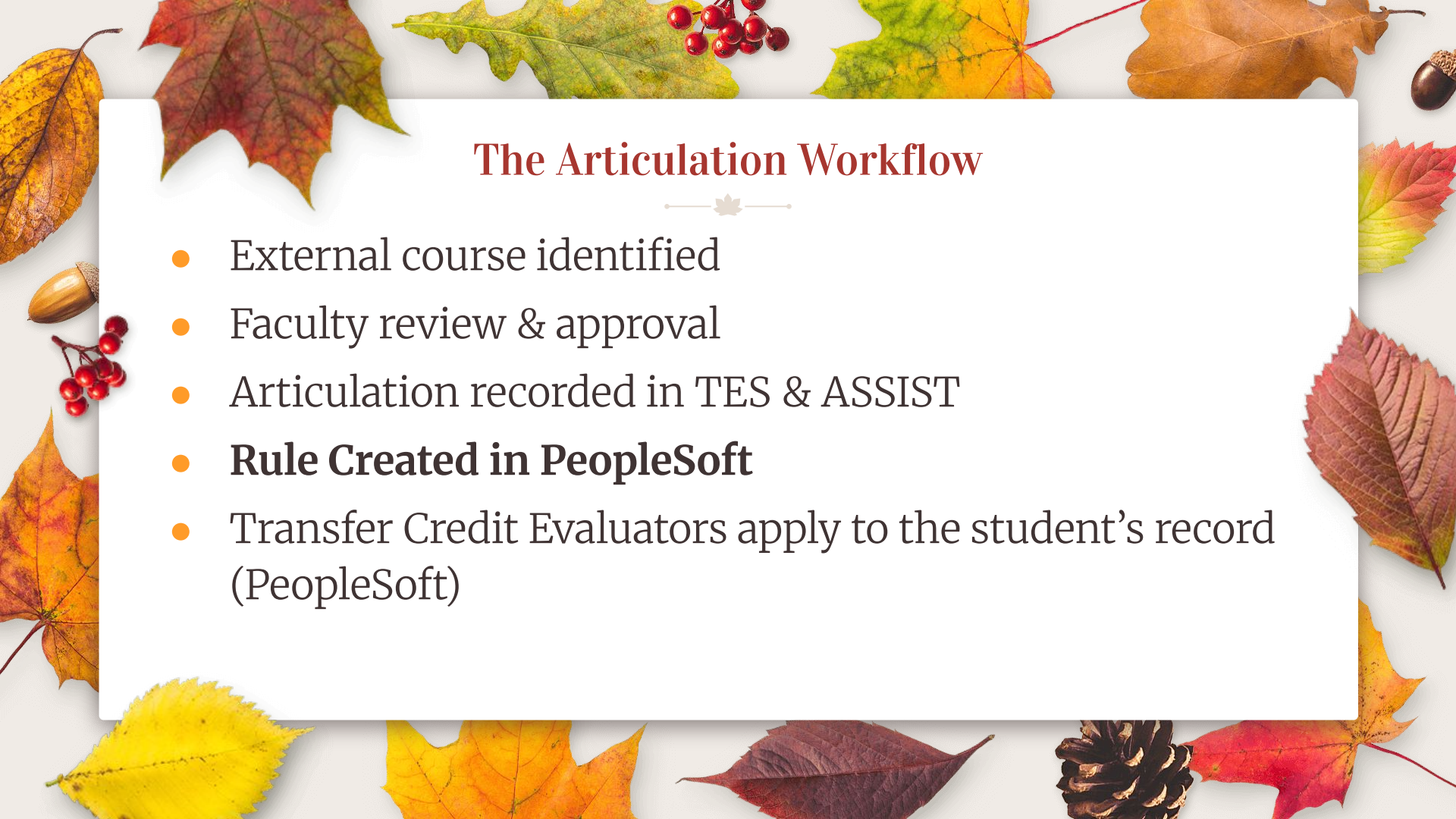
Tools we Use

- TES (Transfer Evaluation System) for articulation management
 - Soon TES Evaluation workflow
- [ASSIST.org](https://assist.org), for public articulation display for all California CCC, CSU, and UC
- PeopleSoft to apply approved articulations to student records

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Current Initiative

- Streamlining TES Evaluation workflow
 - Centralizes the process
 - Tracks every request
 - Reduces turnaround time
 - Improves communication
 - Creates data Transparency
 - Builds Consistency

