

Overview

This guide explains the various features of the Student Center inside **MySJSU**. In the Student Center, you can view and edit your schedule, personal information and financial information. You can also view your enrollment appointments and holds, as well as search for classes.

Navigate to MySJSU

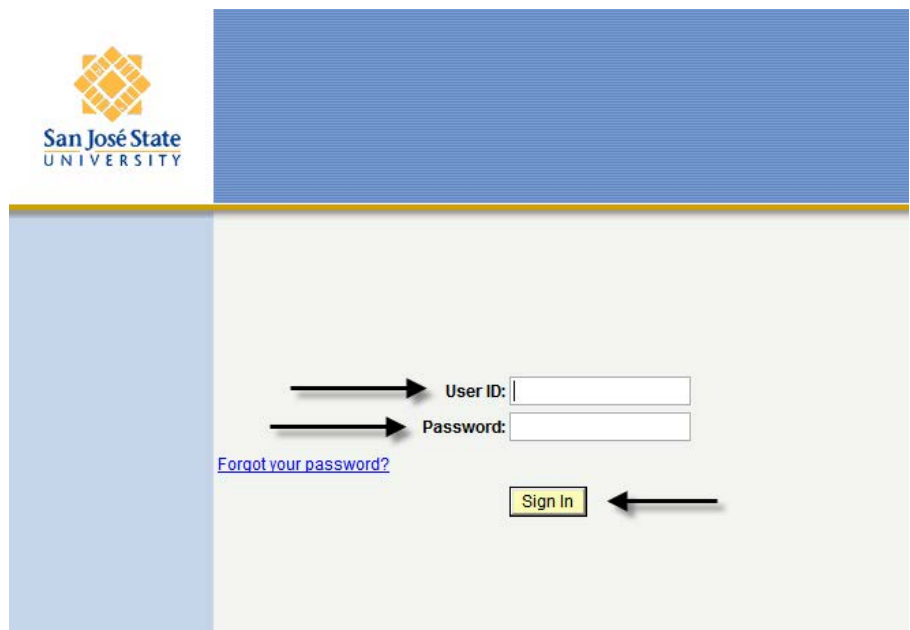
1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>)
2. Click the **MySJSU SIGN IN** button.



The Login page displays.

3. Enter your **User ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, please contact the CMS Help Desk via email (cmshelp@sjsu.edu) with your full name and SJSU ID.



The Student Center displays.

Student Center

Spartan's Student Center

View My Messages

You have 1 new message.
[View Messages](#)

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... ⌵ ⌵

This Week's Schedule	
Class	Schedule
HRTM 148-01 LEC (27883)	Mo 5:00PM - 7:45PM Clark Building 324
KIN 14C-01 ACT (23520)	Fr 12:30PM - 2:20PM Spartan Complex Central 044B
KIN 61A-03 ACT (23853)	Mo 9:30AM - 11:20AM Event Center Aerobics
LIBR 202-14 SEM (29342)	Room: TBA
NURS 138-04 LEC (29738)	We 2:30PM - 4:20PM IRC Richard B. Lewis 302
VIET 1B-01 SEM (20900)	Fr 4:30PM - 7:15PM Boccardo Business Center 125

[enrollment shopping cart](#) ▶

[SEARCH FOR CLASSES](#)

Holds
Application Fee Outstanding
[details](#) ▶

Other Indicators
 Electronic Refund Indicator
[details](#) ▶

To Do List
Copy of Green Card
Residency - Graduate applicant
Transcript w/degree posted
VISA - Graduate Applicants
Work in Progress
[details](#) ▶

Enrollment Dates
Enrollment Appointment
 You may begin enrolling for the Spring 2012 Regular Academic Session session on January 25, 2012.
[details](#) ▶

General Information
[California Voter Registration](#)
[Admissions](#)
[Registrar Services](#)

SJSU Financials & Extended Ed
[Financial Aid](#)
[Bursar's Office](#)
[Int'l and Extended Studies](#)

Deadline Calendars
[Fall Calendar](#)
[Spring Calendar](#)
[Summer Calendar](#)

Finances

My Account ?

[Account Inquiry](#)
[Enroll In Direct](#)
[Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Denline Awards](#)

other financial... ⌵ ⌵

Account Summary (See ' link below)

You owe 4,422.00.

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

[View Due Date](#)

PAY NOW!

PAYMENT PLAN AND OTHER SERVICES

[*Important Student Fee Information](#)

Personal Information

[Emergency Contact](#)
[Names](#)
[User Preferences](#)

other personal... ⌵ ⌵

Contact Information

Edit Mailing Address 742 Evergreen Terrace Springfield, CA 95035	Edit Home Address 742 Evergreen Terrace Springfield, CA 95035
Edit Phone 408/719-9005	Edit E-mail DoNotReply@sjsu.edu

Admissions

My Applications

San Jose State University	MSD - Masters Degree	Fall 2012	View Status
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SJSU Information Support Services
 info-support@sjsu.edu, 408-924-1530

Student Center Overview
 Page 2

View My Messages section displays.

This section lists any new messages you may have been sent.

5. Follow the **View Messages** link to read new and previous messages.

Academics section displays.

The **This Week's Schedule** view displays your weekly SJSU schedule.

