



Spring 2019 Registration Deadlines for Graduate Students

Normal registration schedule

Schedule posted	October 2018
Registration	November 1 – February 5
First day of classes	January 23
Last day to add or drop a class	February 5
Last day to withdraw from all classes and receive a prorated refund	March 26
Last day of classes	May 9
Last day of finals	May 16

Last day to submit special petitions for Spring 2019 ¹

Petitions to Graduate Affairs for a Leave of Absence	February 5 ²
Petitions to Graduate Affairs to add 3 unit Curricular Practical Training (CPT) course	February 22
Petitions to Graduate Affairs to late add a "normal" course (not CPT, 799A or 799B)	March 8
Petitions to Graduate Affairs to add 799A or 799B	March 8
Petitions to Graduate Affairs to add 2 unit CPT course	March 29
Petitions to Graduate Affairs to add 1 unit CPT course	April 25
Petitions to Graduate Affairs for late drop	April 25

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

³ Petitions to add 799A or 799B will be accepted March 11 – April 19 only if there is a high probability of thesis approval and publication by the May 2019 deadline. (For May 2019 graduation, the "no risk" deadline for thesis submission is March 29.) 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 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).