

October 19, 2009

TO: Deans, Associate Deans, Faculty

FROM: Brandy McLelland, Director of Student Records and Student Information Service

SUBJECT: Spring 2010 Registration Information

SPRING 2010 REGISTRATION – NOVEMBER 9 THROUGH FEBRUARY 11 – Registration takes place via My.CSUDH.edu. The fee payment deadline is January 4th, 2010. Students who register after January 4th, 2010 must pay fees at time of registration.

WAIT LISTS – NOVEMBER 9 THROUGH FEBRUARY 5 – Students will be allowed to place themselves on waitlists for closed classes, or open classes with waitlists until midnight on February 5th, 2010. Waitlists will be updated nightly during this time. Students who are not added to classes from the waitlist by the end of the second week of classes will need to obtain a Late Registration Permission Number from the instructor in order to add the class. All waitlists will be purged after midnight February 5th. **Being on a waitlist does not imply students have access to a seat in a class**

CLASS ROSTERS – JANUARY 23 THROUGH FEBRUARY 11– All faculty can access and download their class rosters from Faculty Center in My.CSUDH.edu. Rosters can be downloaded anytime in a “printer friendly version” or as rosters into an excel spreadsheet that can be easily reformatted. It is recommended that you download the most current version of your class roster before your first class meeting.

PERMISSION NUMBERS – NOVEMBER 9 THROUGH FEBRUARY 5 – Permission Numbers are required for all courses in which department consent is needed, or to allow access to students who are in need of an override for a requisite. All Permission Numbers are effective November 9th. Permission Numbers can only be used once, and can only be used for the intended course. Departments in need of additional Permission Number’s may contact their College scheduler.

EXTENDED OFFICE HOURS – NOVEMBER 9 THROUGH FEBRUARY 5 – Admissions and Records will be open to assist students on Saturday, January 23rd from 8:30 – 1:30pm. Weekday office hours during this period will be 8:00am – 7:00pm. Monday through Thursday, and 8:00am – 5:00pm on Fridays.

LATE REGISTRATION– FEBRUARY 6 THROUGH FEBRUARY 11 – In order for students to register during this period, students must attend the course and request a Late Registration Permission Number from the instructor. Students can then add the course using the Permission Number via My.CSUDH.edu, - Students who have a time conflict, overload, and/or a co-requisite situation will need to use the Change of Program form and obtain the appropriate signatures in addition to the Late Registration Permission Number. Students are to bring all documentation to the Office of Admissions and Records, Welch Hall C290 for processing. Students may also drop classes during this period via My.CSUDH.edu without penalty. **Thursday, February 11, 2010** is the last day to add and drop without record of enrollment, process requests for credit/no credit grading, or complete late registration. Drops processed after February 11th require the approval (signature) of the instructor and department chairperson. Drops received and processed after census (February 19th) will result in “W” grades. Beginning Fall 2009, Undergraduate students will be limited to 18 withdrawal units in their career.

INSTRUCTOR DROPS – JANUARY 23 THROUGH FEBRUARY 5– Faculty should use the first and second week class rosters to drop students who do not attend class within the first week. In accordance with PM 94-06, “rosters should be submitted to the Office of Admissions and Records as soon as possible but no later than the second week of classes (February 5th) for processing

and omission. Spaces made available by “instructor dropped” students should be filled by authorized adds or late registrations of eligible matriculated students, followed by Open University students. **Please note:** Instructor drop rosters received in-person or by mail after February 5 will not be processed.

Title V Requirements – Students who completely withdraw from the University **before** the beginning of the semester will receive a 100% refund of registration fees. Once the semester begins fees are prorated, beginning with the first day of the semester and up to the 60% point of the semester.

Please direct any questions regarding any of the above procedures to me at extension 3569.
Thank you.

cc: Dr. Susan Borrego
Dr. Timothy Mozia
Dr. Ronald E. Vogel