

enrollment registration

Introduction to CASPER

www.csus.edu

Continuing Sacramento State students and new students who have received notice of admission are eligible to register for classes. Registration is known as CASPER and is conducted by telephone or online (CasperWeb). The Annual Class Schedule is available online in mid-April. In most academic departments, advising begins in March for fall semesters and in October for spring semesters.

An Invitation to Register is mailed to eligible students in June for Fall semesters. For Spring semesters, the Invitation to Register is mailed the second week of November. CASPER for the Summer semester begins in April. The Academic Advising Center offers advising and registration assistance to newly admitted students during the Orientation program prior to each fall and spring semester.

Students who miss CASPER may obtain classes during CASPER Plus late registration. There is a \$25 fee for late registration, and course availability may be limited.

Fees must be paid in advance of registration, either to the Student Financial Services or by approved financial aid award or sponsored program.

Adding Classes

Students add courses by telephone or online during CASPER or CASPER Plus. The Class Schedule lists deadline dates and procedures for each semester. If instructor approval is required to add a course during the first two weeks of instruction, a departmental Add Permit is used. During the third and fourth weeks of instruction, students may add only with the approval of the instructor and department chair on a petition available in department offices or online. The completed petition, with all required signatures, must be submitted to the academic department office.

Adds after the fourth week of instruction are accepted only when a University error has been made and require the approval of the instructor, department chair, college dean, and the designee of the vice president for academic affairs.

Adds after the fourth week of instruction are subject to a \$10 administrative fee.

Dropping Classes

Each student has the responsibility of dropping any courses in which he/she is enrolled, but did not attend or stopped attending.

Students drop courses by telephone or online during CASPER or CASPER Plus. The Class Schedule lists deadline dates and procedures.

Instructors have the authority to administratively remove any student who, during the first two weeks of instruction, fails to attend any two class meetings (for courses that meet two or more times a week) or one class meeting (for courses that meet once a week).

All drops after the second week of instruction must have the approval of the instructor and department chair and are allowed only for serious and compelling reasons (such as illness, change in employment schedule, carrying an excessive load or inadequate preparation for the course).

All drops after the sixth week of instruction must have the approval of the instructor, department chair, and college dean and are allowed only for career-related or medical reasons beyond the control of the student. No drops are allowed after the last day of instruction.

Courses officially dropped during the first four weeks of instruction will not be recorded on the student's permanent record.

A grade of "W" will be recorded for courses in which a drop has been authorized after the fourth week of instruction. Students will receive a final grade of "WU" or "F" in courses they fail to officially drop.

Attendance

Classroom attendance is generally necessary for academic success; therefore, regular attendance at class is expected. In some courses (for example, laboratories or seminars), attendance is absolutely critical to the work of the course. Students are advised that individual faculty may establish attendance policies in their courses and may link absences to their evaluation of students' performance in the course. Such policies must be stated in the course syllabus made available at the beginning of the semester. Excessive absences may lead a faculty member to assign a "WU" or "F" grade.

In addition to academic consequences of non-attendance, some students will be subject to other penalties including ineligibility for or repayment of federal financial aid or educational benefits received on the premise of class attendance. Instructors will be asked to confirm the last date of attendance based on such factors as attendance in class, examinations, academic advisement, or study groups.

Withdrawing from the University

Academic Advising Office
Lassen Hall 1012
(916) 278-6351

Students who find it necessary to withdraw from Sacramento State after enrolling for any academic term are required to follow the official withdrawal procedures (see below). Failure to follow formal withdrawal procedures may result in the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term.

Sacramento State students withdrawing (dropping all classes) for physical, emotional, financial, family health, or other non-academic reasons must receive approval from the Academic Advising Office before leaving the University. Students withdrawing for

academic reasons must receive approval from the college dean of their major before leaving. Students who need to withdraw from all classes should determine if Leave of Absence (Medical, Military, Planned Educational) or Graduation in Absentia policies are appropriate for maintaining catalog rights for graduation requirements.*

Students withdrawing after the fourth week of instruction will receive a grade of “W” in each class.

Students who are withdrawing because they are incapacitated and are unable to obtain approvals in person must request in writing to the Academic Advising Office that their withdrawal be administratively processed. Verification of illness, accident, etc., should accompany a student’s request.

