

Spring 2018 Registration Processing Calendar

FINAL

Spring Semester Jan. 29 to May 26, 2018 ● Intersession (4-wk) Jan. 2 to Jan. 27, 2018 ● Intersession (6-wk) Jan. 2 to Feb. 10, 2018

ISIS/Reg-e Hours M-F 7:00am to 12:00 midnight & Sat 8:00am to 1:30pm

IMPORTANT DEADLINES & REGISTRATION - Maximum 25 Units (includes Intersession)	Day	Date
▪ Online application – Spring 2018	F	7/14/17
▪ Loss of BOGW appeal for Fall 2017 and Priority Appointment Appeal for Spring 2018 Deadline (Student)	F	10/27/17
▪ Class schedule available on the web (Display Spring Student Support Service hours/holidays)	T	10/31/17
▪ Loss of BOGW appeal for 174 and Priority Appointment Appeal for 181 Deadline (Send to Dist. for Processing)	T	10/31/17
▪ Last day to apply to receive a registration date: Apps. filed after this date get an open enrollment date	TH	11/2/17
▪ Deadline to enter data in ISIS for DSPS, EOPS, CalWorks, Foster Youth, Active Duty Military & Veterans	TH	11/2/17
▪ Generate Registration Appointments (end of day)	TH	11/2/17
▪ View registration appointments and begin e-mailing to students (Report available to campuses)	F	11/3/17
▪ FYE data deadline input (Mesa and Miramar)	M	11/6/17
▪ Mail registration appointment cards and probationary mailers to students without an e-mail address	M	11/6/17
▪ Class schedule available on campus	W	11/8/17
▪ Registration begins (DSPS, EOPS, CW, FY, Mil & Vets)	M	11/13/17
▪ Registration by Appointment	T	11/14/17
▪ FYE registration	W	11/15/17
▪ Open Registration for Intersession	M - S	12/11/17 - 12/30/17
▪ Open Registration for Primary Term Spring	M - S	12/11/17 - 01/27/18
▪ Intersession Add codes produced 12/15 and (Pickup on 12/18) delivered in Faculty mailboxes by	T	12/19/17
▪ Walk-in registration begins - Special Admission High School and Joint Diploma students	M - F	01/22/18 - 01/26/18
▪ Primary Term Add codes produced 1/22 and delivered in Faculty mailboxes by	W	1/24/18
▪ Residency determination date for all sessions	U	1/28/18
▪ Add/Drop/Refund Deadline (Primary Session)	F	2/9/18
▪ Pass/No Pass Grade Option Deadline (Primary Session)	M	3/5/18
▪ Withdrawal Deadline (Primary Session)	F	4/13/18
▪ GRADES for Spring available on Reg-e beginning	M	6/4/18
REPORTS & NOTIFICATIONS (Emails/Letters/Auto Dialers)	Day	Date
▪ Stop-out students notified by e-mail they can request appointments for Spring	F	10/13/17
▪ Active Military/Veterans reminder e-mail to provide documents for priority registration eligibility	F	10/13/17
▪ Intersession announcement Email to Students (Enroll for Intersession Classes S1)	M	11/6/17
▪ FA Students who did not pay their health fee: (Deferment and Hold starting on Fridays) (Emails Monday)	F	12/1/17
▪ FYE report	W	12/6 & 2/14
▪ Email students who have an Appointment but not registered	F	12/8 & 1/12
▪ Corequisite Drops	F	12/8, 1/5, 1/19, 2/9
▪ CalWorks - Persistence Report – Run day prior to Open Reg.	M	12/11/17
▪ Email to Students on Probation and registered in Intersession to see counseling	M	12/11 & 12/18

REPORTS & NOTIFICATIONS (Emails/Letters/Auto Dialers) <i>continued</i>	Day	Date
▪ Online only FA student report	F	12/15/17
▪ Email to waitlisted students: check Reg-e daily for status of class and to attend 1st class to see if space available.	M	12/18 & 12/26
▪ Online only students residing in a restricted state - report	F	12/15, 1/12, 1/26, 2/9
▪ Email students in Intersession class without cleared prerequisites to see counselor. (Possible loss of BOGW)	T	1/2/18
▪ LCOM classes - Warning e-mail to students that they will be dropped and moved to other CRNs	M	1/22/18
▪ Welcome e-mail/enrollment schedule to all currently enrolled Spring students	U	1/28/18
▪ Veterans receiving BOGW report (monthly)	M	1/29/18
▪ Email students in Spring classes without cleared prerequisites from Intersession to see counselor. (Possible loss of BOGW)	M	2/5/18
▪ Veterans report to campuses (Enrolled students with a veterans status and code)	M	2/12 & 3/12
▪ Foster Youth report to campuses	W	2/14/18
▪ Withdrawal deadline reminder e-mail for primary session (April 13)	F	4/6/18
▪ CalWorks - Report of enrolled CalWorks students (Weekly) & Zero Unit CalWorks Students (once)	M	5/7/18
SSSP EMAIL NOTIFICATIONS	Day	Date
Weekly to new Matriculates about SSSP services and Priority Registration (SSSP1)	F	9/8/17
Continuing Students missing one or more SSSP service (SSSP2)	F	9/8/17
Students missing transcripts (SSSP3)	F	9/8/17
Students with abbreviated EdPlan for 2+ terms and will lose priority (SSSP6)	F	9/29/17
Students concurrently enrolled at another institution told to update status on Reg-e (SSSP4)	F	10/6/17
Students with 75-99 units warned they will lose priority if they reach 100 units (SSSP5)	T	1/16/18
Students with a CSUGE/IGETC EdPlan told to get a comprehensive EdPlan (SSSP9)	T	1/16/18
Notice to disqualified students and on probation at risk of losing priority and BOGW (aka CCPG)	T	1/16/18
PARKING – AUTOMOBILE/MOTORCYCLE (Parking Permits not required for Intersession)	Day	Mail Date
▪ Mail parking permits purchased and paid by January 6	M	1/8/18
▪ Mail parking permits purchased and paid by January 13	T	1/16/18
▪ Mail parking permits purchased and paid by January 20	M	1/22/18
▪ Parking permits purchased after January 20 (Pickup at College Police)		
DROP FOR NON PAYMENT OF FEES (DNP warning emails sent out Sunday and Wednesday)	Day	Weekly Drop Starts
▪ Students have 5 days to pay their registration and health fees. If their class starts the following week they have until the close of business on Friday to pay their fees or they will be dropped over the weekend.	F	12/1/17

Holidays - Reg-e NOT Available: Nov. 10 - 11, 23 - 25 Dec. 25, Jan.1 & 15, Feb. 16 - 19, Mar. 30 & 31

Reg-e Available but Campuses and District Offices are closed: Nov. 22, Dec. 21-23, Dec. 26-30, March 26-29, 2018

Extended Campus Office Hours:

Nov. 20 - 21, Dec. 18 - 20 (open 8:00 a.m. - 4:30 p.m.)
 Jan. 26 & Feb. 09 (open 8:00 a.m. - 5:00 p.m.)
 Saturday, Jan. 27 (open 8:00 a.m.- 1:00 p.m.)

Campus Closed:

Nov. 22 - Nov. 25
 Dec. 21 - Jan. 1 & 15
 Mar. 26 - Mar. 31

Updated 10/11/2017