Spring 2024 Enrollment Information for Faculty

Waitlists

- Instructors can view waitlists in the Faculty Center within the class roster. Select "waiting" from the *Enrollment Status* drop down menu at the top of the roster.
- The waitlist process stops running just before the term begins. Adding to a waitlist is no longer an option for students after January 19th.
- Waitlists will be purged at the end of the Add/Drop period. If instructors would like to reference a waitlist after February 9th, they should save it before that date. A report of the purged waitlists will also be saved should anyone need to reference students who were on the waitlist.
- Once the term begins, adding a student is completely at the instructor's discretion. It would be instructor choice to reference a waitlist.

Adding Classes once the term begins

- During the first three weeks of the term (Jan. 22nd thru Feb. 9th), instructors may give a permission number to students to add their class. Permission numbers can be found in the Faculty Center by clicking on the permission number icon [image] next to the specific class section. Be sure to track which permission numbers have been given out.
- Students must use the permission number by **February 9th by 12 Noon**. Permission numbers expire after that date & time. The enrollment time cutoff enables Financial Aid and student account processes to update by the end of the third week.
- **The last day for students to add a class is Friday, February 9th by 12 Noon** per Senate Policy 18-01.
- Students are not permitted to add a class beyond the third week. Exceptions are made only in cases of extenuating circumstances beyond the student's control. In these instances, students may submit a Late Add Petition via Adobe Sign to obtain instructor and chair approval. If approved, the Registrar's Office will process the late add.
- Students may audit a course with instructor approval by submitting an Audit Petition to the Registrar's Office.

Dropping Classes once the term begins

- During the first three weeks of the term (Jan. 22nd thru Feb. 9th), students may drop themselves via myCI; no permission required.
- **The last day for students to drop a class without a "W" grade is Friday, February 9th by 12 Noon.** The enrollment time cutoff enables Financial Aid and student account processes to update by the end of the third week.
- Instructors may drop students during the first three weeks of the term (Jan. 22nd thru Feb. 9th) via an Instructor Initiated Drop form (Adobe Sign). *However,* this is completely optional and not required of instructors; it is ultimately the student's responsibility to drop classes by the published deadlines.
- **Spring 2024 Withdrawals after the Add/Drop Period:** Withdrawals are allowed for serious and compelling reasons only. Supporting documentation is expected to accompany any request for withdrawal. Instructor and chair approval is required.
- The last day for a student to withdraw from an individual course is April 19, 2024.
- Term withdrawals will be accepted through June 7, 2024.
- The Registrar's Office will notify instructors and chairs when a student has withdrawn from the term.

Class Enrollments

- Enrollment changes daily during the Add/Drop period. Refer to your class roster at least once a week in your Faculty Center.
- Do not let unregistered students continue to attend. Adds are not permitted after February 9, 2024. Late adds are processed only in cases of extenuating circumstances beyond the student's control. (Add Policy SP 18-01)

Grading

- Spring 2024 grades will be due Friday, May 24, 2024, before midnight. Grades are posted and available for students to view on May 25th.
- Grade rosters are generated approximately three weeks before the grading deadline and are scheduled to be available no later than May 6, 2024, for Spring grades.

Course Substitutions

- Program Chairs and Faculty Advisors with signature authority may submit course substitution requests for their major/minor on CI Records using the Advisor Request feature.
- A guide is available on the web for submitting course substitutions. Chairs and advisors may contact registrar@csuci.edu to request a copy.