For information regarding refund of registration fees upon withdrawal, refer to Fees and Refunds, page 75, or to the current Annual Class Schedule.

Students who receive financial aid funds must consult with the Financial Aid Office prior to withdrawing from the university regarding required return or repayments of grant or loan assistance received for that academic term.**

During the last three weeks of the semester, requests for withdrawal are not accepted. Students who must leave classes during that period should seek to make written arrangements with their instructors before the semester ends to receive grades of “Incomplete.”

A student who pays registration fees and subsequently withdraws usually is considered a continuing student for the next semester and need not reapply for admission.

*See Registration/Leaves of Absence, page 70; Baccalaureate Degree Requirements/Graduation in Absentia, page 91. **See Fees and Refunds/Financial Aid Refunds/Title IV, page 76.

Health Screening

Student Health Center
(916) 278-6461
www.csus.edu/hlth

Entering Sacramento State students are required to present proof of the following immunizations before the beginning of their first term of enrollment.

Measles and Rubella: All new and readmitted students born after January 1, 1957 must provide proof of full immunization against measles and rubella prior to enrollment. **Hepatitis B:** All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period.

In addition, proof of measles and rubella immunizations will be required for certain groups of enrolled students who have increased exposure to these diseases, including students who reside in residence halls, students whose primary and secondary schooling were obtained outside the U.S., and students who are enrolled in dietetics, medical technology, nursing, physical therapy

and any practice, student teaching, or fieldwork involving preschool children, school-age children, or participation in a hospital or health care setting.

To avoid delays and disappointment in registration, you must secure, and be prepared to present, proof of immunity as required. Necessary immunizations may be obtained from your personal physician or through your county health department. Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent one from contracting the disease and whether or not he or she has chosen to receive the vaccination. These are **not** admission requirements, but shall be required of students as conditions of enrollment in CSU.

Immigration Requirements for Licensure

Admissions and Records
Lassen Hall Lobby

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), also known as the Welfare Reform Act, includes provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure.

Maximum Course Load

Because of the preparation required to do quality work, a normal course load is considered to be 15 to 17 units, depending on the curriculum in which the student is enrolled. A maximum of 17 units may be requested through CASPER. Students who want to accelerate their programs may enroll for a maximum of 21 units in a semester by adding courses during the change-of-program period, CASPER Plus.

Students whose university record justifies a course load in excess of 21 units may petition to be allowed to carry extra units. The petition must be recommended by their advisor and approved by their major department chair and college dean. Only students with superior academic records are allowed to enroll for more than the maximum unit load. An overall grade point average of at least 3.25 is normally required, and the need to carry an overload must be established. Factors such as time spent in employment or commuting, nature of the program, and the student’s health should be considered in planning a student load. Students who are employed full time are advised not to carry a load in excess of 6 units.

Transitory or Concurrent Enrollment

Admissions and Records
Lassen Hall Lobby

Students are not required to notify the University of their intention to discontinue enrollment unless applying for a Leave of Absence or one of the special statuses explained below.

**Refer to Application to Sacramento State/Returning Student, page 54.

Visitor Within CSU

Students enrolled at any California State University campus may transfer temporarily to another CSU campus in visitor status and receive resident credit at their home campus if they have completed twelve units with a 2.0 grade point average at the home campus, are in good standing, and are eligible to register in continuing status. Students should consult Sacramento State advisors to determine how host campus courses may apply to their degree programs before enrolling.

Visitor transfers are approved for one term only and are subject to space availability and enrollment priority policies at the host campus. Enrollment as a visitor transfer may be repeated after re-enrollment at the home campus. Concurrent enrollment (see below) is not permitted during visitor status. Visitor applications may be obtained from the Office of Admissions and Records.

Concurrent Enrollment Within CSU

Students enrolled on any California State University campus may enroll concurrently at another CSU campus if they have completed twelve units at the home campus with a 2.0 grade point average and are in good standing. Concurrent enrollment is approved for a specific term, subject to space availability and registration priority policies at the host campus. Because of overlap in academic terms of campuses on semester and quarter calendars, concurrent enrollment is subject to combinations and conditions described in the concurrent enrollment application forms available from the Office of Admissions and Records.

