


## Fall 2021 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 August 20<sup>th</sup>.
- Waitlists will be purged at the end of the Add/Drop period. If instructors would like to reference a waitlist after September 10<sup>th</sup>, 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 (Aug. 23<sup>rd</sup> – Sept. 10<sup>th</sup>), 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  next to the specific class section. Be sure to track which permission numbers have been given out.
- Students must use the permission number by **September 10<sup>th</sup> 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, September 10<sup>th</sup> 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](#) with instructor and chair approval to the Registrar’s Office.
- Beginning Fall 2021, 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 (Aug. 23<sup>rd</sup> – Sept. 10<sup>th</sup>), students may drop themselves via myCI; no permission required.
- **The last day for students to drop a class without a “W” grade is Friday, September 10<sup>th</sup> 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 (Aug. 23<sup>rd</sup> – Sept. 10<sup>th</sup>) 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.
- **Fall 2021 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 November 12, 2021.
- Term withdrawals will accepted through January 3, 2022.
- 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 September 10, 2021. Late adds are processed only in cases of extenuating circumstances beyond the student's control. (Add Policy SP 18-01)

### **Grading**

- Fall 2021 grades will be due Friday, December 17, 2021 before midnight. Grades are posted and available for students to view on December 18, 2021.
- Grade rosters are generated approximately two weeks before the grading deadline and are scheduled to be available no later than December 3, 2021 for Fall 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](mailto:registrar@csuci.edu) to request a copy.