

SPRING 2008 REGISTRATION

Registration

Begins Monday, February 25, 8:30 AM
Registration will remain open until the 1st day of class

Change of Registration Period

Monday, March 31, 9:00 AM
Through Friday, April 4, 5:00 PM

CAESAR is active 24 hours a day throughout the week, but may be down for maintenance Saturday evenings from 9:00 pm until Sunday at noon.

Graduate Registration

- Graduate students may begin registration at 8:30am, Monday, February 25.
- Students in The Graduate School may attempt no more than four units.
- Graduate School students desiring to take undergraduate classes must follow this procedure, required by The Graduate School:
 1. Complete a "Registration Exception Form" available in the Office of the Registrar, the Graduate School, or department offices
 2. Secure a permission number from the department offering the class if the class requires consent
 3. Have the "Registration Exception Form" signed by a dean in the Graduate School or by a Graduate School Advisor
 4. Bring the "Registration Exception Form" to the Office of the Registrar for processing

Change of Registration Period

- Students who did not register in advance (Feb. 18 - First day of class) must register during this period. Any student registering for the first time after April 4, 2008 will be charged a \$25 late fee if paid at the Bursar's Office, or a \$30 fee if billed.
- A fifth or sixth unit of credit may be added only during this period. In order to add an overload course, students must secure the signature of their dean on a "Registration Exception Form" and present that slip at the Office of the Registrar.
- **Undergraduate classes that require attendance at the first class (noted in CAESAR with the class attribute "First Class Mandatory) require permission to add during the first week of the term.** Please secure permission numbers for those courses before attempting registration.

COURSE CHANGE DEADLINES

No course may be *added* after Friday, April 4.

No course may be *dropped* after Friday, May 9, but *tuition is not adjusted* for courses dropped after April 4.

Graduate students may not change grading options of any course after 5:00 PM on Friday, April 4.

Undergraduates may not change grading options (P/N or 'For a grade') after 5:00 PM on Friday, April 18.

IMPORTANT INFORMATION

- **Undergraduates** intending to graduate June or August 2008 must file a degree application immediately. Undergraduates intending to graduate should file a degree application one year in advance before the anticipated graduation as these petitions affect registration appointments. Forms are available in the Office of the Registrar or at school offices. Engineering students should apply at the Engineering Academic Services Office (TCH L269).
- **Addresses** – It is each student's responsibility to ensure that their addresses on record are complete and accurate. Students may view and modify billing, current and permanent addresses through CAESAR.
- **New Undergraduate Transfer Students** who do not have an active netid must see a degree auditor in the Office of the Registrar after meeting with their advisor.
- **Quarterly Grade Reports** are not mailed, but are delivered through CAESAR. A printout of the CAESAR record may be made for the purpose of verification.
- **Room Assignments and class offerings may change after the publication of the class schedule. Please review your room assignments online before the first day of classes.**