



Fall 2019 Registration Deadlines for Graduate Students

Normal registration schedule

Schedule posted	February 2019
Registration	April 15 – September 9
First day of classes	August 26
Last day to add or drop a class	September 9
Last day to withdraw from all classes and receive a prorated refund	November 2
Last day of classes	December 11
Last day of finals	December 18

Last day to submit special petitions for Fall 2019 ¹

Petitions to Graduate Affairs to add 3 unit Curricular Practical Training (CPT) course	September 27
Petitions to Graduate Affairs to late add a "normal" course (not CPT, 799A or 799B)	October 11
Petitions to Graduate Affairs to add 799A or 799B	October 11 ²
Petitions to Graduate Affairs to add 2 unit CPT course	November 1
Petitions to Graduate Affairs to add 1 unit CPT course	November 27
Petitions to Graduate Affairs for late drop	November 27
Request for a Leave of Absence	December 31 ³

¹ 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.

² Petitions to add 799A or 799B will be accepted October 11 – October 30 only if there is a high probability of thesis approval and publication by the December 2019 deadline. (For Fall 2019 graduation, the "thesis submission" deadline is at 3:45PM on October 30.) See the Graduation Deadline flyer for more details.

³ Leave of Absence requests must be submitted through your WebPortal before the end of the semester.

Leave of Absence

Every Fall and Spring semester, students must register for classes or petition for Leave of Absence. Leave of Absence request must be made in your WebPortal account. Requests for two semesters on Leave of Absence are not possible; a new request must be filed 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 you 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 6th calendar year (for programs with < 36 units) or the end of the 7th calendar year (for programs with ≥ 36 units).