

Course Enrollment and Schedule Change Procedures

Course Catalog 2016-2017

Semester Enrollment Requirements

Normally students enroll in 2.00 units of credit each semester. A student must enroll in a minimum of 4.00 units of credit each academic year, up to a maximum of 5.00 units. In any semester, a student may enroll in a minimum of 1.75 units so long as the minimum enrollment for the year is satisfied. A student may register for a maximum of 2.50 units of credit in a semester. Seniors may register for as few as 1.50 units either semester, so long as they register for 3.50 units for the year and will have earned the necessary 16.00 units for graduation.

Students who fail to meet this requirement will find the notation "Underenrolled: Below minimum units for the year/term" on their academic record.

A student must be enroll in at least 0.50 unit of credit in at least two departments in every semester until 16.00 units have been completed. Any of the interdisciplinary courses do serve as a "department" in this regard. Please note that one may not register for, for example, two French courses and two Spanish courses, as these are in the same department. The same would be true for studio art and art history courses.

Students who fail to meet this requirement will find the notation "Improperly enrolled: Enrolled in only one dept" on their academic record.

Course Registration Procedures

During the first seven class days of each semester, the drop/add period, students may come to the registrar's office to alter their course registrations (or status within courses), with the approvals of their advisors and instructors.

Students may register for an Individual Study (IS) up to the seventh class day in any given semester. Before a sponsoring faculty member or department chair approves an Individual Study, the student (consulting with the instructor) must submit a written plan for the IS based on the guidelines articulated in the department /program policy.

Course registrations are finalized at the end of the drop/add period (seventh day of classes). Students are fully accountable for all courses for which they are registered from that point on, and all will remain on the permanent record.

If a student has attended a course in which he or she was not registered, no record of or grade for the class will be available.

If a student never attends or stops attending a course but fails to withdraw properly in the registrar's office, an F is recorded.

Fees for late course changes. All enrollment changes after the first seven class days of each semester are subject to the late course change fee unless otherwise noted. These fees apply to all enrollment changes including those accomplished through petition and are found under Explanation of Fees and Charges on the web page.

At the discretion of the registrar, payment of all or part of these fees may be waived. Students may appeal the registrar's decision to an associate provost, whose decision is final. Students may request that these fees be added to their College accounts.

Course Changes After the First Even Days of Classes

In certain instances, described below, students may change their course registration status after the first seven class days of each semester. However, unless otherwise noted, all such changes require payment of a late processing fee and the explicit approvals of advisor and instructor via signatures on their forms.

No course may be added after the sixth week of classes.

Changes in Grade and Credit Status (Audit and Pass/D/Fail)

Audit. Students may change to audit status beginning the first day of the semester through the first seven days of classes, provided such change leaves them properly enrolled. This change requires the signature of the instructor and advisor.

Pass/D/Fail. A student may change status in a course to or from pass/D/fail only through the end of the fourth week of classes. Students are specifically required to maintain a consistent grading option over both halves of a year long course. This change requires the signature of the instructor and advisor.

For more information see the Grades and Credit section.

Withdrawing From Individual Courses Before the End of the Semester

Withdraw passing after the seventh class day. A student may withdraw without petition from a course only within the first eight weeks of each semester, provided the student remains enrolled for at least 1.75 units of credit in the semester and 4.00 units for the year. A "WP" (withdraw passing) is recorded if the student is passing at the time of the request. Students may withdraw passing (WP) from a year long course (a credit overload) only through the eighth week of the first semester, or from the second half of a year long course through the eighth week of the second semester. The withdrawal requires the signatures of the instructor and the faculty advisor. A late course change processing fee will be charged. Students may not withdraw from the course if an academic infraction is pending.

Withdrawing from a year long course at mid-year. Students are allowed, with signature of the advisor and the instructor, to withdraw from a year long course with half credit and a final grade. The instructor may require a final examination. Students who withdraw after tentative grades have been submitted must understand that the final grade for the first semester need not necessarily be the same as the tentative grade.

Forms for dropping the second half of year long courses at the end of the first semester are available at the Registrar's Office and should be returned there no later than the seventh class day of the spring semester. The final grade must be received in the Registrar's Office within two weeks (ten class days) of the effective date of the drop. Otherwise a grade of F will be recorded.

Withdraw, illness or incapacity. A student may petition to withdraw from a course because a serious illness or other personal circumstance beyond the student's control has prevented him or her from meeting the requirements of his or her courses. If approved, this will appear as a "WI" (withdrawal because of illness or incapacity) on the student's transcript. The student should consult with the instructor of the course, the faculty advisor and a member of the Dean of Students Office. The petition must be approved by the Committee on Academic Standards. Students eligible for WI are exempted from payment of a late fee.

Withdraw late. A student may withdraw from a course and become underenrolled one time only. Students may withdraw late (WL) from a year long course during the first semester only. Students may not withdraw late from the second half of a year long course. A "WL" (withdraw late) will be recorded on the student's transcript. A student may use this option even if it leaves the student underenrolled, with the understanding that the student must still accumulate 16.00 units to graduate. However, students who are already underenrolled may not use this option to become further underenrolled. Use of the WL must be discussed with the student's the instructor, faculty advisor, and the dean for academic advising before a decision is made to use the option. Students are expected to continue to attend class and participate until the required signatures are obtained and the WL form is submitted to the registrar's office. Students should obtain signatures in the following order: course instructor, faculty advisor, and dean for academic advising. This option must be exercised before 4:30 on the last day of classes for the semester. However, students who have already exercised the option to underenroll by one course in the fall of the senior year may not use the WL option the following spring.

Students may not withdraw from a course where Academic Infractions Board sanctions are pending or have been imposed. Similarly, students may not withdraw from a class after they have been expelled from the class and the "X" grade has been submitted.