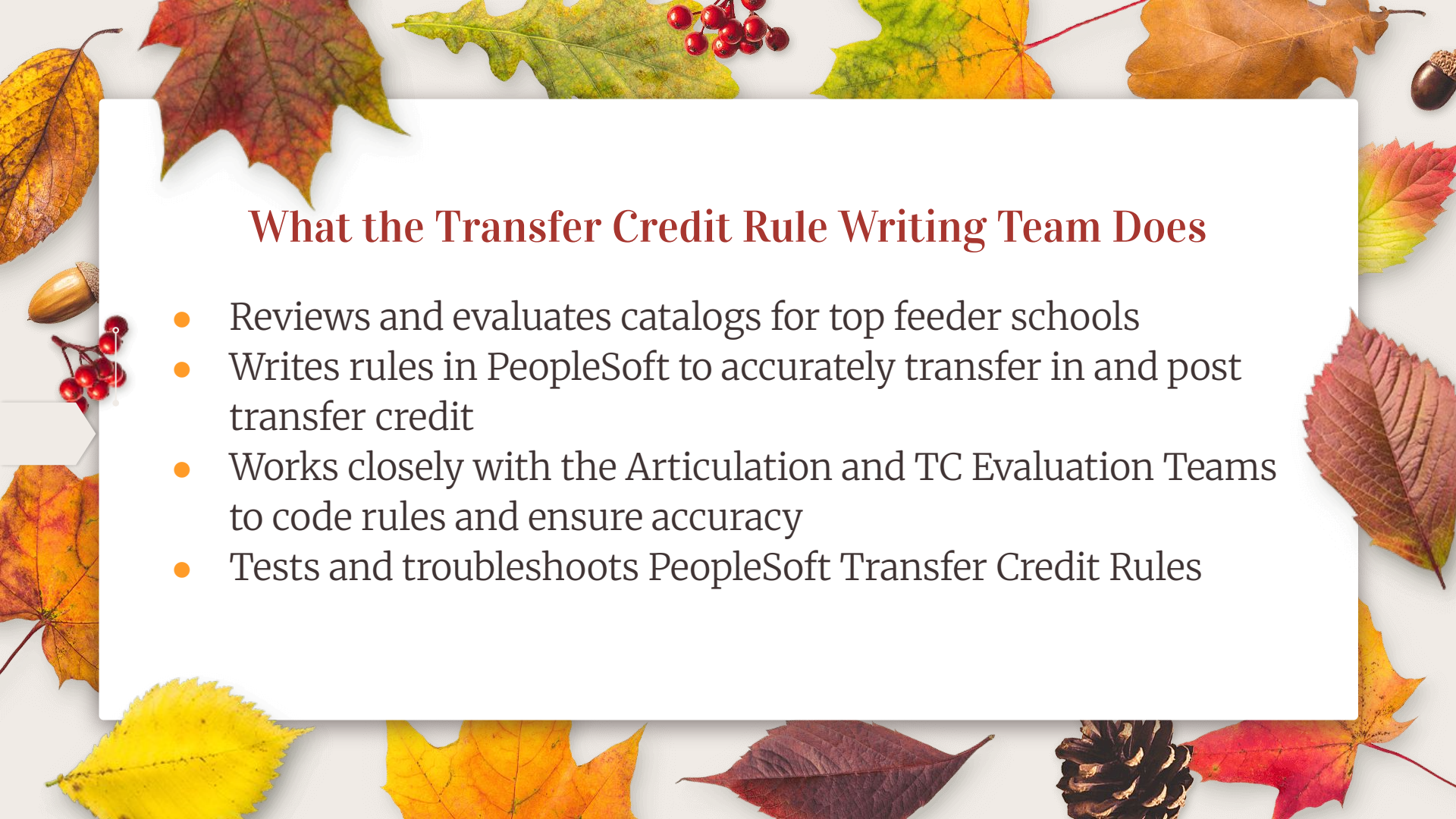
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The Articulation Workflow

- External course identified
- Faculty review & approval
- Articulation recorded in TES & ASSIST
- **Rule Created in PeopleSoft**
- Transfer Credit Evaluators apply to the student's record (PeopleSoft)

