



# Request to Update General Education (GE) and Graduation Requirement Catalog Year

Office of the Registrar

### Instructions:

1. Visit your Academic Advisor to get advice on and confirmation that the GE Catalog Year you have selected is your best option and complies with the Policy on Catalog Rights (see below).
2. Complete this form in consultation with your Academic Advisor (i.e. AACE, EXCEL, EOP), making sure to get their name and signature on this form.
3. Submit form with signature to the Enrollment Information Center, SA Bldg (Hayward) or Academic Student Services Lobby (Concord), Fax to 510-885-3816, or Email to [reg@csueastbay.edu](mailto:reg@csueastbay.edu)

Student Name \_\_\_\_\_ Net ID \_\_\_\_\_  
(Last) (First) (MI)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Request to Change GE Catalog Rights TERM/YEAR to:  Winter  Spring  Summer  Fall 20\_\_\_\_\_

**I understand the below stated policy and have consulted with my advisor.**

Student Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

### Policy on Catalog Rights

By default, the most recent CSUEB admission year is used as the Catalog Year for GE and Graduation Requirements. This is reflected in the student's Degree Audit Report in MyCSUEB. However, students can update their GE/Graduation Requirements Catalog Rights to one of the following years:

**1. Continuous Enrollment Catalog Year**

Catalog rights of the year of the *first* term that continuous enrollment began. "Continuous Enrollment" is defined as enrollment in one semester or two quarters at a California community college and/or CSU campus per year. If there is a full year during which the student does not complete coursework at a California CC or CSU campus, then the student is considered to have broken their continuous enrollment.

**2. CSUEB Admission Term Catalog Year**

A student transferring after establishing continuous enrollment may select catalog rights of the term/year that the student begins at CSUEB.

**3. Graduation Catalog Year**

Catalog rights of the year the student is graduating. Student must be a graduation candidate in that academic year in order to be granted a Graduation Catalog Year.

**4. Semester Conversion Catalog Year**

Continuing students may move their GE/Graduation Requirements Catalog year to 2018-19. Requests to change to the Semester Conversion Catalog Year can be submitted from June 1, 2018 until the end of Summer 2020.

*It is the responsibility of the Academic Advisor to ensure the catalog year listed on the form is an approved catalog year for the student.*

### Academic Advisor Approval (Required)

Printed Name of Academic Advisor \_\_\_\_\_

Advisor's Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only:

Approved Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Not Approved \_\_\_\_\_