Registration at Cal Poly
Agenda

- Cal Poly Portal
- What is different about registration at Cal Poly?
- Registration
- PolyPlanner
What’s Different at Cal Poly?
Important Dates

Winter 2018
- Student Planning Calendar Winter 2018
- Final Exam Schedule Winter 2018

Spring 2018
- Enrollment Appointments Spring 2018
- Student Planning Calendar Spring 2018
- Final Exam Schedule Spring 2018

Registrar Calendar

APRIL 2018
1  Academic Holiday (Mar. 24 - April 1)
2  Beginning of Term, Spring Classes Begin
13  End of Second Week of Instruction, Spring
20  End of Third Week, Spring - Census

MAY 2018
18  End of Seventh Week, Spring
Add/Drop Period

• The first 8 days of instruction when you can add/drop/swap/edit classes

• After the 8th day none of the above is allowed
Dropping vs. Withdrawing

• **DROP**: You can “drop” a class before the 8th day of instruction. Class disappears from your transcript.

• **WITHDRAWAL**: After the 8th day of instruction, you can only “withdraw” from a class. Class appears in your transcript with a W grade (doesn’t affect your GPA).

• **Before 7th Week of Instruction**: You may be allowed to withdraw for “serious and compelling” reasons.

• **After 7th Week of Instruction**: You may be allowed to withdraw only for “emergency” reasons.
Credit/No Credit (CR/NC) Option

- You may take some classes with CR/NC grading option (see academic catalog for rules/check with advising centers).

- **CR** grade is the equivalent of any grade of C- or above.

- **NC** grade is the equivalent of any grade of D+ and below.

- You can select/unselect CR/NC grading up until the 8th day of classes.

- After the 8th day, this option CANNOT be changed.
“Line Dropping”

• It is when you are dropped from class by the faculty for not showing up during the first day of class

• **DO NOT ASSUME** that you will be “line dropped” by not showing up in class!
  
  • **Not** every faculty follows this practice!...
  • Your enrollment is YOUR responsibility!
Waitlists

• When a class is full, you can put yourself on a waitlist.

• You can only waitlist up to 16 units.

• Auto-registration from the waitlist occurs once daily until classes start (for those classes where space becomes available).

• When classes start, enrollment for full classes occurs through the waitlist process which runs twice daily (noon and midnight) until the end of the 4th day of classes.
  • Students can enroll themselves in open classes until the 4th day.

• After the 4th day, adding classes is through permission numbers only.
Warnings About Waitlists

• You should drop yourself out of the waitlist of the classes that you are no longer interested in.
  • If you don’t, you may get auto-enrolled into the class.
  • If you don’t notice your auto-enrollment and remain enrolled without attending, you may receive an F in the class.

• During the first 4 days of instruction, attend all the classes that you are waitlisted in, just in case you get auto-enrolled.
  • If you don’t, you may get “line dropped” by the faculty for not having attended the first class session.
Registration
Registration Appointments

• **1st Round** – begins **August 13 @ 10 AM**
  - Students can enroll up to 16 units
  - Waitlist process runs for transfer students at 12:00–1:00 PM on August 13.
  - Students can make changes August 13 at 10 am-August 16 at 11:59 pm

• **2nd Round** – Begins **August 20**
  - Students can enroll up to 22 units

• **Open Enrollment** – **August 25-September 25**

• See **Student Planning Calendar** for these and other dates
Transfer Student Registration Begins

August 13

10:00 AM
When you register, you may see that:

- There are open seats - open to all
- There are reserved seats – open to select populations
- All seats are full

Waitlist process runs at 12:00-1:00 PM on August 13.

If you are waitlisted, check your schedule after 1:00 PM to see if you have been auto-enrolled through waitlist process.
Check the prerequisites...

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IME 410</td>
<td>Production Planning and Control Systems</td>
<td>Building blocks of manufacturing resource planning (MRP II). Demand forecasting, production planning, master scheduling development, BOM and inventory files, MRP computations and operational challenges. Capacity analysis and production control in push and pull systems. Enterprise Resource Planning (ERP) concepts of MRP and lean manufacturing. Not open to students with credit in IME 560. 3 lectures, 1 laboratory. Prerequisite: IME 342 or IME 365.</td>
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<tr>
<td>IME 417</td>
<td>Supply Chain and Logistics Management</td>
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<tr>
<td>IME 420</td>
<td>Simulation</td>
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<tr>
<td>IME 424</td>
<td>Industrial Engineering in Healthcare</td>
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<tr>
<td>IME 429</td>
<td>Ergonomics Laboratory</td>
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</tbody>
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...while selecting courses!
Choose sections that work with you schedule and click “Next: Select Schedule”

When searching for available courses in PASS (next step), all students need to pay attention to PREREQUISITES and SECTION NOTES.
If you meet the prerequisite(s), you should be able to enroll.

If no open seats and you’d like to waitlist, select the “waitlist OK” box.

When you attempt to register, you will either
  • be successfully enrolled, or
  • will be given a waitlist position number.

If you waitlist, check your schedule after 1:00pm to see if you were enrolled by the waitlist process.
Reserved Seats Available Example

- If you are a Agribusiness student AND you meet the prerequisite(s), you should be able to enroll.

- You would be able to enroll in section 1 and 2 (not section 3).

- If you waitlist for a full section, check your schedule after 1:00pm to see if you were enrolled by the waitlist process.
Reasons for not being able to enroll into a section:

- No open seats
- No reserved seats (or you do not meet the reserve seats criteria)
- Not meeting the requisites
- Exceeding the unit limit

- You may choose to waitlist.
Click **My Class Schedule**...

...to verify that you have successfully enrolled

If your **Status** says **Waitlist**... 

...it means you have been waitlisted but not enrolled!
**Advising.calpoly.edu/fall-transfer-advising**

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<th>Step</th>
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<tr>
<td>1</td>
<td>Understand how your units transferred to Cal Poly</td>
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<tr>
<td>2</td>
<td>Know What Your Major Wants You To Take</td>
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<tr>
<td>3</td>
<td>Understand the Registration Process</td>
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<tr>
<td>4</td>
<td>Start To Make A Schedule</td>
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<tr>
<td>5</td>
<td>Student Center</td>
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<td>6</td>
<td>PolyPlanner</td>
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- **See Student Planning Calendar** for these and other dates
This is how we determine which classes to offer in the future quarters.

1. Students Plan
2. Departments review the plans
3. Departments build the class schedule based on student demand
PolyPlanner is mandatory

You must

- Login to your plan by October 1, 5:00 PM
- Input the courses you have enrolled for Fall 2018
- Plan your courses for Winter 2019 and Spring 2019

Missing this deadline means you will register last for Winter 2019
PolyPlan Builder

This is a course planning tool. Only your DPR has all your degree requirements. Prerequisites will not be checked by PolyPlaner. Be sure to update your PolyPlan every quarter.


Effective: Summer 2015
Expand All / Collapse All

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<tr>
<th>MAJOR</th>
<th>SUPPORT</th>
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<td>GENERAL EDUCATION (View PolyPlanner FAQ #20 for GE)</td>
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<td>Troubleshooting</td>
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<tr>
<td>FREE ELECTIVES (View PolyPlanner FAQ #13 for Additional Information)</td>
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PolyPlan: My PolyPlan

| Spring 2016 |
| Summer 2016 |
| Fall 2016 |
| Winter 2017 |
| Spring 2017 |
| Summer 2017 |
| Fall 2017 |
| Winter 2018 |
| Spring 2018 |
| Summer 2018 |
| Fall 2018 |
| Winter 2019 |
| Spring 2019 |
Thank You!