Registration

Students are required to enroll in courses by using the web registration system (CPReg). The courses selected should meet the requirements specified for each student's major course of study.

Credit for coursework completed is given only when the student is properly registered. A student is not properly registered until fee requirements have been met and enrollment in classes through the CPReg system has been confirmed. Students are strongly advised to print copies of their schedule for their records. Individuals are not permitted to attend courses unless they are officially registered as regular students, as approved extension students, or as enrolled auditors (see Audit).

Information concerning registration for classes is available at [www.ess.calpoly.edu/records/registration](http://www.ess.calpoly.edu/records/registration). Information concerning payment of fees is available at [www.fees.calpoly.edu](http://www.fees.calpoly.edu).

ENROLLMENT POLICY

State funding is allocated to the University based on student enrollment each term. Any attendance/participation in classes where the student is not officially enrolled during the term of participation (and where appropriate registration fees have not been paid) is against campus policy. This includes enrollment in Internship courses and acceptance of a position through the Cooperative Education program. All registration should be completed by the end of the Add Period, the 8th day of the term.

Official term enrollment requires the awarding of grades for classes attempted.

CLASS ATTENDANCE

Students are expected to attend class regularly to keep the quality and quantity of their work high. Absence from classes is regarded as serious. An excused absence can be allowed only by the instructor in charge of the class upon consideration of the evidence justifying the absence presented by the student. An excused absence merely gives the individual who missed the class an opportunity to make up the work and in no way excuses the student from the work required.

"Excusable" Reasons for Missing Class

It is strongly urged that instructors accept the following "excusable" reasons for allowing students to make up missed work:

- Illness with a doctor’s statement
- Serious illness or death of close relatives
- Active participation in university events (an instructor may require a statement from the adviser involved certifying that the student was actively participating in a recognized university event)
- Field trips
- Religious holidays
- Selective service and military reasons
- NCAA athletic competitions
- Instructionally Related Activities (IRA)/competitions
- Jury duty or any other legally required court appearances
- Job or internship interviews

Any student seeking to make up missed work pursuant to the above listed "excusable" reasons must inform the instructor of their intent in a timely manner.

HOLDING OF RECORDS

Student records may be placed on a "Hold" status because of financial or other obligations to the University. The Hold authorizes the University to deny registration, prevent the release of transcripts, and to withhold other services normally provided to the student. A student's records are held until the obligation is cleared to the satisfaction of the office or department placing the Hold.

ENROLLMENT STATUS

Full-time undergraduate students are those enrolled in 12 or more units of coursework in any regular quarter. Half-time undergraduate students are those enrolled in 6 to 11 units, and part-time undergraduate students are those enrolled for 5 or less units. Verification of enrolled units is based on enrollment status at the time of the verification request. Full-time status for graduate students is defined in the "Graduate Studies" section of this catalog.

MAXIMUM UNIT LOAD

The maximum load for all students is 22 quarter units including audited courses and concurrent work at other colleges. Exceptions may be made with the advance approval of the student's major department head or graduate advisor. Increase in maximum unit load is not available to students on academic probation. Maximum load requirements may be waived only on presentation of evidence of ability to carry successfully such a group of courses. A petition to carry an excess load is available from the Office of Academic Records.

ADD/DROP

All changes to individual class registration or enrollments are the responsibility of the student. The add/drop period continues through CPReg initial registration cycles until the end of the 8th day of instruction of each term. During this period, the student has the opportunity to add or drop classes. See specific dates for completing these transactions at [www.ess.calpoly.edu/records/Calendars_Deadlines](http://www.ess.calpoly.edu/records/Calendars_Deadlines). Students are responsible for knowing and adhering to these published timelines and for their enrollments.

Adding

Closed classes: If a class is full, students may use a permission number, issued by the instructor, during the first 8 days of instruction. See [www.ess.calpoly.edu/records/registration](http://www.ess.calpoly.edu/records/registration) for details.

Time conflict: Students may not enroll in two classes that meet at the same time.
Eligibility: Students must meet prerequisite and Schedule of Classes footnote requirements and be in attendance at the first class meeting to remain enrolled in the class.

Late registration: Students registering late have until the end of the add/drop period to pay late registration fees and to register for classes through CPReg with a permission number issued by the instructor of the class.

Dropping
Students have until the end of the 8th day of instruction to drop a class through CPReg. No entry is made on their academic records. At the end of the regular add/drop period the instructor must assume that any student who has not dropped voluntarily remains officially enrolled in the class. For information on withdrawing after the end of the regular add/drop period see Withdrawals from Courses.