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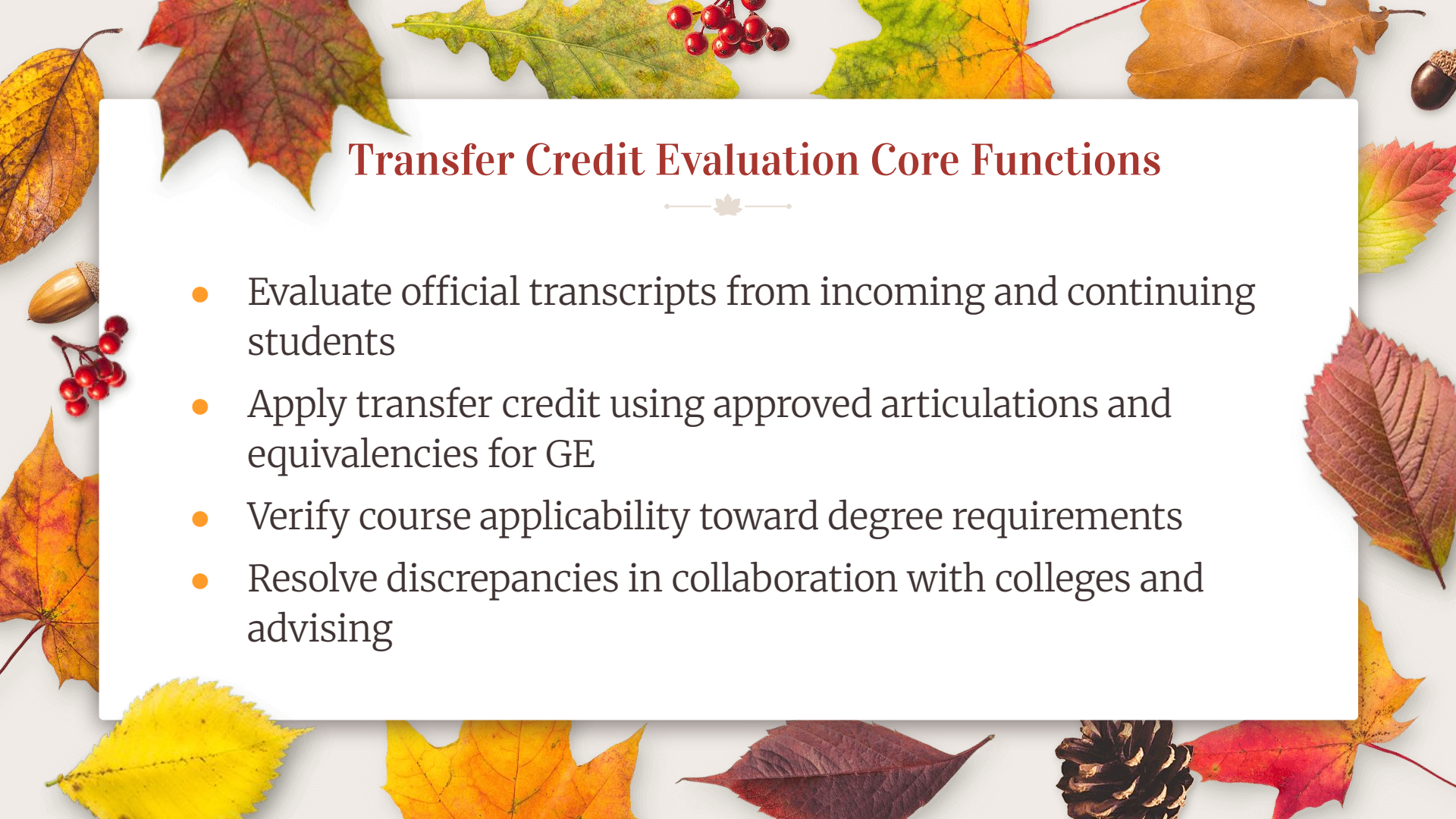
Transfer Credit Rule Writing Team

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What the Transfer Credit Rule Writing Team Does

