

Attention Students Attempting to Add Computer Science Classes, Fall 2009

Because of California's unprecedented State budget problems, the California State University system has experienced a budget cut of over \$580 million for the 2009-2010 academic year. This funding reduction represents more than 20% of the funds that the University would normally have received from the State.

As a result of the current budget restrictions, the academic programs at CSUN are required to strictly adhere to the maximum enrollment cap that have been assigned to each course (the maximum number of students who can enroll in the course). This cap is based on a variety of factors such as the type of instruction (e.g. lecture, seminar or laboratory) and the kinds of assignments that will be required (e.g. intensive writing, lab sessions). The cap is designed to maximize learning and is not related to room size. Rooms are often allocated on a space available basis; large rooms may be assigned to course sessions with smaller permissible enrollments. So, while the room may physically have empty seats, the course session can be at capacity level. **When enrollment in a course session has reached its maximum enrollment cap, students will not be added unless someone drops.**

Please note: **The University rule requiring attendance of enrolled students during the first two sessions of a course will be strictly enforced.** Lack of attendance during both the first and second session will result in the forfeiture of one's right to be enrolled in the course.

Instructions for those attempting to add a computer science course:

1. Attend all meetings of the selected course session commencing with the first day of instruction.
2. On the first day of course instruction, sign the course instructor's session attendance list and complete the waiting list request form appearing on the other side of this page. Requests to add a course received by email will not be accepted; you must attend the class.
3. **The Computer Science Department Office will determine who can add a session; instructors will NOT be issuing permission numbers.** Individuals selected to add a course will receive a course "add" permission number by email. The permission number will be valid for only 24 hours so be sure to regularly check your email. The trading or selling of permission numbers is strictly prohibited. Course prerequisites will be enforced. No permission numbers will be issued after the close of the third week of instruction.

Determination of who can add a computer science course session:

1. Students who have attended every session of the course have priority in each group over those lacking evidence of similar attendance.
2. Highest priority will be given to students who have filed for a December 2009 graduation and who can prove it is possible for them to graduate in December 2009 without requiring "extra unit" permission.
3. The next priority will go to students required to take the course who are attempting it for the first time and the course is required as part of their degree requirements.
4. Next, students wishing to repeat the course will be considered; first repeaters will be given priority over second repeaters and so on.
5. Requests to enroll through "Open University" will be considered only after all requests to add from matriculated (regular) CSUN students have been fulfilled and there are remaining open seats.

Thank you for your interest in adding a computer science course, we hope that we will be able to accommodate your request. If we are not able to do so, we ask your understanding. The University has directed us not to overfill classes because of the severe budget shortfall for this academic year.

Computer Science Course Waiting List Request Form, Fall 2009

(See reverse side for instructions; return completed form to JD 4503)

Course: COMP _____ Session number: _____

Student Name: _____

CSUN ID number: _____ Email: _____

Phone: _____ Date: _____

Are you scheduled to graduate in December 2009? YES NO

Explain how you have met all prerequisites for this course (list grades received and locations where taken):

Explain why you need to add this course: _____

Are you repeating this course? YES NO

If "yes", how many times have you attempted the course in the past? _____

If multiple sessions of this course are being offered and your schedule permits consideration of more than this particular session, list in decreasing priority level the session numbers of ALL sessions you wish to be considered for (if different instructors teach any of these sessions, you are expected to attend each instructor's session):

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Signature: _____