

California State University Stanislaus
7/AS/15/UEPC – Class Registration Closure Policy

Be it Resolved: That the Academic Senate of California State University, Stanislaus approves a policy that all classes shall be closed to open registration at 9:59 p.m. the day before classes are scheduled to begin; and be it further

Resolved: That students may add a course section without financial penalty through the Last Day to Add; for Fall and Spring, the Last Day to Add is 14 calendar days from the day that classes begin; and be it further

Resolved: That the addition of students following the beginning of instruction shall be at the discretion of the instructor by the use of permission numbers, or their equivalent; and be it further

Resolved: That this policy be effective beginning with the Fall 2015 semester; and be it further

Resolved: That this policy supersedes **4/AS/05/UEPC Adding a Course Policy** (Amended and Approved May 19, 2005) and revises the **12/AS/10/SEC/UEPC Class Registration Closure Policy** (Approved by President Shirvani on October 25, 2010).

Rationale: There has been inconsistency between the two policies. This revision clarifies expected practice. The 14 days were chosen to allow for two class meetings. Faculty retain responsibility for allowing students to enter their course via permission number.

AS:re UEPC approved 3/12/15

Approved by the Academic Senate on 4/21/15

Approved by President Joseph F. Sheley on 5/15/15