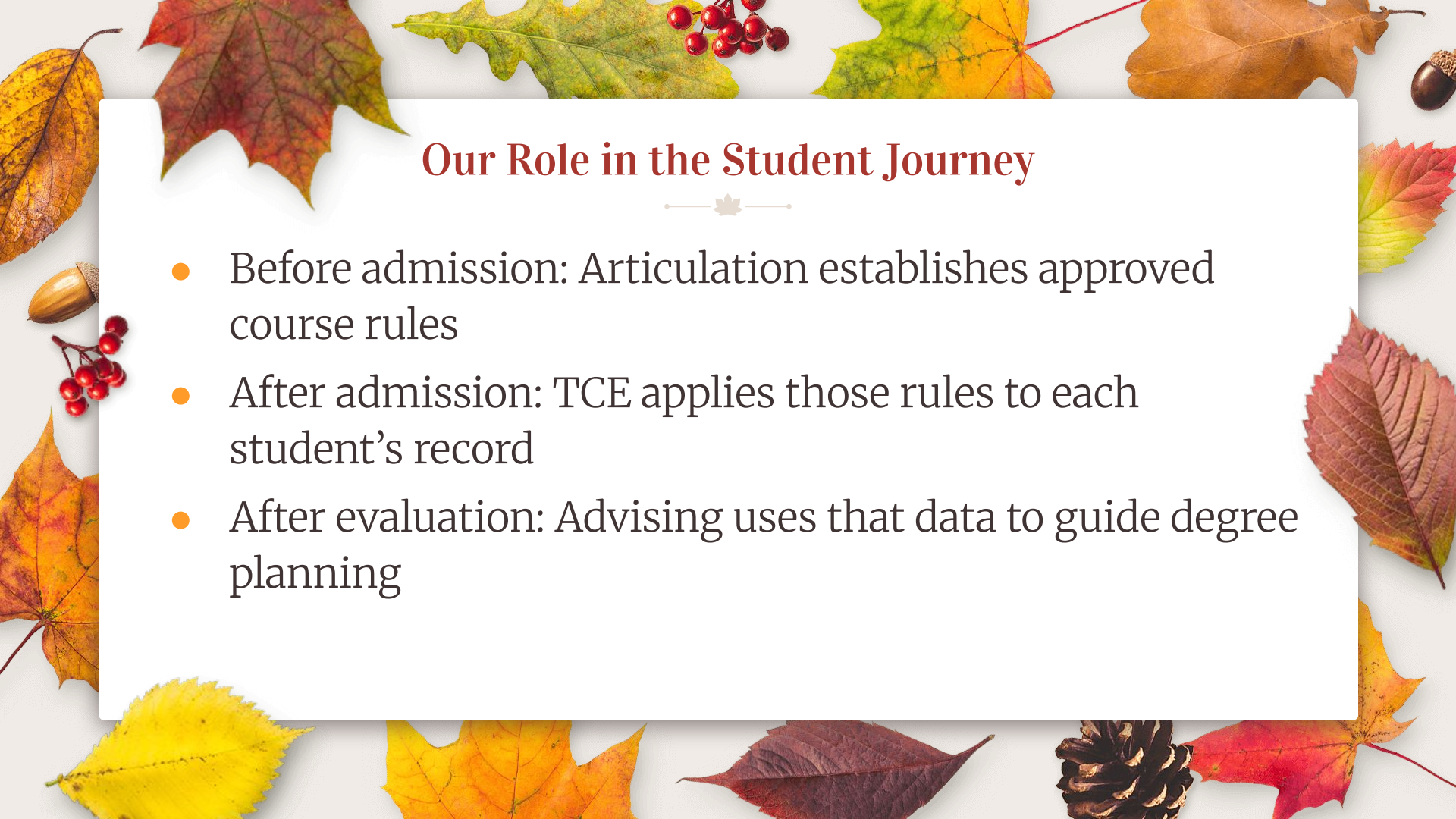
- Reviews and evaluates catalogs for top feeder schools
- Writes rules in PeopleSoft to accurately transfer in and post transfer credit
- Works closely with the Articulation and TC Evaluation Teams to code rules and ensure accuracy
- Tests and troubleshoots PeopleSoft Transfer Credit Rules

Transfer Credit
Evaluation Team

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Transfer Credit Evaluation Core Functions

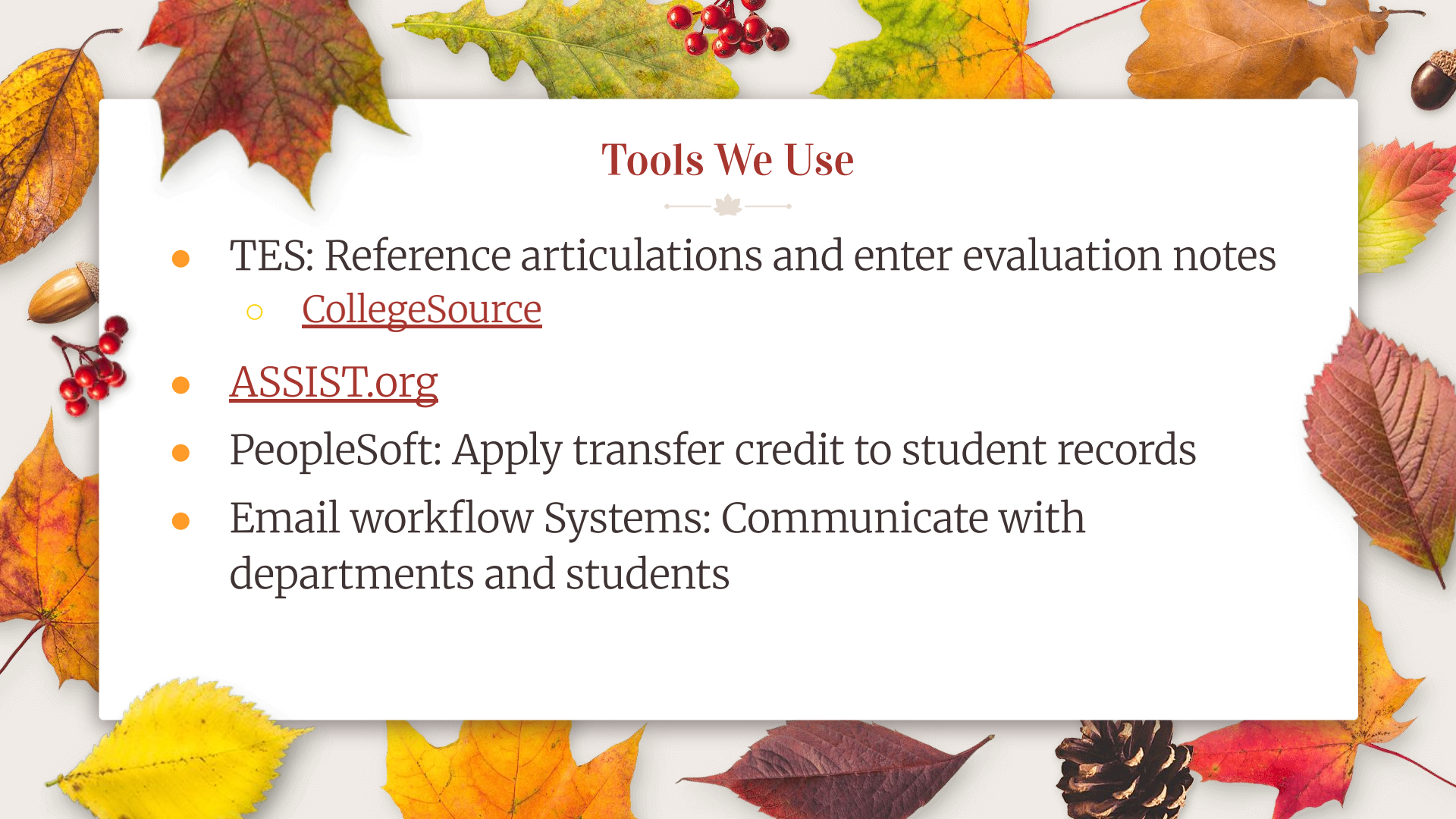
- Evaluate official transcripts from incoming and continuing students
- Apply transfer credit using approved articulations and equivalencies for GE
- Verify course applicability toward degree requirements
- Resolve discrepancies in collaboration with colleges and advising



