



## Fall 2018 Registration Deadlines for Graduate Students

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### Normal registration schedule

Schedule posted	March 2018
Registration	April 9 – September 10
First day of classes	August 27
Last day to add or drop a class	September 10
Last day to withdraw from all classes and receive a prorated refund	November 2
Last day of classes	December 12
Last day of finals	December 19

### Last day to submit special petitions for Fall 2018 <sup>1</sup>

<b>Petitions to Graduate Affairs for a Leave of Absence</b>	<b>September 10 <sup>2</sup></b>
Petitions to Graduate Affairs to add 3 unit Curricular Practical Training (CPT) course	September 28
Petitions to Graduate Affairs to late add a "normal" course (not CPT, 799A or 799B)	October 12
<b>Petitions to Graduate Affairs to add 799A or 799B</b>	<b>October 12 <sup>3</sup></b>
Petitions to Graduate Affairs to add 2 unit CPT course	November 2
Petitions to Graduate Affairs to add 1 unit CPT course	November 28
Petitions to Graduate Affairs for late drop	November 28

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<sup>1</sup> Students may petition for schedule adjustments if there has been an administrative error, or if serious, compelling and unexpected circumstances occur after the add/drop deadline.

<sup>2</sup> Beginning Fall 2017, Leave of Absence petitions must be submitted before the last add/drop date.

<sup>3</sup> Petitions to add 799A or 799B will be accepted October 15 – October 26 only if there is a high probability of thesis approval and publication by the May 2018 deadline. (For May 2018 graduation, the "no risk" deadline for thesis submission is October 26.) See the Graduation Deadline flyer for more details.

### Leave of Absence

Every Fall and Spring semester, students must register for classes or petition for Leave of Absence. Leave of Absence petitions may be obtained in your WebPortal account. Requests for two semesters on Leave of Absence are not possible; a new petition must be submitted at the beginning of every semester. A maximum of four Leave of Absences can be granted during a student's degree.

Students who are not taking classes or on Leave of Absence lose matriculation. This means that they do not remain active in their program, and will not be able to register on main campus in future semesters. Note that matriculation is NOT necessary in order to apply for graduation, take the comprehensive exam, file the exam completion form with Graduate Affairs, or register for classes through Extended Studies. However, students who lose matriculation are blocked from registering for main campus courses. Plan A Master's students: you must be registered in 799A or 799B at the time the thesis is turned in.

### Time to Graduate

All graduation requirements must be completed within 6 consecutive calendar years (not academic years) after initial registration for a graduate program with < 36 units, and within 7 consecutive calendar years for a program with ≥ 36 units. This includes time spent on Leave of Absence (but not time spent in compulsory service). Plan A students must submit their thesis to Montezuma Publishing by the end of the 6<sup>th</sup> calendar year (for programs with < 36 units) or the end of the 7<sup>th</sup> calendar year (for programs with ≥ 36 units).