



MEMORANDUM

DATE: August 12, 2009

TO: All students in the TAXO and FEMBA programs

FROM: Van Muse, Director of MBA Programs
Gail Wright, University Extended Education

SUBJECT: Notice of rules on registration

Because the schedule structure in the Irvine-based TAXO and FEMBA programs is different than the Fullerton campus programs (i.e. eight week classes as opposed to 16 week classes), this does require that we perform a number of steps with registration, especially as it relates to maintaining your academic progress and status.

The “crux of the issue” deals with ensuring that each of you is registered in a class before the date in which the CSUF data system would automatically classify you as “disenrolled” (i.e. not currently enrolled and, thus, not currently a student). Since that means that your academic record and progress may be affected, we are very sensitive to not having that happen.

To ensure that this doesn’t happen, all students have to be enrolled in **at least one class** prior to the start of the beginning of the semester. Technically, the final check comes at the conclusion of the add/drop period (called the “census”), but students still need to be enrolled in something at the start of the term.

For those students who have a class in the first session (8 week period) that they are taking, this is not an issue, even if you are not taking a class in the second session. Those students who, for some reason, are not taking a class in the first session, then it is important for you to be registered for the second session prior to the start of the semester. This relates to students who:

1. Have a course waiver for the course scheduled in the first session
2. Don’t need to take the course scheduled in the first session because they have previously taken it or it is not required for their degree
3. Have filed a leave of absence for either the first session or for the entire semester
4. There is no class scheduled during the first session

If any of those conditions apply to you for any semester, then you will need to register for the second session prior to the start of the 16-week semester. If they do not, then we will continue providing registration and fee payment for the second session to occur at a later period.