

Spring 2019 Registration Processing Calendar

Spring Semester Jan. 28 to May 25, 2019 ● Intersession (4-wk) Jan. 2 to Jan. 26, 2019 ● Intersession (6-wk) Jan. 2 to Feb. 10, 2019

IMPORTANT DEADLINES & REGISTRATION - Maximum 25 Units (includes Intersession)	Day	Date
▪ Online application – Spring 2019 - In ISIS	F	7/27/18
▪ Deadline to Appeal Loss of Priority Registration Appointment for Spring 2019 (Student)	Th	10/18/18
▪ Deadline to Submit Loss of Priority Registration Appointment Appeals for Spring 2019 to District Office	W	10/24/18
▪ Deadline to Appeal Loss of CCPG (aka:BOGW) for Fall 2018 (Student)	F	10/26/18
▪ Last day to apply to receive a registration date: Apps. filed after this date get an open enrollment date	F	10/26/18
▪ Deadline to enter data in ISIS for DSPS, EOPS, CalWorks, Foster Youth, Active Duty Military, Veterans & Athletes	F	10/26/18
▪ Class schedule available on the web (Display Spring Student Support Service hours/holidays)	M	10/29/18
▪ Generate Registration Appointments (end of day)	M	10/29/18
▪ View registration appointments and begin e-mailing to students (Report available to campuses)	T	10/30/18
▪ Mail registration appointment cards and probationary mailers to students without an e-mail address	W	10/31/18
▪ Class schedule available on campus.	W	11/7/18
▪ Registration begins (DSPS, EOPS, CW, FY, Active Mil, Vets & Athletes)	W	11/7/18 - 11/9/18
▪ Registration by Appointment	T	11/13/18 - 12/7/18
▪ Open Registration for Intersession	M - S	12/10/18 - 12/28/18
▪ Open Registration for Primary Term Spring	M - S	12/10/18 - 01/26/19
▪ Intersession Add codes produced 12/14 and (Pickup on 12/17) delivered in Faculty mailboxes by	T	12/18/18
▪ Walk-in registration begins - Special Admission High School and Joint Diploma students	M	1/14/19
▪ Primary Term Add codes produced 1/18 and delivered in Faculty mailboxes by	W	1/23/19
▪ Residency determination date for all sessions	U	1/27/19
▪ Add/Drop/Refund Deadline (Primary Session)	F	2/8/19
▪ Pass/No Pass Grade Option Deadline (Primary Session)	M	3/4/19
▪ Deadline to Appeal Loss of CCPG (aka:BOGW) for Spring 2019 (Student)	F	4/12/19
▪ Withdrawal Deadline (Primary Session)	F	4/12/19
▪ GRADES for Spring	M	6/3/19
REPORTS & NOTIFICATIONS	Day	Date
▪ Active Military/Veterans reminder e-mail to provide documents for priority registration eligibility	F	10/5/18
▪ Stop-out Students notified by e-mail that they can request appointment for Spring	F	10/5/18
▪ Intersession announcement Email to Students (Enroll for Intersession Classes S1)	W	10/31/18
▪ Email students who have an Appointment but not registered	F	12/7, 12/21 & 1/11
▪ Corequisite Drops	S	12/8, 1/5, 1/19, 2/9
▪ CalWorks - Persistence Report – Run day prior to Open Reg.	F	12/14/18
▪ Email to Students on Probation and registered in Intersession to see counseling	M	12/10 & 12/17/18
▪ Online only FA student report	F	12/14/18
▪ Online only students residing in a restricted state - report	F	12/14, 1/11, 1/25, 2/8

REPORTS & NOTIFICATIONS	Day	Date
▪ Email students in Intersession class without cleared prerequisites to see counselor. (Possible loss of CCPG aka: BOGW)	W	1/2/19
▪ LCOM classes - Warning e-mail to students that they will be dropped and moved to other CRNs	T	1/22/19
▪ Welcome e-mail/enrollment schedule to all currently enrolled Spring students	U	1/27/19
▪ Veterans receiving CCPG (aka: BOGW) report (monthly)	M	1/28/19
▪ Email students in Spring classes without cleared prerequisites from Intersession to see counselor.	M	2/4/19
▪ Veterans report to campuses (Enrolled students with a veterans status and code)	M	2/11 & 3/11/19
▪ Foster Youth report to campuses	W	2/13/19
▪ Withdrawal deadline reminder e-mail for primary session (April 12)	U	3/31/19
▪ CalWorks - Report of enrolled CalWorks students (Weekly) & Zero Unit CalWorks Students (once)	M	5/6/19
SSSP EMAIL NOTIFICATIONS	Day	Date
Weekly to new Matriculates about SSSP services and Priority Registration (SSSP1)	F	9/14/18
Continuing Students missing one or more SSSP service (SSSP2)	F	9/14/18
Students with abbreviated EdPlan for 2+ terms and will lose priority (SSSP6)	F	9/28/18
Students with 75-99 units warned they will lose priority if they reach 100 units (SSSP5)	T	1/15/19
Notice to disqualified students and on probation at risk of losing priority and CCPG (aka BOGW)	M	1/14/19
PARKING – AUTOMOBILE/MOTORCYCLE (Parking Permits not required for Intersession)	Day	Mail Date
▪ Mail parking permits purchased and paid by January 5	M	1/7/19
▪ Mail parking permits purchased and paid by January 12	M	1/14/19
▪ Mail parking permits purchased and paid by January 19	T	1/22/19
▪ Parking permits purchased after January 19 (Pickup at College Police)		

Adjusted Student Support Services Office Hours:

Nov. 19 - 21, Dec. 18 - 20 (open 8:00 a.m. - 4:30 p.m.)
 Friday, Jan. 25 & Feb. 08 (open 8:00 a.m. - 5:00 p.m.)
 Saturday, Jan. 26 (open 8:00 a.m.- 1:00 p.m.)

Campuses Closed: (Reg-e NOT Available)

Nov. 12 & 22 - 24
 Dec 24, 25 , 29 & 31
 Jan. 1 & 21
 Feb. 15- 18

Non-Service Days (Student Support Service Offices Closed, but Registration Available):

Dec. 21 & 22
 Dec. 26 - 28
 March 25 - 30