

Admission and Registration Schedule of Fees

Schedule Adjustment Policy

Beginning the fall 2003 semester, San Diego State University is implementing a new schedule adjustment policy. All schedule adjustments (formerly called Change of Program) **MUST BE COMPLETED BY THE END OF THE FIFTEENTH DAY OF THE SEMESTER**. The schedule adjustment period allows you to add a course, drop a course, withdraw from the University, change grading basis, and request course forgiveness. Students will no longer be allowed to make ANY schedule changes (*excluding total withdrawal from the University for extremely serious, documented cases involving health or accident*) after the fifteenth day of the semester.

Instructor Initiated Drop Policy

Students who do not attend the first class session and the beginning of the second class session of a course may be dropped from that course by the instructor within the first 12 days of the semester. Students who do not meet prerequisite requirements can also be dropped within the first 12 days of the semester. Any student dropped by the instructor during this period will be notified of the action by e-mail. It is the student's responsibility to keep a current e-mail address on file through the e-Service WebPortal at www.sdsu.edu/e-services. To reenroll, the student must receive an add code from the instructor and reenroll in the course within the first 15 days of the semester.

NOT ALL INSTRUCTORS WILL DROP STUDENTS WHO MISS THE FIRST CLASS SESSION AND THE BEGINNING OF THE SECOND CLASS SESSION. Students are responsible for all courses on their schedules. Students should check their online schedules regularly and take necessary action to add or drop during the first 15 days of the semester.