The screenshot shows two main sections. The top section, 'View My Messages', has a blue header and contains the text 'You have 1 new message.' with a blue link 'View Messages'. The bottom section, 'Academics', also has a blue header and contains several links: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these links is a search input field with the text 'other academic...' and a double-arrow icon. To the right is a table titled 'This Week's Schedule' with two columns: 'Class' and 'Schedule'. The table lists several classes with their respective times and locations. At the bottom right of the screenshot is a link 'enrollment shopping cart' with a right-pointing arrow.

This Week's Schedule	
Class	Schedule
HRTM 148-01 LEC (27883)	Mo 5:00PM - 7:45PM Clark Building 324
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Field Description List: Academics (above)

Link Name	Description
Enrollment Shopping Cart	View your enrollment shopping cart for the desired term.
Search	Search for classes in the class schedule.
Plan	View your academic planner for course selection assistance.
Enroll	Add or drop classes for the current or upcoming term.
My Academics	Your one-stop academics center. Search the class schedule, enroll in classes, and view your academic advisement report.
Other Academic	Select from this dropdown menu and click the double-arrow icon to view grades, transfer credit, unofficial transcripts, class schedule, course history, and so forth.

Finances section displays.

The **Account Summary** view in this section displays basic information about your account status, including your balance and outstanding fees.

For more detailed financial information, follow the links.

Field Description List: Finances (above)

Link Name	Description
Account Inquiry	Display a summary of your account information, view outstanding charges, and make a payment.
Enroll in Direct Deposit	Sign up to connect your student fee account to direct deposit.
View Financial Aid	Display financial aid information for all semesters you have been awarded aid at SJSU.
Accept/Decline Awards	Not currently used.
Pay Now!	Make a payment toward your tuition and fees.
Payment Plan And Other Services	View student account options and enroll in a payment plan.
Important Student Fee Information	Display a message from the CSU regarding the setting of student fees.
Other Financial	Select from this dropdown menu and click the double-arrow to access other financial information, including charges due and your 1098-T Form.

Personal Information section displays.

The **Contact Information** view displays your mailing address, home address, phone number and email address.

Follow the links to display and edit more detailed personal information.

Field Description List: Personal Information (above)

Link Name	Description
Emergency Contact	View and update information for people you have designated as emergency contacts.
Names	Display your Primary, Preferred, and Diploma names. Your Preferred name can be edited here.
User Preferences	Set preferences that can make navigation in MySJSU easier.
Other Personal	Access other personal information pages in the Student Center, including Honors and Awards, and Languages.

Admissions section displays.

The **Admissions** view in this section provides basic information about current applications.

- Click the View Status link to view your progress in the Admissions process.

The Search for Classes button displays.

This button allows you to search for SJSU classes.

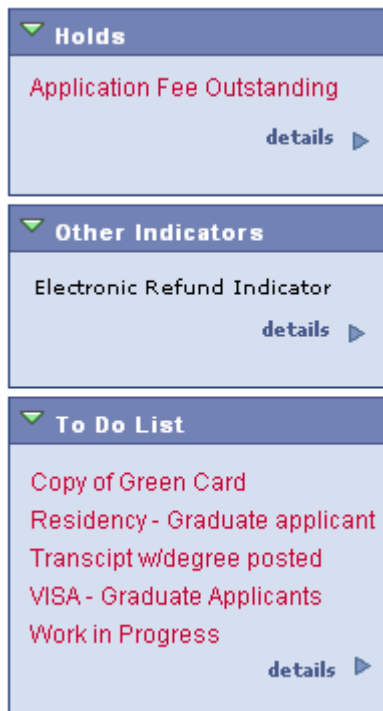
You can also add or drop classes from this page, if you have a current enrollment appointment.



Holds, Other Indicators, and To Do List

Your holds, flags, and To Do List appear here.

7. Click the details link for more information in any of these sections.



Field Description List: Holds, Other Indicators, and To Do List (above)

Section Name	Description
Holds	This section lists any holds you may have on your record. The example above displays a financial hold.
Other Indicators	This section displays any other indicators on your record. The example above displays a fee deferral, which, in most cases indicates financial aid.
To Do List	This section lists any outstanding tasks that you need to do to be admitted, to register for classes, to apply for financial aid, to pay your fees, and many other important tasks as well.

Enrollment Dates

For each SJSU semester, enrollment dates are assigned, during which time you can add and drop classes.

8. Follow this link to view your assigned enrollment dates.



Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Spring 2012 Regular Academic Session session on January 25, 2012.

[details](#) ▶

General Information

9. Follow these links to other general helpful information.



General Information

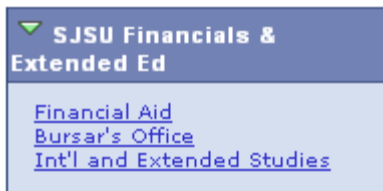
[California Voter Registration](#)
[Admissions](#)
[Registrar Services](#)

Field Description List: General Information (above)

Section Name	Description
California Voter Registration	Opens the California Voter Registration form page in a new window
Admissions	Opens the SJSU Admissions information page in a new window
Registrar Services	Opens the SJSU Office of the Registrar page in a new window

SJSU Financial and Extended Ed

10. Follow these links to Financial Information and the International and Extended Studies program



Field Description List: SJSU Financial and Extended Ed (above)

Section Name	Description
Financial Aid	Opens the SJSU Financial Aid Office homepage in a new window
Bursar's Office	Opens the SJSU Bursar's Office homepage in a new window
Int'l and Extended Studies	Opens the SJSU International and Extended Studies Office homepage in a new window

Deadline Calendars

11. Follow these links to see Add and Drop deadlines for the Spring, Summer, or Fall term.