Our Role in the Student Journey



- Before admission: Articulation establishes approved course rules
- After admission: TCE applies those rules to each student's record
- After evaluation: Advising uses that data to guide degree planning

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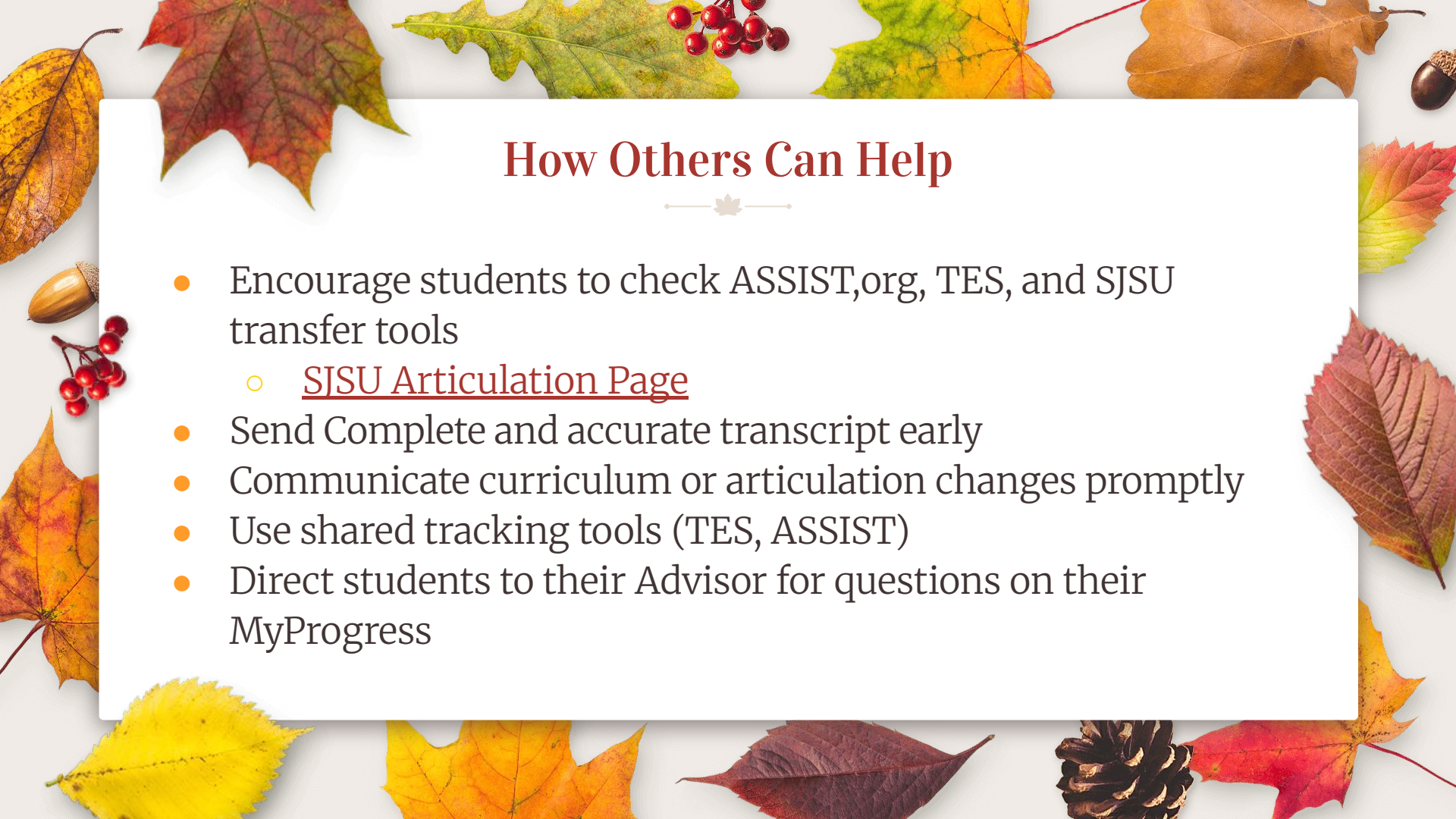
Tools We Use