First class meeting: An instructor may drop a student from a class for failure to attend the first class meeting.

Footnote requirement: An instructor may drop a student from a class if the footnote requirements, as stated in the online Schedule of Classes on PASS, are not met.

Prerequisite missing: An instructor may drop a student from a class if the prerequisite requirements, as stated in the catalog course description, have not been completed.

Canceled classes: If a class is canceled, students are automatically dropped and have no reporting responsibilities.

LEAVES OF ABSENCE
Students are permitted to take a Planned Educational Leave or a Medical Leave with a written request and approval by campus officials.

Eligibility for All Leaves
1. A student on Educational or Medical Leave is considered to be in continuous attendance with the purpose of returning to the same curriculum that was in effect when the leave began.

2. A student on Educational or Medical Leave is not required to apply for readmission or pay an application fee provided that the student returns to the same major and within the time period agreed upon when the application was approved.

3. No more than two leaves are available to each student (totaling a maximum of 8 terms).

4. A student on leave may return and enroll for any term prior to the term when the leave is scheduled to end. NO leave is extended beyond the two-year limitation for any reason.

5. Any student on leave who fails to return and enroll within the time limits specified by the leave agreement is required to reapply for admission, pay the reapplication fee, and may be held to any new curriculum requirements which may be in effect.

Educational Leaves:
1. A Planned Educational Leave must be for a purpose that contributes to the student's educational objective and is approved by the student's major department head or chair.

2. To be considered for an Educational Leave, the student must be eligible to enroll for the term in which the leave begins and not be on academic probation.

3. The application for Educational Leave must be initiated and approved before the leave begins and is not granted retroactively.

4. Application forms and information concerning Leaves of Absence may be obtained from the Office of Academic Records.

Medical Leaves:
1. A Medical Leave provides time for the student to receive treatment or to recover from a disabling injury or other medical condition and is approved by a medical doctor.

2. The Medical Leave begins the term following the student's last term in attendance and may be granted retroactively based on the student's personal situation.

3. A written letter together with medical documentation is required. Information concerning Leaves of Absence may be obtained from the Office of Academic Records.

RETURNING STUDENTS
Matriculated students who have not registered for three consecutive quarters and who have not been on an approved leave of absence must file an application for readmission. The application fee must accompany the application for readmission. See the Admissions section for application deadlines for returning students.

Summer Quarter is a regular quarter and is counted in determining the length of absence.

INTRASYSTEM AND INTERSYSTEM ENROLLMENT PROGRAMS
Students enrolled at any CSU campus have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted or admission to the desired program or admission categories are closed. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus transfer to the student’s home CSU campus as elective credit, students should consult their home campus academic advisors to determine how such courses may apply to their specific degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California community colleges. Additional information about these programs is available from the Office of Academic Records, Admin. 222.
CSU Concurrent Enrollment – matriculated students in good standing may enroll on a space available basis at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is reported to the home campus to be included on the student’s transcript at the home campus. This counts as residential credit towards the degree but is shown as transfer credit.

CSU Visitor Enrollment – matriculated students in good standing enrolled at one CSU campus may enroll on a space available basis at another CSU campus for one term. Credit earned at the host campus is reported to the home campus to be included on the student’s transcript at the home campus as transfer credit.

Intersystem Cross Enrollment – matriculated CSU, UC, or community college students may enroll on a space available basis for one course per term at another CSU, UC, or community college and request that a transcript of record be sent to the home campus and recorded as transfer credit.

HEALTH SCREENING
Entering CSU students are required to present proof of the following immunizations to the CSU campus they are attending 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 (two MMRs) against measles and rubella prior to enrollment. Hepatitis B: All new students who are 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. Each incoming freshman who resides in on-campus housing is required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination. These are not admission requirements, but are required of students as conditions of enrollment in CSU. Proof of measles and rubella immunizations shall also be required for certain groups of enrolled students who have increased exposure to these diseases. These groups include:

- Students who live in campus residence halls;
- Students who obtained primary or secondary schooling outside the United States;
- Students enrolled in dietetics, medical technology, student teaching, or field work in a health care setting or involving preschool-age children; and
- Intercollegiate Athletes.

Registration is not permitted until these requirements have been satisfied. Contact Health Services for further information concerning clearances or special circumstances.