

Spring 2016 Registration Calendar

ACTIVITY	TIME	WHAT YOU NEED TO KNOW OR DO
Class Schedule Available Online	November 9	The online class schedule (external link) will show courses being offered for the upcoming semester. There are no printed class schedules available at our office.
Early Priority Registration for Continuing Students	November 30 – December 11	Only continuing students are allowed to register for classes. Undergraduates may register for a maximum of 16 units of enrolled and 5 units of waitlisted classes at this time (9 units enrolled and 4 units waitlisted max for post-baccalaureates). All holds must be cleared before registering. Fees are not due until December 15 th ; 4:00pm.
Deadline to Pay Fees to Retain Reserved Courses (Continuing Students Only)	December 15 until 4pm	Eligible students will not be able to register during their Priority Registration date and time unless all appropriate fees have been paid. A late fee will be assessed if payment or financial aid deferment is not recorded by this date. See the Bursar's Office website for further information.
Registration for New Graduate Students	December 4-11	Visit http://www.sfsu.edu/bulletin/gradregs.htm for more information. First-time Graduate students may register for a maximum of 9 units of enrolled and 4 units of waitlisted classes at this time.
Orientation Registration for Freshman/Transfers	January 5-7	Visit http://www.sfsu.edu/~advising/orientation/ for more information. Freshmen may register for a maximum of 16 units of enrolled units and Transfer students may register for a maximum of 16 units of enrolled and 5 units of waitlisted classes at this time.
Priority Registration for All Students (by Class Level)	January 7-14	Eligible continuing undergraduates can register for a maximum of 19 units plus 5 units waitlisted at this time.
Open Registration for All Students	January 22-26	All students may register for classes. Undergraduates may register for a maximum of 19 units of enrolled plus 5 units waitlisted at this time (16 units enrolled and 4 units waitlisted max for post-baccalaureates). Students on academic probation may only register for a maximum of 13 units. All holds must be cleared and your fees paid.
Deadline to Pay Fees to Retain Courses added on/after Jan. 7 (for All Students)	January 15 until 4pm	Payment is due for Continuing, New Graduate, and Orientation students who register on or after January 7. Courses added before January 21 will be retained if fees are paid by this date. See the Bursar's Office website for further information.
First Day of Instruction	January 27	Instructors may drop students if they are absent on the first day of instruction. Contact the instructor if you will not be present the first day but still wish to attend. Being absent on the first day does not automatically drop you from a class. It is ultimately the student's sole responsibility to add and drop classes before the posted deadlines.
Adding Classes with Permission Numbers	January 27 – February 9	Registration after instruction begins is by permit number only. See instructor for space availability and permission to add via permit number. Students should add their class by this date to guarantee their enrollment. Note: permit numbers may only be used once.
Late Adding by Exception with Permission Numbers	February 10-23	Adding classes at this time is permitted by exception only. See instructor for permission to add via permit number. Note: Permit numbers may only be used once. All undergraduates not on probation will be allowed to register for a maximum of 19 units until the late add deadline (end of fourth week).
Final Payment Due	February 6	Payment is due for students who register on or after January 27.
Auditing	February 9 until 11:59pm	Students who wish to audit a class must obtain instructor permission and fill out a Waiver of College Regulations form. Bring the signed form to the Registrar's Office at the One Stop Student Service Center for processing. Note: payment is due whether registering for audit or for credit.
Graduation Application Deadline for May 2016	February 19 until 5pm	Students are advised to submit their application for graduation to the Registrar's Office by the published deadline.
Credit/No Credit Grading Option Deadline	March 20 until 11:59pm	Students may change the grading option from letter grade to CR/NC on their SF State Gateway account. Note: Not all classes are offered for CR/NC. Some majors require core classes to be letter graded only. See your advisor for more details.
Last Day to Drop Classes/Withdraw without Grade of W	February 9 until 11:59pm	Students are responsible for dropping classes by the drop deadline on the SF State Gateway until the posted drop deadline. After the drop deadline passes, students must file for a withdrawal (see withdrawal procedures below). It is the sole responsibility of the student to drop classes before the deadline.
Withdrawal from classes or the University after the Drop Deadline with Serious and Compelling reason	February 10 – April 26	Withdrawal from the University (individual or semester) after the drop Deadline must be petitioned using the withdrawal petition at http://www.sfsu.edu/~admisrec/forms/regforms/withdrawal.pdf (pdf document) and must be for serious and compelling reasons . Individual withdrawals must be approved by Instructor, Chair, and submitted to the Associate Dean for review. Complete semester withdrawals will need documentation (i.e. doctor's note) and can be forwarded to the Registrar's Office without instructor/chair/dean signatures. You will receive a "W" on your record for withdrawals. Note: Beginning Fall 2009, an undergraduate student may withdraw from a course a maximum of two times and from no more than 18 units of course work. This does not include total semester withdrawals of all courses or classes taken in CEL (College of Extended Learning).
Withdrawal from Classes or University by Exception for Documented Serious illness or documented accident	April 27 – May 17	Withdrawal from the University (individual or semester) after the Withdrawal Deadline must be petitioned using the withdrawal petition at http://www.sfsu.edu/~admisrec/forms/regforms/withdrawal.pdf (pdf document) and must be for serious illness or documented accident . Individual withdrawals must be approved by Instructor, Chair, and Dean. Complete semester withdrawals will need documentation (i.e. doctor's note) and can be forwarded to the Registrar's Office without instructor/chair/dean signatures. You will receive a "W" on your record for withdrawals.
Last Day of Instruction	May 17	Final day of instruction for the semester.
Final Exams	May 18-20, May 23-25	See the University Academic Calendar (external link) for the complete final exam schedule for the semester. Contact your instructor for any changes or special arrangements.
Grades Available on SF State Gateway	June 6	You may see reported grades on the SF State Gateway . Official Transcripts showing current semester grades will be available approximately two weeks after this date.
Official Transcripts Available with Semester Grades	June 20	Official Transcripts showing current semester grades will be available on this date. Transcripts pre-ordered will be processed 5-10 business days after this date. Note: This date may change due to delays in processing. To confirm please contact the Registrar's Office at (415)338-2350 or records@sfsu.edu .