- TES: Reference articulations and enter evaluation notes
 - [CollegeSource](#)
- [ASSIST.org](#)
- PeopleSoft: Apply transfer credit to student records
- Email workflow Systems: Communicate with departments and students

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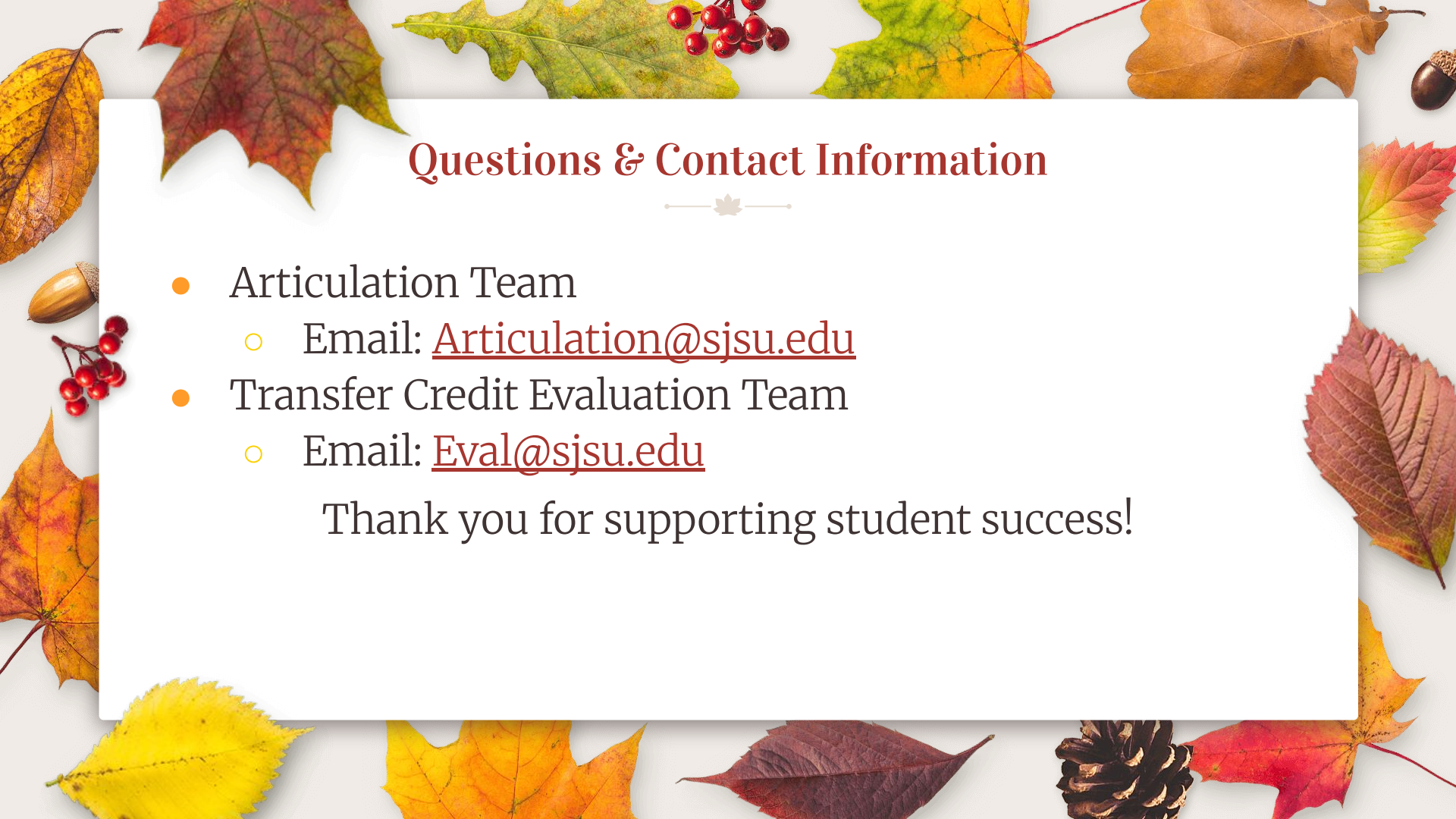
Current Focus Areas

