



Office of the Registrar
Updates and Deadlines
8/4/09

News and Updates

- I. **New Cancellation for Non-Payment Deadline for Fall Quarter 2009** – Beginning Fall Quarter, students will be cancelled from their classes prior to the first day of instruction if they have not paid their enrollment and registration fees. Fees are assessed on August 18 and ***the deadline to pay fees is September 18!!*** We are asking everyone to help get the word out via the web, flyers and word-of-mouth to ensure as few cancellations as possible. Visit the [Registrar's Office homepage](#) for details!
- II. **Deadline to Add Courses – End of Week 2** – Don't forget that the deadline for students to add *all* courses is the *end of the second week of the quarter*. This *includes* Special Studies courses (97, 98, 99, 99R, 197, 198, 199 and UGIA [195] courses). ***This deadline also applies for re-enrollment in classes for students who were cancelled for non-payment of their fees.*** [Requests to add classes](#) after the deadline are only considered under extraordinary circumstances and require a petition, appropriate documentation, and approval from the academic department, college, and the Committee of Educational Policy. The Special Studies forms have been updated with the week 2 deadline which may be found on TritonLink at [How to Enroll in Special Studies Classes](#).
- III. **Preauthorization for Post-Grading Prerequisite Enforcement (PGPE)** – As a reminder, students must be preauthorized for a course in order for the PGPE program to bypass them if they have not fulfilled the required prerequisites. Students will be dropped from the Summer Session II courses on 8/7/09 if they have not been preauthorized to bypass the required prerequisites. Missing prerequisite queries will be available the morning of 8/6/09 for departments to preauthorize eligible students, and you only have that day to preauthorize.
- IV. **Grade Reports for Summer & Fall 2009** – As a reminder, [grade reports](#) should be picked up at the Registrar's Office for all Summer Session courses.

Important Dates & Deadlines – Summer & Fall 2009

- August 7 – Add deadline & course fee refund deadline for Summer Session II courses. See the [Summer Session calendar](#) for additional dates.
- August 18 – Fees Assessed for Fall Quarter, wait lists suspended until August 30
- August 19 – Departments release seats for transfers
- August 20 – 23 – Enrollment period for transfer students
- August 24 – Seats released for freshmen
- August 25 – 30 – Enrollment period for Freshmen
- August 30 – Wait lists resume for all students
- August 31 – Open enrollment begins for all students
- September 18 – Registration fee payment deadline
- September 23 – Students dropped for not paying registration fees
- September 24 – Instruction begins
- October 8 – Automatic wait lists end for Fall Quarter
- October 9 – Add deadline
- For a complete list of deadlines, please visit the [2009- 2010 Enrollment and Registration Calendar](#). Please contact us with any further questions!

Thank you,

Office of the Registrar
UC San Diego
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Completed grade reports for Summer are due back to the Registrar's Office 72 hours (3 calendar days) after the last class of the term occurs.

Grade reports for Fall Quarter will be delivered on Friday, December 4 and are due back to the Registrar's Office on Tuesday, December 15 - the Tuesday after finals week.

- V. **Scheduling Enrollment Review for Fall 2009** – In order to maximize utilization of campus general use classrooms, the Scheduling Office will review actual enrollments during the first week of September, after New Student Enrollment is finalized. During this period of time, room assignments may change as a result of swaps necessary to best utilize our general use campus space. Thank you in advance for your collaboration with this effort to maximize enrollments and classroom utilization.
- VI. **Future Quarter Schedule Build for Winter 2010** – The Scheduling Office will send the Schedule List report to academic departments and programs for "Last Look" on Thursday, October 8th. The edited Schedule List is due back to the Scheduling Office on Tuesday, October 13th. The Winter Quarter 2010 Schedule of Classes will be available on TritonLink on Friday, October 30th.
- VII. **Future Quarter Schedule Build for Spring 2010** – The Scheduling Office will send the Schedule Build excel spreadsheet to academic departments and programs on Thursday, September 3rd. The completed Schedule Build file is due back to the Scheduling Office on Thursday, October 22nd.
- VIII. **Community Service & Bake Sale!** - The Registrar's Office has recently organized a **Community Service Workgroup** so our staff can support targeted community service projects. Our first project currently underway is a supply drive for Logan Elementary School (K thru 2) in San Diego. One of our staff periodically serves as a substitute at the school, and she has educated us about their challenges and needs.

We've been collecting [supplies identified by the teachers](#) and you can contribute to this effort by dropping off donations in the Registrar's Office between 8 am and 4:30 pm. We are also holding a **Bake Sale on August 12th in Student Services Center 260** (just outside our front door), from **10 am to 2 pm**. We hope to raise funds that will supplement

supplies throughout the coming school year so the teachers aren't required to use their own personal money to fill in the gap. You can contact [Sharon Mitchell](#), [Lisa Linares](#) or [Christy Warner](#) in our office for more details. We're looking forward to seeing everyone on the 12th!