

California State University
Northridge

**Summer Term 2009
Registration Guide**

May 26 - August 18



Three sessions are scheduled:

- 1. Session 1: May 26-August 18
(12 weeks)**
- 2. Session 2: May 26-July 7
(6 weeks)**
- 3. Session 3: July 8-August 18
(6 weeks)**

3/27/2009



Calendar-At-A-Glance

Summer Term 2009

See page numbers after headings for important details.

	Session 1 12 weeks	Session 2 6 weeks	Session 3 6 weeks
SESSION DATES	May 26-August 18	May 26-July 7	July 8-August 18

SET AN ONLINE APPOINTMENT TO REGISTER, All Sessions - CSUN Students only,¹ page 7 **March 24 - April 13**

REGISTRATION PERIODS (using myNorthridge SOLAR Student Center only),² pages 6-9

Registration-by-Appointment - CSUN Students only	April 7-13	April 7-13	April 7-13
Nonrestrictive Registration - All Students	April 14-May 25	April 14-May 25	April 14-July 7
Late Registration - permission numbers required (\$25 late fee)	May 26-June 5	May 26-June 5	July 8-17
Valid Parking Permit required (page 15)	at all times	at all times	at all times

SCHEDULE ADJUSTMENT (using myNorthridge SOLAR Student Center only), page 10

Add, drop, swap classes or change grading basis - CSUN Students only	April 7-June 5	April 7-June 5	April 7-July 17
Add, drop, swap classes or change grading basis - All Students	April 14-June 5	April 14-June 5	April 14-July 17
Last day to add classes without permission numbers	May 25	May 25	July 7

WITHDRAWAL DEADLINES AND REFUNDS (minus \$10), pages 15-16

Last day for complete withdrawal and full refund	May 25	May 25	July 7
Last day for partial withdrawal and refund	June 5	June 5	July 17
Last day for complete withdrawal with prorated refund	July 15	June 20	August 2

FEE PAYMENT DEADLINES - Sessions 1, 2 & 3, page 13

Last day to pay if registering March 24-April 19	April 27	April 27	April 27
Last day to pay if registering April 20-May 10	May 18	May 18	May 18
Last day to pay if registering May 11-25	May 26	May 26	May 26

FEE PAYMENT DEADLINES - Session 3 only, page 13

Last day to pay if registering May 26-June 7	June 15
Last day to pay if registering June 8-21	June 29
Last day to pay if registering June 22-July 7	July 8

FEE PAYMENT DEADLINES - Late Registration, pages 10, 13

Sessions 1 & 2: When registering May 26-June 5...	...payment is due by 11:59 pm on the business day following your registration (except on Wednesdays, due by 7:59 pm)
Session 3: When registering July 8-17...	

FINANCIAL AID, pages 17-19

Summer Awarding Period	April 2009 - August 14, 2009
Anticipated Aid Disbursement begins	Week of May 26 and weekly thereafter
FAFSA ³ Summer Term filing deadline	May 30
Deadline for Summer Loan Activation	August 14

Footnotes:

¹Only regular continuing and new CSUN students (i.e., matriculated students) may obtain registration appointments and register by appointment.

²See also Registration Prep, page 3 and Enrollment Policies, pages 4-5 (maximum unit load, repeating courses, etc.).

³The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.ed.gov.

Final Examinations: Summer Term final exams are usually scheduled for the last class meeting. Check with your instructor.

Campus Closed, No Instruction: Tuesday, March 31, 2009 - Cesar Chavez Day ■ Monday-Saturday, April 6-11, 2009 - Spring Recess (offices open during business hours) ■ Monday, May 25, 2009 - Memorial Day Observed ■ Fri-Sat, July 3 and 4, 2009 - Independence Day Observed



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Cal State Northridge Summer 2009 Term

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This registration guide was prepared with information available at the time of publication. Its content, including dates and fee amounts, is subject to change without notice or obligation. The guide does not substitute for the current university catalog at www.csun.edu/catalog.

Produced by the Office of Admissions and Records. Online at www.csun.edu/anr/soc



Who Can Attend Summer Term?

Continuing CSUN Students

1. **Determine your eligibility.** You are eligible to enroll in summer term as a regular, continuing CSUN student if:
 - ▶ you are enrolled in a CSUN state-supported degree, credential or credit certificate program for the Spring 2009 semester; and
 - ▶ you are in good academic standing; and
 - ▶ you will not complete your degree program in Spring 2009; or
 - ▶ you are on approved leave for the Spring 2009 semester.
2. **Identify the classes you need to graduate.** Use the Degree Progress Report (DPR) / My Academic Planner (MAP). Log into *myNorthridge* at www.csun.edu, select Student Center (SOLAR) >Other Academic (pull down menu) >View My Academic Planner.

