SPRING 2024 – Registration Deadlines

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

ADDING COURSES	ACTION
ANYTIME UNTIL FEBRUARY 02 (end of day)	• Student can add courses through their MySacState account • If a class requires pre-requisites or instructor permission, submit in OnBase o Student is added into course by Dept. support staff

FEB. 03 – FEB. 16 (WEEKS 3-4)
FEB. 17 = CENSUS
• Adds processed through EOD on Census Date will be included in Census
	• OnBase Add/Drop Petition Requires:
	    o **Instructor Approval**
	    o **Dept. Chair Approval**
	• Student is added into course by Dept. support staff

STARTING FEB. 17 (WEEK 5 & ONWARD)
• Only due to University error
    o Does not include failure to meet payment deadlines
• May be considered: academic reason(s) not limited to:
    o Graduating Senior
    o Prerequisite to move to next course
	• OnBase Add Petition Requires:
	    o **Instructor Approval**
	    o **Dept. Chair Approval**
	    o **College Dean Approval**
	    o **Written justification for late add attached to OnBase petition**
	    o **Supporting documentation**
	• Student must attach all supporting documentation to OnBase petition or it will be declined by instructor or Dept. Chair

DROPPING COURSES	ACTION
ANYTIME UNTIL FEB. 02 (end of day)	• Student can DROP courses through their MySacState account

FEB. 03 – FEB. 16 (WEEKS 3-4)
FEB. 17 = CENSUS
• Drops processed through EOD on Census Date will be included in Census
	• OnBase Drop Petition Requires:
	    o **Instructor Approval**
	    o **Dept. Chair Approval**
	• Student is dropped from course by Dept. support staff

FEB. 17 – MAR. 01 (WEEKS 5-6)
Dropped course(s) will incur a "W" grade
• Reasons include medical, carrying excessive course load, student's inadequate academic preparation for course, or student having significant job or career changes
	• Drop Forms Require:
	    o **Instructor Approval**
	    o **Dept. Chair Approval**
	    o **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

MAR. 04 – APR. 19 (WEEKS 7-12)
Dropped course(s) will incur a "W" grade
• Limited to total of 18 units of "W" grade including the current term dropping
• Reasons limited to medical/career related circumstances
	• Drop/Withdrawal Forms Require:
	    o **Instructor Approval**
	    o **Dept. Chair Approval**
	    o **College Dean Approval**
	    o **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

APR. 20 ONWARD (WEEKS 13-FINALS) • Dropping not permitted	• 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: FRIDAY FEB. 2 (end of day) • **Advisor must submit OnBase Petition on behalf of student**	• Undergrad – 2.75 GPA – 18 units • Graduating senior – 3.25 GPA – 21 units • 2nd BA – 12 units • Grad student – 12 units