Cross Enrollment at University of California or California Community College

Undergraduate students enrolled in the California State University may enroll without formal admission and without payment of additional State University fees in one course during each academic term at a campus of the University of California or participating campuses of the California Community Colleges on a space available basis.

Cross enrollment is available to students who:

1. are California residents;
2. have completed at least one regular term at their home campus as a matriculated student;

3. have paid appropriate enrollment fees at the home campus for the current term;
4. have earned a grade point average of 2.0 ("C" average) for all college work completed; and
5. have completed appropriate academic preparation for the course they intend to take, as determined by the host campus.

Details on enrollment conditions and procedures are available from the Registrar's Office at the home campus. Students must request a transcript of record be sent to the home campus upon completion of the term.

Concurrent Enrollment Outside CSU

Degree Evaluations Office
Admissions and Records
Lassen Hall Lobby
(916) 278-4862

Students may enroll at another institution outside the CSU system while enrolled at Sacramento State without prior approval if the total course load does not exceed 21 units. Students must arrange to have an official transcript mailed to Sacramento State upon completion of the term. It is advisable to confirm that courses attempted elsewhere will be transferable and meet Sacramento State requirements.

Concurrent Enrollment Within Sacramento State

Concurrent registration, also known as Open University, is enrollment in on-campus courses through the College of Continuing Education. The formal application for admission, application fee, and supporting documents are not required for concurrent registration.* Open University registration is not available to admitted students.

*Refer to Research, Graduate and Extended Programs/ College of Continuing Education, page 51.

Leaves of Absence

The leave policy allows enrolled Sacramento State undergraduate and second baccalaureate students to maintain enrollment eligibility and rights to specified degree requirement options.* Unclassified postbaccalaureate students are allowed to maintain enrollment status while exploring goals away from the University. The policy also allows classified graduates (those enrolled in master's degree programs) to maintain status in their programs during an absence. Sacramento State students who will not be enrolled at Sacramento State for two or more semesters may file for a Leave of Absence to receive these benefits. Forms to apply for a Leave of Absence are available from the Office of Admissions and Records.

Sacramento State students studying abroad through independent programs should contact the Office of Global Education for information.

As required by law, regulations regarding admission eligibility, established by the California State University Board of Trustees, will apply to re-admission. Students dismissed due to academic deficiencies or disciplinary action are not eligible for Leaves of Absence. (However, students readmitted to Sacramento State after only one semester of non-enrollment maintain catalog rights.) Students enrolled only in Extension courses or as Auditors are not eligible for Leaves of Absence.

Leaves approved for graduate students do not extend the seven year time limit for completion of graduate degree requirements established by Title 5, California Code of Regulations, Section 40510. Graduate students anticipating absence beyond such time limits must first seek approval through the Office of Graduate Studies, (916) 278-6470.

Enrolled Sacramento State students requesting leaves during a semester must follow withdrawal procedures. All contractual agreements (housing, financial aid, etc.) must be satisfactorily terminated

. *Refer to Baccalaureate Degree Requirements/Catalog Rights, page 90.

Types of Leaves

Medical. Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. No limit exists on the number of semesters of absence allowed, except leaves for pregnancy, which are restricted to the semester of delivery and the one following. An application and fee are required at readmission following a leave of two or more semesters.

Military. Requests must be accompanied by a copy of military orders indicating induction or transfer date. Eight semesters absence is the maximum that can be approved. An application and fee are required at readmission for a leave of two or more semesters.

Planned Educational Leave. Students may petition for planned educational leaves to pursue educationally related activities that will enhance the prospect of successful completion of their academic programs but which may not require enrollment at Sacramento State or any other institution of higher education. A planned educational leave may be granted for a period of up to two years to students who apply while enrolled in a degree program at Sacramento State. If the leave is approved, the student retains degree catalog rights and may enroll as a continuing student provided the student notifies the Office of Admissions and Records of her/his return and registers in the same semester indicated on the petition.

Automatic Leave/One Semester Only. Sacramento State students who are out of enrollment for one semester at Sacramento State are granted an automatic leave of absence. This leave exempts students from the reapplication and fee, holds catalog requirements for undergraduates, and maintains classified status for graduate students. (Exception: graduate students who have completed all their course work and have received an "RP" in

their culminating experience are required to enroll in Continuous Enrollment.)