- Streamlining transcript evaluation timelines
- Improving transparency across departments
- Expanding use of TES workflow for Evaluations
- Enhancing consistency and reducing manual processing
- Supporting better data reporting and audit tracking

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How Others Can Help

- Encourage students to check ASSIST.org, TES, and SJSU transfer tools
 - [SJSU Articulation Page](#)
- Send Complete and accurate transcript early
- Communicate curriculum or articulation changes promptly
- Use shared tracking tools (TES, ASSIST)
- Direct students to their Advisor for questions on their MyProgress



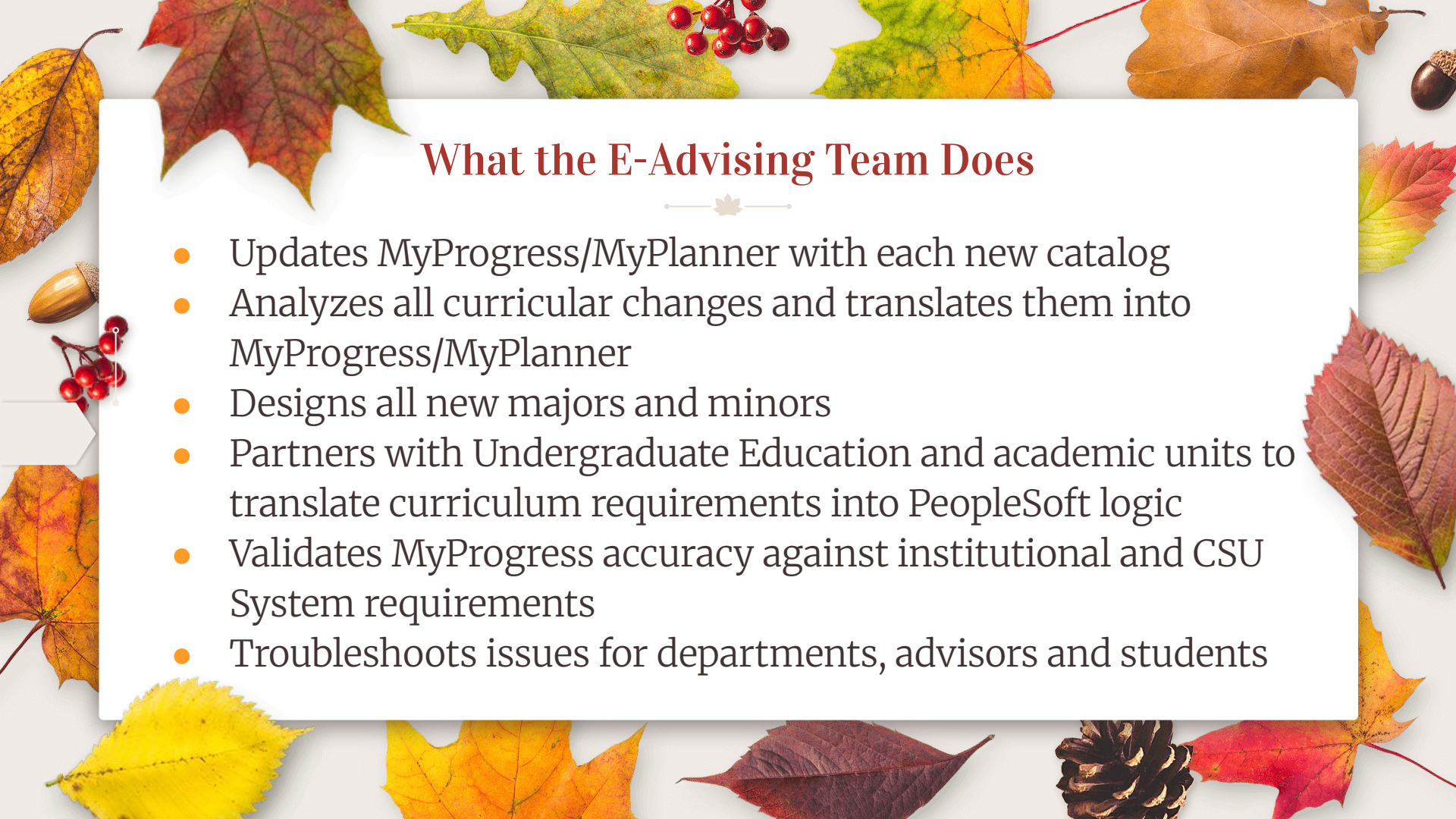
Questions & Contact Information

- Articulation Team
 - Email: Articulation@sjsu.edu
- Transfer Credit Evaluation Team
 - Email: Eval@sjsu.edu

Thank you for supporting student success!

