Super Seniors and the Degree Attainment Plan:

A Guide for Students

Who is a "Super Senior"?

Undergraduate students who have completed 36 or more units beyond the total units required for their degree program objective are considered "super seniors." For example, if you are enrolled in a degree program that requires 180 units, you become a Super Senior when 216 total units are earned. For the purpose of calculating total units, units transferred in from other institutions, in excess of 105 units, and units earned for pre-baccalaureate credit are excluded from the calculation.

Advising and Course Enrollment for "Super Seniors"

If you are a Super Senior, you must meet with your college Super Senior advisor or major advisor to confirm the remaining courses that are needed to graduate and to request that you be enrolled in one or more of these courses. These remaining courses are identified in the Academic Requirements displayed in the CSU Academic Advisement Report (CAAR) on GET. Once you have met with your college Super Senior advisor or major advisor, the courses will be listed under the Advisor Notes section in GET. The procedure for advisement and enrollment of super seniors is as follows:

Step 1: At the start of each quarter, the Registrar’s Office will place a permanent hold on the records of all students who have attained Super Senior status as of winter quarter 2012. All super seniors will be informed via email that a hold has been placed on their registration and that they must schedule an appointment with their major advisor or the designated college Super Senior advisor in their college to add, drop or swap courses for Spring Quarter and all future quarters. The contact information for each college Super Senior advisor will be posted on the college website, which can be accessed from the University Academic Advisement Center webpage (http://www.calstatela.edu/univ/advise/).

Step 2: By one week prior to the start of registration for the subsequent quarter, super seniors must meet with the designated college Super Senior advisor or major advisor to review the remaining courses required for graduation.
Step 3: After meeting with a Super Senior, the major advisor or college Super Senior advisor will record in the "Advisor Notes" the remaining courses for graduation as specified on the "Academic Requirements" page. This information will be forwarded to the student via email and can also be viewed in the CAAR in GET. Super seniors will not be able to enroll in courses on their own and will need to submit requests to their advisors.

Step 4: The college Super Senior advisors will forward a list of super seniors and their needed courses to the Registrar’s Office prior to the start of enrollment for that quarter. Note: Super seniors requesting additional course(s) beyond those needed for graduation will be required to obtain a permit to add the additional course(s) after the first class meeting on a space-available basis. A request must then be submitted for the college Super Senior advisor to enroll them in the classes for which they are permitted.

Step 5: The Drop procedure for super seniors requires students to meet with their college Super Senior advisor or major advisor so that the course or courses, if approved, may be dropped up until the 7th day of instruction for the term. The advisor will also accordingly amend the CAAR "Academic Requirements." The college Super Senior advisor or major advisor will record the procedure in "Advisor Notes" and send a confirmation email. After the 7th day of instruction, the normal procedure for dropping courses will be used, upon advisor approval.

Step 6: If super seniors fail to comply with the CAAR-specified agreement, these students will be put on administrative-academic probation and be required to meet with the associate dean of their college. Students who refuse to abide by the agreement after meeting with the college associate dean may be administratively disqualified, as determined by the Dean of Undergraduate Studies.