

Registration Steps Fall 2011

NOTE: Complete withdrawals may be requested by mail; partial withdrawals by mail are not permitted. After the no-record drop deadline, you may apply for a complete withdrawal by mail only if you have a valid reason (e.g., doctor-certified health problem, death in the family, or emergency military service). If you need to request a complete withdrawal, please write to Enrollment Services, Adm. 146; send your request *by certified mail*.

Transaction Type and Required Approvals	Dates	Procedures and Reminders
FALL 2011 REGISTRATION <i>Open, nonrestricted classes:</i> Register through GET. <i>Restricted classes:</i> <i>Closed classes:</i> Obtain "permission" to enroll from instructor; then register for the class within <i>three</i> days.	July 19 – 28 Note: Refund of Registration Nonresident fees, see page 17 August 22 July 29 – Sept. 21	Available only on assigned days through GET and to eligible continuing students who have paid full registration fees. Golden Eagle Card required to receive any student services in any of the Registrar's areas. Enrollment allowed only once each quarter in a class unless catalog indicates " <i>may be repeated for credit.</i> " \$25 late registration fee begins. Extended continuing student registration dates. You must confirm changes through GET.
ADD PERIOD (1st week of quarter) Add open, nonrestricted classes through GET. To add closed or restricted classes, obtain instructor "permission" to enroll and add class by using GET.	Sept. 22 – 29 Apply for nontraditional (CR/NC or A through C) grading in Adm. 146.	Enrollment allowed only once each quarter in a class unless catalog indicates " <i>may be repeated for credit.</i> "
ADD PERIOD (2nd week of quarter) Must obtain instructor "permission" to enroll in any class sections through GET.	Sept. 30 – Oct. 6 Last week to apply for nontraditional (CR/NC or A through C) grading in Adm. 146.	Students must register within 3 days from the date the "permit" is approved by the instructor. Permits are automatically dropped if not confirmed after 3 days.
DROP PERIOD (no-record) Drop classes through GET.	Sept. 22 – 29 No-record drop. No class entry appears on permanent academic record. Use <i>GET</i> to drop	Instructors <i>may</i> drop any officially enrolled student from their course section if it is determined that the student does not meet the course prerequisite(s). Instructors <i>may</i> drop any officially enrolled student that fails to attend the first class meeting. <i>Non-attendance, however, does not mean the student is withdrawn from the class. It is the student's responsibility to drop all classes in which they are officially enrolled.</i>
DROP PERIOD ("W" drop) Signatures of instructor and appropriate dept/div chair required on <i>Drop Request Form</i> for each class you drop; submit it in person at Adm. 146.	Sept. 30 – Nov. 10 "W" Drop Period	Drops permitted only for serious and compelling reasons as specified by the Chancellor of the CSU. Drop requests must be accompanied by official verification to instructor or dept/div chair of compelling circumstances. Students should be prepared to provide additional information; in some cases a history of previous withdrawal will be a factor in the decision. The following are not considered serious and compelling reasons: nonattendance; poor performance or grades; misjudgment of level of class work; failure to complete assignments or take a test; dissatisfaction with class materials, instructional methods, or instructor; participation in social activities; or simple lack of motivation. Beginning Fall 2009, undergraduate students will be limited to no more than 28 quarter-units of "W" grades. Grades of "W" assigned prior to Fall 2009 will not apply to the 28 unit limit.
EMERGENCY WITHDRAWAL Signatures of instructor, dept/div chair and school dean required on <i>Drop Request Form</i> for each class you drop. Submit in person at Admin. 146.	Nov. 11 – Dec. 1	Policy above regarding serious and compelling reasons applies. Withdrawal during final three weeks of a quarter usually involves total withdrawal from all classes except that Credit (CR) or an Incomplete (In) may be assigned for classes in which student has completed sufficient work to permit an evaluation to be made.
Information and Drop Request forms are available in Enrollment Services, Administration 146.		