
From: Office of the President
Sent: Wednesday, December 16, 2015 2:14 PM
To: All
Subject: Late Registration Modification for 16-Week Courses in Spring 2016

Dear CSN faculty and staff,

CSN strongly encourages students to sign up for classes as soon as possible. However, beginning this spring, students will be able to make last-minute changes to their schedule during the first week of the semester. For the spring 2016 semester, CSN will modify its policy on late registration to allow students to register for 16-week courses for one week after the start of the semester until 11:59 p.m. on Monday, Jan. 25. Please note that there will be no late registration for short-term courses.

We are employing this modification, after reviewing data from this fall semester and noting a significant number of students who dropped courses early on in the semester without an option to re-enroll in a replacement course. The impact on our student enrollment and students' expression of a desire for more flexibility have informed this decision.

This modification will allow us to collect and review data to help us best strike a balance between students' ability to access courses and successfully complete them.

Today, we will launch an aggressive communication campaign to reach current and future students for the spring to encourage them to enroll early and notify them about this change. We need your help to spread the word. Here are more details about the modification that I implore you to share with others.

- Students should register for the spring semester as soon as possible to set their schedules and ensure they are ready for the first day of class!
- Students may register for 16-week classes until 11:59 p.m., Monday, Jan. 25.
- Students cannot register late for short-term courses.
- This will allow students the flexibility to drop, add, or change courses during the first week of regular classes.
- There is no extra cost associated with registering late.
- Students will still be responsible for all missed coursework.

Getting that spring course schedule lined up well in advance of the semester is an important habit that we want to encourage. It allows students to mentally prepare themselves for their new courses and ensures they get the most out of the first class, which sets the tone for the rest of the semester. That said, we know life happens and we want to provide students with the right amount of flexibility as they embark on a new, exciting semester at CSN.

Thank you for your commitment to our students and our community. Please let me know if you have any additional questions.

Best,