

Fall 2023 – Registration Deadlines

*****All requests after end of week 2 must be submitted through OnBase with required attachments*****

ADDING COURSES	ACTION
DEADLINE: SEPTEMBER 08, END OF DAY	<ul style="list-style-type: none"> • Student can add courses through their MySacState account • If a class is full or restricted, students should contact Dept. office for instructions <ul style="list-style-type: none"> ○ Student is added into course by Dept. support staff
SEP. 11 – SEP. 22 (WEEKS 3-4) SEP. 25 = CENSUS <ul style="list-style-type: none"> • Adds processed through EOD on Census Date will be included in Census 	<ul style="list-style-type: none"> • OnBase Add/Drop Petition Requires: <ul style="list-style-type: none"> ○ Instructor Approval ○ Dept. Chair Approval • Student is added into course by Dept. support staff
STARTING SEP. 25 (WEEK 5 & ONWARD) <ul style="list-style-type: none"> • Only due to University error <ul style="list-style-type: none"> ○ Does not include failure to meet payment deadlines • May be considered: academic reason(s) not limited to: <ul style="list-style-type: none"> ○ Graduating Senior ○ Prerequisite to move to next course 	<ul style="list-style-type: none"> • OnBase Add Petition Requires: <ul style="list-style-type: none"> ○ Instructor Approval ○ Dept. Chair Approval ○ College Dean Approval ○ Written justification for late add attached to OnBase petition ○ Supporting documentation • Student must attach all supporting documentation to OnBase petition or it will be declined by instructor or Dept. Chair
DROPPING COURSES	ACTION
DEADLINE: SEPTEMBER 08, END OF DAY	<ul style="list-style-type: none"> • Student can DROP courses through their MySacState account
SEP. 11 – SEP. 22 (WEEKS 3-4) SEP. 25 = CENSUS <ul style="list-style-type: none"> • Drops processed through EOD on Census Date will be included in Census 	<ul style="list-style-type: none"> • OnBase Drop Petition Requires: <ul style="list-style-type: none"> ○ Instructor Approval ○ Dept. Chair Approval • Student is dropped from course by Dept. support staff
SEP. 25 – OCT. 06 (WEEKS 5-6) Dropped course(s) will incur a “W” grade <ul style="list-style-type: none"> • Reasons include medical, carrying excessive course load, student’s inadequate academic preparation for course, or student having significant job or career changes 	<ul style="list-style-type: none"> • Drop Forms Require: <ul style="list-style-type: none"> ○ Instructor Approval ○ Dept. Chair Approval ○ Typed justification of circumstances that necessitate dropping with supporting documentation • All OnBase petitions without attached justification and supporting documents will be declined by instructor or Dept. Chair
OCT. 9 – NOV. 17 (WEEKS 7-12) Dropped course(s) will incur a “W” grade <ul style="list-style-type: none"> • Limited to total of 18 units of “W” grade including the current term dropping • Reasons limited to medical/career related circumstances 	<ul style="list-style-type: none"> • Drop/Withdrawal Forms Require: <ul style="list-style-type: none"> ○ Instructor Approval ○ Dept. Chair Approval ○ College Dean Approval ○ Typed justification of the circumstances that necessitate dropping and supporting documentation • All OnBase petitions without attached justification and supporting documents will be declined by instructor or Dept. Chair
NOV. 20 ONWARD (WEEKS 13-FINALS) <ul style="list-style-type: none"> • Dropping not permitted 	<ul style="list-style-type: none"> • OnBase petition may be accepted. Approval is based extenuating circumstances with the above requirements. Student must contact instructor and department chair.
Excess Unit Petition	
DEADLINE: (Available in August) <ul style="list-style-type: none"> • Submit completed form via email or in-person delivery to department office of enrolled Major 	<ul style="list-style-type: none"> • Undergrad – 2.75 GPA – 18 units • Graduating senior – 3.25 GPA – 21 units • 2nd BA – 12 units • Grad student – 12 units