

# UNDERGRADUATE ADVISING CENTER

## SAN FRANCISCO STATE UNIVERSITY

### NOVEMBER 2021 NEWSLETTER

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## ADVISING SUPPORT FOR SPRING 2022 ENROLLMENT

It's time to prepare for Spring 2022 enrollment! Knowing how to build a schedule, search for classes, and enroll are essential skills to learn so connect with our advising team soon if you need a refresher!

### FIRST-YEAR (FALL 2021 ADMITS)

Check your SF State email to RSVP for any of our Ready to Register Workshops this month (November 16 - December 2).

Metro students (fall start) must meet with their advisor for course planning.

NEED  
HELP?

### UNDECLARED (2ND YEAR AND ABOVE)

Check your SF State email for an appointment invite from your academic counselor. Before your appointment, review the Exploring Majors: Pathway to Declaration resource on iLearn so you are ready to discuss the major(s) you have in mind.



**11/1 - 11/12**

International Education Week (study abroad, international careers, & more!)

**11/5**

Reimagining the Future - the Power of Creative Writing (part 1 of 2)

**11/11**

Veteran's Day (no classes, campus closed)

**11/15**

Spring 2022 Class Schedule available (subject to change)

**11/15**

Deadline to withdraw for serious and compelling reasons (see page 3)

**11/18**

Reimagining the Future - the Power of Creative Writing (part 2 of 2)

**11/22 - 11/27**

Fall Recess (no classes)

**11/25 - 11/26**

Thanksgiving Break (no classes, campus closed)

**11/29**

Spring 2022 Registration Begins (based on Enrollment Appointment)

DATES &  
DEADLINES

Find activities & events through [GatorExperience](#) & academic/campus events through the [SFSU Calendar](#)

[ADVISING.SFSU.EDU](https://advising.sfsu.edu)

SPRING 2022

# ENROLLMENT

## TIMELINE

*Dates subject to change. Refer to the [Registrar's website](#).*

11/15	11/29 - 1/12	1/12	1/13 - 1/23	1/24	2/11
Class Schedule and spring enrollment appointments available	Enrollment begins (16 units max, 13 units max if on academic probation)	Payment deadline	Open Enrollment (19 units max)	First day of instruction, permission numbers required to add classes through 2/11	Deadline to drop classes without a W on transcript



### DO I HAVE A HOLD?

Log in to your [Student Center](#) and check the Holds and Alerts box (right side). For information on how to get the hold lifted, click "details."

### WHAT IS AN ALERT?

Alerts are informational and will not prevent enrollment. Select details and then the alert to see the full informational message.

## WHEN TO ENROLL

Although Spring 2022 enrollment begins on November 29th, your enrollment appointment tells you the specific date and time you can begin enrolling in classes through your Student Center. Check the Enrollment Dates box on your Student Center for your enrollment appointment around November 15th when the Spring 2022 Class Schedule is available.

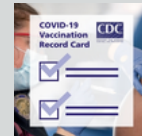
**⚠ If you have a registration hold, you cannot enroll.**

### COMMON HOLDS THAT PREVENT ENROLLMENT



Campus Financial Obligation

Past due balances must be paid before you can enroll. Contact the [Bursar](#) for more information.



Proof of Vaccination Requirement for Spring 2022

All students, regardless of mode of instruction for spring 2022, are required to [upload proof of vaccination, or request an exemption for medical or religious reasons](#).

## STEPS TO ENROLL

### CHOOSE REQUIREMENTS TO COMPLETE

Check your [Degree Progress Report \(DPR\)](#) for GE requirements you need and refer to the [Advising Hub](#) section for *Orientation and 1st Year Advising* for 1st year major course outlines and roadmaps from your major department.

### PLAN YOUR CLASSES AND LOAD YOUR SHOPPING CART

Plan your semester classes for your GE & Major courses needed using your [Degree Planner](#). Then use the [Gator Scheduler](#) or the [Class Schedule](#) list to find class times & load your Shopping Cart before your enrollment time.

### ENROLL AS SOON AS YOUR ENROLLMENT APPOINTMENT BEGINS

Courses fill quickly so enroll as soon as you can. After enrolling, check your DPR to verify that your spring classes meet the requirements you plan to complete.

# CAMPUS SPOTLIGHT

## J. PAUL LEONARD LIBRARY

In addition to being a major study hub on campus, the J. Paul Leonard Library provides access to materials/technology and offers a wealth of resources to assist with research. Although building access is currently limited, their helpful team offers 24/7 chat assistance and the Library is now providing multiple options to access circulating collections and collections at other libraries.

[library.sfsu.edu](http://library.sfsu.edu)

## HOW TO BUILD A SCHEDULE

Set yourself up for success by following these guidelines to create a balanced schedule.



### **Choose a mix of GE and major courses (if applicable).**

An unbalanced schedule (i.e. lots of science and math classes) could create a workload that is hard to manage.

REMINDER: GE Areas A1, A2, A3, and B4 should be completed in your first year.



**Take appropriate courses by focusing on lower division requirements first (courses numbered 100-299) and checking course prerequisites.** Professors may drop you from a course if prerequisites are not met.



**Be realistic about your time when deciding how many classes to take.** Consider the amount of study time the course load requires and other responsibilities that demand your time (i.e. part-time job).

REMINDER: Full-time status is 12 units. If your goal is to graduate in 4 years, plan to average 15 units per semester or 30 units per year (includes summer sessions).



**Schedule classes during times in the day when you are more likely to attend class and focus.** Enroll as soon as your enrollment appointment begins to increase your chance of getting the sections you want.

## Q&A

**Q:** WHAT DOES A "W" ON YOUR TRANSCRIPT MEAN?

**A:** After the 3rd week of the semester, you have to submit a request to withdraw in order to drop a course. If approved, a W will appear on your transcript. You can withdraw from up to 18 units of SF State courses and even though a withdraw will not impact your GPA, some grad schools may view them in a negative light if it happens often.

**Q:** WHAT IS A WAIT LIST?

**A:** When you add yourself to a wait list, you have a chance of enrolling if a spot opens up before the semester begins. You will be automatically enrolled unless you reached your unit limit or are enrolled in a different section of the same course.

