

Press Release: CSUSM New Registration Model

CSUSM will be implementing a new registration model for Spring 2016 and subsequent semesters, enabling the University to:

- improve and facilitate continuing and new student access to needed classes
- monitor student enrollment
- respond to student specific course demands by utilizing data from waitlists (9-unit maximum)
- facilitate student's path and progress toward graduation
- promote the student's prioritization of initial course choices.

The expected results of the new registration model are improved course enrollment opportunities for both continuing and new students that lead to a finalized schedule earlier than previous registration cycles, the reduction of the number of add/drops once classes start, and improved access to courses for all students.

Spring 2016 General Registration Information

- The registration process for undergraduate students *prior to the first day of class* consists of two phases: a Registration-by-Appointment period, followed by a Schedule Adjustment period.
- **The Registration-by-Appointment period is Nov 16 – Nov 24 and Nov 30 – Dec 4** (before and after the Thanksgiving break).
- Registration appointments will be assigned by class level prior to the first day of registration. Students can log into MyCSUSM to view their registration appointment beginning Nov 10.
- During the Registration-by-Appointment period, students may enroll up to 15 units through myCSUSM.
- **The Schedule Adjustment period is Dec 7 – Jan 24** (the first day of class for Spring 2016 is MON Jan 25).
- During the Schedule Adjustment period, students may enroll or adjust their schedule up to 17 units through myCSUSM.
- **Please note:** 15 units is considered a heavy semester load.
- **Veteran students and Graduating seniors** may enroll up to 19-units during the Registration-by-Appointment period and Schedule Adjustment period.
- All students can enroll up to 19 units on the first day of class during the Add/Drop period Jan 25 – Feb 5, with the exception that students on probation may not exceed a 14-unit capacity for registration for Spring 2016.
- Students wanting to exceed the 19-unit campus maximum limit must submit a unit overload petition with Undergraduate Advising Services and must meet approval criteria.
- The maximum number of waitlist units will be set at 9 units during the entire registration process.
- The waitlist feature allows the campus to automatically enroll students on waitlists during the Schedule Adjustment period as seats become available, subject to factors such as prerequisites, 17-unit capacity, and time conflicts.
- **The Spring 2016 Add/Drop period is Jan 25 – Feb 5.** During the Add/Drop period, all students can *add* courses to their schedule up to 19 units using Permission Numbers from their instructors, and *drop* courses through myCSUSM. **Please note:** Most instructors will require that students place themselves on the course waitlist prior to the start of the Add/Drop period to be considered.

Registration Periods	Dates	Registration Unit Maximum	Waitlist Unit Maximum
Log into MyCSUSM to view your registration appointment	Nov 10		
Registration-by-Appointment period for undergraduate students.	Nov 16 – Nov 24 and Nov 30 – Dec 4	15	9
Schedule Adjustment period for undergraduate students.	Dec 7 – Jan 24	17	9
Add/Drop Period (use Permission Numbers for adds, and myCSUSM for drops).	Jan 25* – Feb 5	19	9

*First day of classes for Spring 2016 semester.