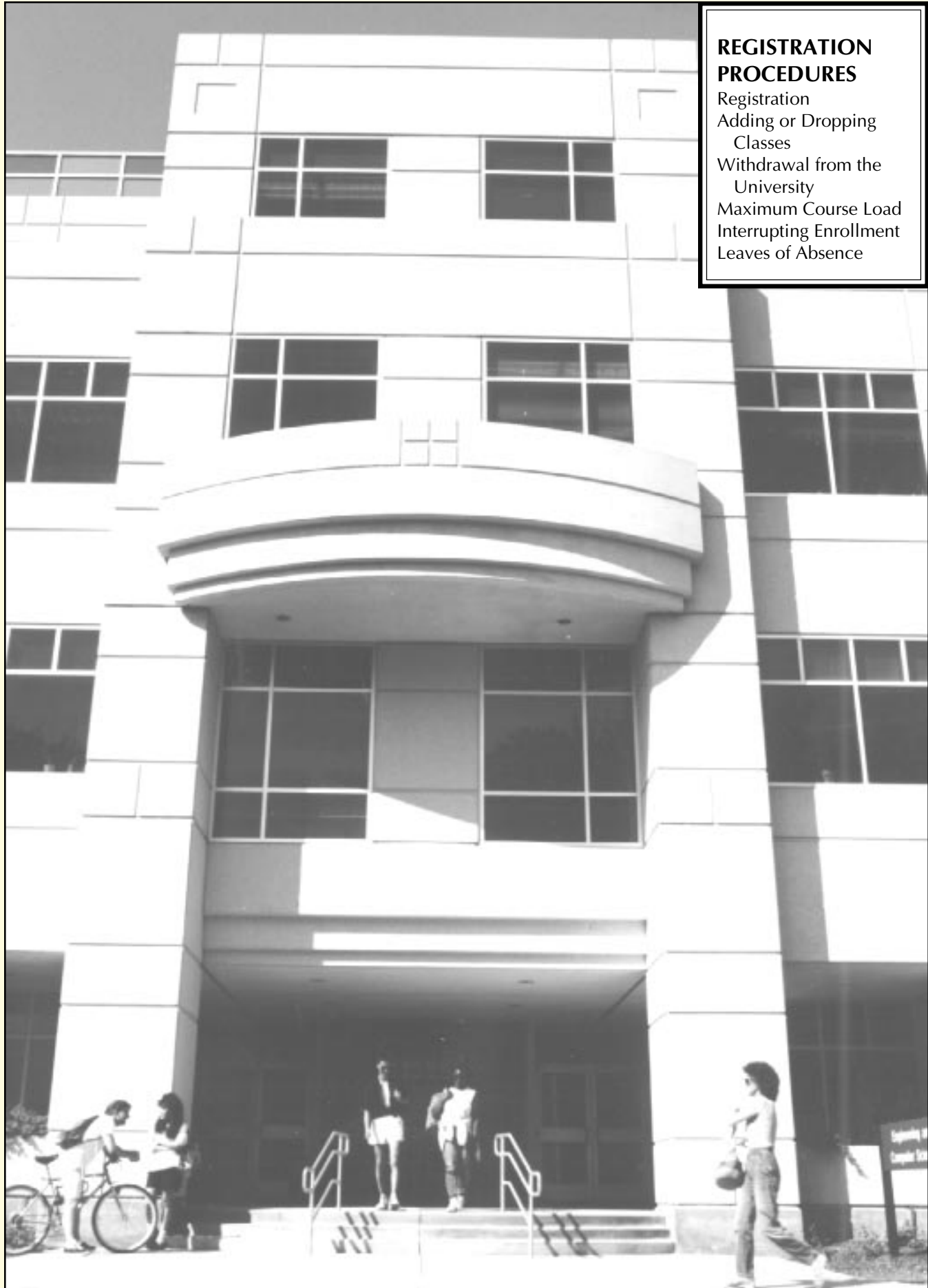


**REGISTRATION
PROCEDURES**

- Registration
- Adding or Dropping
Classes
- Withdrawal from the
University
- Maximum Course Load
- Interrupting Enrollment
- Leaves of Absence



REGISTRATION

Continuing CSUS students and new students who have received their notice of admission are eligible to register for classes.