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E-Advising Team

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What the E-Advising Team Does

- Updates MyProgress/MyPlanner with each new catalog
- Analyzes all curricular changes and translates them into MyProgress/MyPlanner
- Designs all new majors and minors
- Partners with Undergraduate Education and academic units to translate curriculum requirements into PeopleSoft logic
- Validates MyProgress accuracy against institutional and CSU System requirements
- Troubleshoots issues for departments, advisors and students



Fall 2025 - The Beginning of Cal-GETC

- Beginning in Spring 2024 the E-Advising Team worked closely with Undergraduate Education to implement the new Cal-GETC GE pattern.
- Analyzed data to find the most efficient way to bring new students into the fall semester and optimize their time to degree completion.
- Worked with the OTR Systems Team to assign new students to the best fit for their GE pattern based on time to degree.

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FERPA

A decorative border of autumn leaves and acorns surrounds the central text. The leaves are in various shades of yellow, orange, and red, with some showing green. There are several acorns and small clusters of red berries interspersed among the leaves.

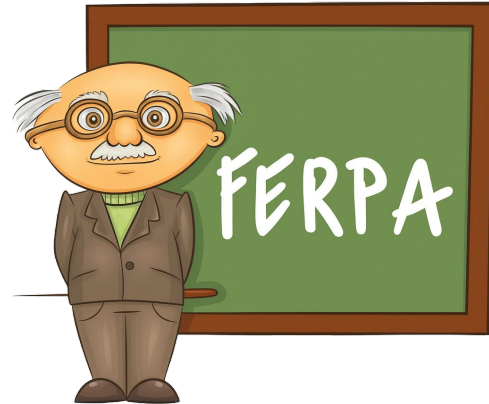
FERPA Directory Information

- Student Name
- Campus ID
- Dates of Attendance/Enrollment
- Major field(s) of study
- Degrees Earned and Dates Conferred
- Honors and Awards Received
- SJSU E-Mail Address
- Enrollment Status (Full, Part Time, or Other)
- Graduate or Undergraduate Status
- Class/Student Level
- Participation in Athletics

FERPA Training & The FERPA Professor

- LeRoy Rooker, a.k.a. “The FERPA Professor”, presented FERPA training for all faculty and staff on Sept. 30th & Oct. 1st.
- A recording of his training is available on our webpage.

FERPA Resources



The slide features a decorative border of autumn leaves and berries. The leaves are in various shades of yellow, orange, and red, with some showing green veins. Small clusters of red berries are scattered among the leaves. The background is a light, neutral color.

COMING SOON:

Bespoke FERPA Training

- Invite us to a staff meeting!

The background is a solid dark red color. It is decorated with various autumn-themed elements: several maple leaves in shades of yellow, orange, and red; a few acorns; and small clusters of red berries. These elements are scattered around the edges of the frame, creating a seasonal border.

Who to Contact

Individual Students

- **Registration:**
 - registrar@sjsu.edu
- **Graduation:**
 - [Graduation Evaluator by College & Alpha Split](#)
 - [Graduation Evaluator by Major](#)
- **MyProgress:**
 - [Graduation Evaluator](#)*
- **Transfer Credit:**
 - eval@sjsu.edu**

*SSC until exceptions are managed by the Graduation Team

**Use to check status of unposted TC, but not for how transfer credit is or isn't populating MyProgress or counting as prerequisite

A decorative border of autumn leaves and acorns surrounds the central white text box. The leaves are in various shades of yellow, orange, and red, while the acorns are brown. The central text box is white with a thin grey border and a small grey leaf icon at the top center.

Issues that Affects Multiple Students

- **MyProgress:**
 - degreeprogress@sjsu.edu
- **Articulation:**
 - articulation@sjsu.edu
- **OTR Management:**
 - lisa.giampaolo@sjsu.edu
 - rogelio.manaois@sjsu.edu
 - pamela.bustillo@sjsu.edu
 - shari.smiljanic-villa@sjsu.edu

The background is a solid dark red color. It is decorated with various autumn-themed elements: several maple leaves in shades of yellow, orange, and red; a few acorns; and small clusters of red berries. The word "QUESTIONS ?" is centered in a white, serif font.

QUESTIONS ?

The slide is decorated with various autumn-themed elements. At the top, there are several leaves in shades of yellow, orange, and red, along with a small cluster of red berries. On the left side, there is an acorn and another cluster of red berries. On the right side, there is a single yellow leaf and a small acorn. At the bottom, there are more leaves in various colors, including a large yellow one on the left, a dark red one in the center, and a pinecone on the right.

Thanks for joining us!

We will send this slide deck out to everyone who registered.

A recording of this session will be
posted soon to our webpage:

[Semester Updates](#)