
LATE REGISTRATION AND PROGRAM ADJUSTMENT

January 4 – 19

Students who have not paid registration fees:

- Must include \$25 late fee.
- Please see “Fee Payment” on page 20 for instructions.
- The last day to pay fees and gain access to GET or STAR for the Winter 2010 Quarter is January 13, 2010.

ADDING AND DROPPING CLASSES

First Week of Quarter

January 4 – 11

- *To add open, nonrestricted classes*, you must use GET or STAR.
- *To add closed classes*, you must obtain instructor permission. Upon granting permission, faculty will submit your name to the department/division office. Your instructor will tell you when the entry will be complete, and you will have **THREE** days to confirm your enrollment by registering for the class through GET or STAR. If you have not registered for the class after **THREE** days, access will be dropped.
- **Faculty** may opt to drop officially enrolled students who do not attend the first class meeting. The student is always responsible for the outcome of his/her class schedule.
- **Faculty** may choose to drop officially enrolled students if they determine that the students do not meet the course prerequisite(s).
- *To drop classes*, you must use GET or STAR.

Second Week of Quarter

January 12 – 19

(Closed January 18)

- **To add a class**, obtain instructor permission. Upon granting permission, faculty will submit your name on a “Faculty Permit to Enroll” form to their department/division office. Your instructor will tell you when the entry will be complete, and you will have **THREE** days to confirm your enrollment by registering for the class through GET or STAR. If you have not registered for the class after **THREE** days, the permit will be dropped from your record.
- **To drop a class**, submit a Drop Request Form, available in Enrollment Services, Admin. 146. Drop requests at this time may only be considered for reasons that are serious and compelling and must be documented and submitted in writing to the instructor or department/division chair with the completed Drop Request form (student may be asked to provide more documentation, if necessary). The Drop Request form must have signatures from the instructor and appropriate department/division chair. Bring the Drop Request Form to Enrollment Services, Admin. 146, for final determination and processing. *You cannot use GET or STAR to drop courses at this time.*