All students are expected to participate in Computer Access Student Phone Entry Registration (CASPER). For Fall semesters, the Class Schedule is available at the Hornet Bookstore and University Union in mid-May. An Invitation to Register is mailed to eligible students in June. For Spring semesters, the Schedule is available in November and an Invitation to Register is mailed the second week of November.

In most academic departments, advising begins in March for Fall semesters and in October for Spring semesters. Students who miss CASPER may obtain classes during CASPER Plus Late Registration; however, there is a \$25 penalty for late registration, and course availability may be limited. The Academic Advising Center offers advising and registration assistance to newly admitted students during the Counseling/Registration program prior to each semester.

Fees must be paid in advance of registration, either to the Cashier or by approved financial aid award or sponsored program. The deadline for receipt of registration fees is the Friday of the first week of the semester.

Students should refer to the Schedule of Classes each semester for specific registration procedures and information.

ADDING CLASSES

Students add courses by telephone during CASPER or CASPER Plus. The deadline for adding through CASPER Plus is the Friday of the second week of instruction. 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. 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, school 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.

No adds are accepted during the final three weeks of instruction.

The Schedule of Classes lists deadline dates and procedures for each semester.

DROPPING CLASSES

Students drop courses by telephone during CASPER or CASPER Plus. The deadline for dropping is the Friday of the second week of instruction.

Each student has the responsibility of dropping any courses in which he/she is enrolled, but did not attend or stopped attending. Within the first two weeks of instruction, students drop by telephone.

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 (usually illness, change in employment schedule, etc.).

All drops during the final three weeks of instruction must have the approval of the instructor, department chair and school dean and are allowed only when verified extenuating circumstances exist. 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 U or F in course(s) they fail to officially drop.

The Schedule of Classes lists deadline dates and procedures for each semester.

WITHDRAWAL FROM THE SEMESTER

Students withdrawing (dropping all classes) for physical, emotional, financial, family health or other non-academic reasons must receive approval from the Academic Advising Office (Lassen Hall 1012) before leaving the University. Students withdrawing for academic reasons must receive approval from the school dean of their major before leaving. Students needing 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 (see Leaves of Absence, page 74; Graduation in Absentia, page 90).

Students whose withdrawals are processed during the first four weeks of instruction will have the notation "Withdrew" recorded on their permanent record in lieu of courses being listed. 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.

Failure to officially withdraw from the University once registration fees are paid will result in students receiving U or F grades in their courses. For information regarding refund of registration

fees upon withdrawal, see page 58, Refund of Fees, or the current semester Schedule of Classes.

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 arrangements with their instructors before the semester ends to receive Incomplete grades.

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.

REQUIRED MEASLES AND RUBELLA IMMUNIZATION

All new or readmitted CSUS students born after 1/1/57 are required to show proof of immunity to measles and rubella before being permitted to register at the University. This is not an admission requirement, but shall be required of students by the beginning of their second term of enrollment.

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 field work involving pre-school children, school-age children or participating in a hospital or health care setting.

To avoid delays and disappointment in registration, you must secure proof of immunity and be prepared to present it as required. Necessary immunizations may be obtained from your personal physician or through your county health department.

MAXIMUM COURSE LOAD

Because of 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 Computer Access Student Phone Entry Registration (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 school 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 six units.

INTERRUPTING ENROLLMENT

Students attending the University are not required to notify the University of their intention to discontinue enrollment unless applying for one of the special statuses explained below. (See Returning Student statement for readmission procedures.)

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 must still complete the minimum major program residence requirements on the California State University, Sacramento campus.

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 Admissions and Records Office, Lassen Hall.

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 Admissions and Records Office, Lassen Hall.

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 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 Admissions and Records Office at the home campus.

