

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 approximately \$584 million for the 2009-2010 academic year.

As a result of the current budget restrictions, each course has been assigned a maximum enrollment cap (the maximum number of students who can take the class). 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, so large rooms may be given to courses with smaller permissible enrollments. So, while the room looks like it isn't full, the course can be at capacity level. **When enrollment in a course has reached its maximum enrollment cap, students will not be added unless someone drops.**

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 a student's right to be enrolled in the course.

Instructions for those attempting to add a computer science course:

1. Attend all sessions of the selected course commencing with the first day of instruction.
2. Starting the first day of instruction, the course instructor will have a session attendance list and waiting list request forms; provide the information requested on the waiting list form; be sure to also sign the attendance list each class session. Email requests to add a course 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 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 from the beginning of instruction 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 can prove that it is possible for them to graduate in December 2009.
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.
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.