

Fall 2009 Class Enrollment policies for the
Department of Sociology

Dear CSUN Sociology Student:

University policies have changed regarding class registration beginning with Summer 2009 and continuing into Fall 2009. Please note the following changes that affect the issuing of permission numbers as of July 1, 2009.

1. No student may enroll in any course **for the purpose of repeating until the first day of classes**. SOLAR blocks a student's ability to repeat enrollment in a course until the first day of classes. Students seeking to repeat a course must to go the first class and get permission (and a permission number) from the instructor to enroll. Please note: if the class is already full, chances are poor that you will be given a permission number. If there are multiple sections of the course, please check all of them to see if any have available seats and go to those sections to sign up for a permission number.
2. A student wanting to take a class for a third time needs permission of the associate dean of the College of the student's major. No additional attempts will be permitted.

The University anticipates that many classes will be filled prior to start of classes and has directed departments not to overfill their classes. **Therefore, permission numbers will not be given for full classes at any time.** No permission numbers will be issued prior to the first day of classes.

1. **For classes filled prior to first day of classes.** On the first day of class, the instructor will begin a waiting list from which permission numbers will be given *only* if a registered student drops the class by the end of the third week of classes. Priority will go to graduating seniors who show proof of having filed for graduation in December 2009. Verification will be made. For in-seat classes, students must go to the class—email requests will not be accepted. For online classes only, students can email the instructor, but no request received PRIOR to 12:00 am (midnight) of August 24 will be honored for the waiting list. **No permission numbers will be issued after the third week of classes.**
2. **For classes that are not filled prior to first day of classes.** For in-seat classes, students must go to the class—email requests will not be accepted. The instructor will take the names and ID numbers of those seeking permission numbers. Following approval, permission numbers will be emailed to the student at his/her CSUN email address by the instructor. If there are more students seeking permission numbers than there are available seats on the first day, December 2009 graduating seniors will be given priority. For on-line classes only, students can email the instructor, but no request received PRIOR to 12:00 am (midnight) of August 24 will be honored. If there are more students seeking permission numbers than there are available seats on the first day, December

2009 graduating seniors will be given priority. ***No permission numbers will be issued after the third week of classes.***

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