Concurrent Enrollment Outside CSU

Students may enroll for a course(s) at another institution outside the CSU system while enrolled at CSU, Sacramento, without prior approval if the total course load does not exceed 21 units. It is advisable to confirm that courses attempted elsewhere will be transferable and meet CSU,

Sacramento requirements. Contact the Evaluations Office in Lassen Hall for this information.

Concurrent Enrollment Within CSUS

Concurrent extension registration, also known as Open University, is enrollment in on-campus courses through Regional and Continuing Education for extension credit. The formal application for admission, application fee, and supporting documents are not required for concurrent registration. See the Regional and Continuing Education section of this catalog for more information.

LEAVES OF ABSENCE

The leave policy allows CSU, Sacramento undergraduate and second baccalaureate students to maintain rights to specified degree requirement options. (See Catalog Rights, page 89.) It allows unclassified postbaccalaureate students to maintain enrollment status while exploring goals away from the University. It also allows classified graduates (those admitted to master's degree programs) to maintain status in their programs during an absence. CSUS students who will not be enrolled at CSUS for two or more semesters may file for a Leave of Absence to receive these benefits.

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. This leave is a planned interruption in a student's formal studies at CSUS in order to pursue other activities that:

1. clarify educational goals, or
2. enrich educational programs, and may include travel for educational purposes, on-the-job experience in the area of vocational or educational opportunities, or undertaking expanded responsibilities in an activity related to the student's educational or career goals.

Planned interruptions may also be approved to allow time for the solution of serious personal problems and thus enhance the prospect of successful completion of the student's academic program. Students attending regionally accredited colleges while absent from CSUS cannot be approved for an Educational Leave. However, catalog rights can be maintained by this enrollment. (See Enrollment at Regionally Accredited Colleges.)

Procedures

Complete the Leave of Absence petition indicating your last semester of CSUS enrollment and the semester you plan to return. Attach a legible and concise statement describing how your proposed plans relate to educational goals. Approval is required for program enrichment activities (for undergraduate students, approval is required from the major department faculty advisor or chair, and for classified graduate students, from the graduate coordinator). Submit completed undergraduate forms to Admissions and Records in Lassen Hall, and graduate forms to the Graduate Center, River Front Center. A copy of the Leave of Absence decision will be sent to you.

Petitions for Leave of Absence should be filed in advance of the interruption in enrollment. Leaves may be considered retroactively if supported by individual circum-

stances. Evidence of fulfillment of Leave plans may be requested by the Admissions and Records Office when a student seeks re-admission.

Students who do not return to CSUS at the conclusion of their planned leaves or those who are absent beyond the time limit approved will lose the benefits of the Leave of Absence policy.

A student returning from a Leave of Absence must file an application for re-admission during the open filing period for the semester he or she plans to return. The application fee is charged for applicants not qualifying for an Educational Leave, or for CSUS students on an Educational Leave who are out of CSUS enrollment for more than four semesters. Open Filing Periods for Fall semesters begin the preceding November 1 and for Spring semesters the preceding August 1. Application filing periods close when enrollment quotas are reached but not earlier than one month after opening.

Who Does Not Need To File For A Leave/Readmission

CSUS students who are out of enrollment for one semester at CSUS are granted an automatic leave of absence. This leave holds catalog requirements for undergraduates, maintains classified status for graduate students (EXCEPTION: graduate students who have completed all their coursework and have received an SP in their culminating experience are required to enroll for Continuous Enrollment) and exempts students from the re-application and fee. Such students may reactivate their file by completing an "Out One Semester" form at Admissions and Records and should not file a formal leave of absence form.

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

Students attending regionally accredited colleges while absent from CSUS do not qualify for a leave.

Other Policy Considerations

As required by law, regulations regarding admission eligibility, established by The California State University Board of Trustees, will apply to re-admission. Students subject to dismissal or disqualified due to academic deficiencies or disciplinary action are not eligible for Leaves of Absence. However, students reinstated to CSUS after only one semester of non-enrollment will maintain catalog rights.

Students enrolled only in Summer Session or 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 which was established by Title V, California Code of Regulations, Section (40510). Graduate students anticipating absence beyond such time limits must first seek approval through the Graduate Center.

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