Students may reactivate their file by completing an "Out One Semester" form at Admissions and Records.

Enrollment at Regionally Accredited Colleges

Once catalog rights are established by enrollment at a California State University or California community college (CCC), enrollment at a regionally accredited college maintains these catalog rights if two conditions are met:

1. enrollment takes place at the regionally accredited college for one semester or two quarters of each calendar year after leaving a CCC or Sacramento State; and
2. enrollment or re-enrollment at Sacramento State occurs within or at the end of a four-semester maximum absence.

Students attending regionally accredited colleges while absent from Sacramento State do not qualify for a Leave of Absence.

DEFINITION OF KEY TERMS

Academic Action — When a student's academic performance does not meet the University's minimum scholastic standards, he/she will be subject to academic action that will affect eligibility to register.

Academic Program — A pattern of specialized courses designed to provide students with the skills and knowledge necessary to pursue a specific career or advanced study. See page 28 for a list of academic programs (or majors).

Career — There are three designated academic careers for which transcripts are maintained: Undergraduate, Graduate and College of Continuing Education (extension).

CASPER — The acronym for registration at Sacramento State.

Casper.NET/CasperWeb — This network of electronic information sources gives students access to general and personal data. Services are available by touch-tone telephone (916) 278-8011, on-campus kiosks, and/or World Wide Web, and includes admission status, financial aid status, grades, open class list, campus map, registration, fee payment, address changes, and much more.

CASPER Plus — Late Registration and Add/Drop.

Class Level — A student's class level based on units completed or academic program objective. Undergraduate class levels are: Freshman, less than 30 units; Sophomores, 30 to 59.9 units completed; Juniors, 60 to 89.9 units completed; and Seniors, 90 or more units completed. Graduate students are those who have graduated with a baccalaureate degree from an accredited college or university.

Computer Proficiency — Courses using the various forms of computers and labeled as such will include a notice within the catalog description identifying the specific knowledge requirement as listed below:

MAC-OS: start-up procedures, icon usage, file management, mouse input, print, backup, formatting and copying.

PC-DOS: start-up procedures, disk formatting and copying, print, directory listing and program access

UNIX: log-in procedures, directory navigation, print, copy, run programs and file management

VMS: log-in procedures, directory navigation, print, copy, run programs, and file management.

Corequisite — A corequisite is a course or other preparation which must be taken simultaneously. Corequisites are listed in the course descriptions.

Course Number System

001-099 Lower Division

100-199 Upper Division

200-299 Graduate

300-499 Professional Education

500-599 Master's Thesis or Project

Double Major — Students may obtain a baccalaureate degree with two majors by completing the requirements for both majors. Multiple majors will be recorded on the student's permanent record, but only one degree is awarded.

Earned Hours — The number of academic units completed that may apply toward degree requirements.

Electives — Courses which may be selected by the student to complete total-unit requirements. In some cases, major requirements include electives, i.e., a given number of courses in the major to be selected by the student.

Full-Time Status — Undergraduate and graduate students enrolled in 12 or more units are considered full-time. In determining enrollment status, graduate (200-level and 500-level) courses count 1.5 times the unit value for post-baccalaureate students; therefore graduate students are considered full-time if enrolled for 8 units in graduate courses. **Note:** off-campus agencies may use different definitions for determining full-time status.

Minor — The minor is a pattern of courses similar to the major, but less comprehensive. Only a few majors at Sacramento State require a minor, but students who have a substantial number of elective units in their degree program should consider applying them to a minor. The number of units required for a minor varies with the department; most minors require approximately 21 units. Requirements are listed in each department's section of this catalog. A minor is posted to the official transcript but does not appear on the diploma. Minor requirements completed after graduation are not posted to the official transcript.

OneCard — Sacramento State's digital-image identification card for students. It allows students to access campus services and also functions as a debit card.

Prerequisites — A prerequisite is a course or other preparation which must be completed before enrollment in an advanced course. When applicable, prerequisites are included in catalog course descriptions.

Unit — A unit represents approximately one hour of class instruction each week for one semester. Semesters usually have 15 weeks of instruction with final examinations held on the 16th week. For example, History 17A, having a value of three units, would meet three hours each week for a total of 45 hours of instruction. The terms "unit" and "credit hour" are used interchangeably.