

## Spring 2012 Registration Information

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by The Board of Trustees.

### **SCHEDULE CONFIRMATIONS**

Students may reserve classes and confirm class schedule by accessing [MyCSUSM](#). Students may print copies of their schedule using [MyCSUSM](#).

### **SCHEDULE ADJUSTMENT AND ADD/DROP PERIOD**

Spring 2012 priority registration is November 17 – December 9. Students may adjust their class schedule in MyCSUSM from their assigned registration appointment time through January 22, 2012.

Add/Drop period begins the first day of classes, Monday, January 23, 2012, and runs through Friday, February 3, 2012.

**To Add:** Students must secure a permission number from the instructor (or instructor's designee). The permission number will allow you to add the course online in [MyCSUSM](#). Visit Cougar Central for assistance with adding courses with a permission number. The permission number will not override prerequisites; please consult with your instructor.

**To Drop:** Students may drop courses online in [MyCSUSM](#). Full session classes dropped before the end of the add/drop period (January 23 – February 3) will not appear on the student's transcript. First session classes dropped before the end of the first session drop period (January 27) will not appear on the student's transcript. Second session classes dropped before the end of the second session drop period (March 24) will not appear on the student's transcript. Contact cashiers for refund calculation.

Students permitted to add classes after the add/drop period will be required to pay any additional administrative fee(s) and registration fees (if applicable) due immediately.

### **PHOTO ID**

Student identification cards are issued by the Library for the University Police Department. The identification cards, which have the student's photo imprinted on them, are required in order to check out library books, to receive health services, to write checks on campus, to gain access to secure areas, and for identification purposes if requested by a University representative acting in an official capacity. A computer-based photo ID system is used to take individual photographs and print the cards. To obtain a CSUSM identification card, students must present proof of registration and payment of fees. Photo IDs can be obtained during student orientation and registration and during normal business hours in the Kellogg Library, Room 2100. For more information, call the Kellogg Library at (760) 750-4370. IDs are \$5.00. Reissue or replacement identification cards are also \$5.00 each.

### **APPLYING FOR GRADUATION**

Students must apply to graduate during the appropriate published filing period (see Registration Calendar.) Students **must** have a minimum of 85 semester units before they can apply. Business majors must be classified as business status before they can apply to graduate. Students who submit an application for graduation after the published deadline will be assessed a \$15 late fee, and will not be guaranteed a timely graduation evaluation.

## **GRADES**

Students can view Spring 2012 official grades in **MyCSUSM** on June 4, 2012 (tentative). Students should contact faculty for any questions regarding grades reported.

## **CHANGING GRADING OPTION TO CREDIT/NO CREDIT**

Students may change the grading option of a course from letter grade to Credit/No Credit (if course grading is not restricted) or vice versa by submitting to Cougar Central a Credit/No Credit Request form which is available in Cougar Central, or download and print on the Registration and Records website on or before the last day of the add/drop period. **Once the credit/no credit option is exercised, it cannot be reversed for a letter grade after the add/drop deadline.** Refer to the Add/Drop Schedule for dates.

## **AUDIT GRADING**

For courses taking as Audit only, please complete the Petition to Audit a Course form, which is available in Cougar Central, or download and print on the Registration and Records website. The change in grading option of a course to audit requires the instructor's signature and **once exercised cannot be reversed at a later date.** Refer to the *General Catalog* for an explanation of these options.

## **NON-ATTENDANCE**

**Attention Students:** Instructors may administratively drop students who do not attend the first class meeting or have not met course requirements during the add/drop period. Students who wish to remain enrolled in a class, but are unable to attend the first class session, are highly encouraged to contact the instructor the **week before school begins** to communicate reasons for missing the first class session, and to receive confirmation that space in the class will be retained.

In addition, it is the student's responsibility to drop any unwanted courses during the add/drop period through self-service in MyCSUSM to avoid having a less than satisfactory grades (e.g., NC, WU, or F) reported on the official academic transcript. After the add/drop period, students may request a withdrawal. Please review the University Catalog or meet with your major advisor regarding the withdrawal policy and procedures.

It is the student's responsibility to monitor and verify his or her class schedule. This information is available throughout the semester in **MyCSUSM** or from Cougar Central.

***Registration information was provided by  
the Office of Enrollment Management Services Operations/Registrar.***