Consult an advisor in your major or an advisement center at www.csun.edu/eop/academicsupportservices.html

3. **See Registration Prep**, page 3.

Baccalaureate Candidates

Use DPR/MAP to verify that you have met all graduation requirements for Spring 2009.

If not, you must reschedule your graduation date to be eligible for Summer Term as a continuing undergraduate student.

For information, visit www.csun.edu/anr/grad

New CSUN Students

1. **Determine your eligibility.** You are eligible to enroll in summer term as a new CSUN student if:
 - ▶ you have been admitted to CSUN for the Fall 2009 semester, or
 - ▶ you have applied for admission to CSUN and have not been denied at the time you set an appointment to register.

Applicable fees and tuition depend on your California residency status. See "Money Matters" on page 12.
2. **Activate your CSUN User ID and Password** to use *myNorthridge* and the SOLAR Student Center. See "Self-Service Registration" on page 6.
3. **Get academic advisement.** Before enrolling in classes, make an advising appointment with an academic advisor for your major. If Undecided or Undeclared, contact the Advising Resource Center/EOP. For locations and phone numbers, go to www.csun.edu/eop/academicsupportservices.html

First-time transfer students: Review your Degree Progress Report (DPR)/My Academic Planner (MAP) to identify classes needed for degree completion.
4. **See Registration Prep**, page 3.
5. **Get a Photo ID.** All new students must purchase a CSUN photo ID, page 14.

First-Time Freshmen

You may be eligible to participate in Summer Session 3 *Early Start*. Learn more at www.csun.edu/ugs/earlystart.html



Who Can Attend Summer Term?

REGISTRATION PREP for Continuing and New CSUN Students Only

- ▶ **Review the enrollment policies** for maximum unit load, repeating courses, schedule conflicts and more. See page 4.
- ▶ **Set a registration appointment.** Obtain your own registration appointment in the SOLAR Student Center starting March 24. See "Set an Online Appointment" on page 7.
- ▶ **Clear registration holds.** Log into *myNorthridge* at www.csun.edu > Student Center (SOLAR) > Holds (box) > Details.
- ▶ **Register online for classes** through the SOLAR Student Center at or after your appointment time. See "Self-Service Registration" on page 6.
- ▶ **Pay your fees.** For fees, tuition, payment deadlines and methods, see "Money Matters" on page 12. See also "Financial Aid and Scholarships" on page 17.
- ▶ **Manage your class schedule and account.**
 - ✓ Confirm your class schedule in the SOLAR Student Center and print a copy.
 - ✓ Check SOLAR Class Search regularly for class cancellations or other changes at www.csun.edu. Verify that a class missing from your schedule has been cancelled.
 - ✓ Each time you adjust your schedule, check your account balance in the SOLAR Student Center > Finances > Account Information.
 - ✓ Watch payment deadlines to avoid disenrollment. See "Summer 2009 Fee Payment Schedule" on page 13.

Summer Open University



Students from other colleges, high schools, visitors and community members have access to the CSUN summer term with few restrictions through Summer Open University. For information, contact:

The Tseng College

Cal State Northridge
18111 Nordhoff Street
Northridge, CA 91330-8343

Matador Bookstore Complex, Room 100
(818) 677-2504
(866) 873-6439 Toll free

E-mail: exl@csun.edu

Website: <http://tsengcollege.csun.edu/summer.html>



Summer Open University Students—

You should enroll in summer term through The Tseng College if:

- ▶ you are not matriculated at (not admitted to) CSUN, and
- ▶ you do not meet the eligibility criteria on page 2.

Please do **not** follow the registration instructions in this guide. Instead visit <http://tsengcollege.csun.edu/summer.html>



Enrollment Policies

Attendance Policy

Students are expected to attend all class meetings. Students absent from the **first meeting in a compressed term or session** of fewer than 15 weeks lose the right to remain on the class roster and must **FORMALLY WITHDRAW** from the class by following current university procedures and deadlines; otherwise, the instructor will assign a grade of WU (Unauthorized Withdrawal), which counts as a grade of F in computing GPAs.

An instructor may allow a student to continue in the class if the student notified the instructor that the absence would be temporary. If no instructor was assigned to the course in advance, students must notify the department chair that their absence from the class will be temporary.

Credit/No Credit Grading Policy

Undergraduate courses taken on a Credit/No Credit (CR/NC) basis generally *cannot* be applied toward the satisfaction of General Education, Title 5, major, and minor degree requirements. Before changing the grading basis of a class to CR/NC, review the current university catalog and consult an academic advisor.

Undergraduate students not on probation may, with restrictions, elect the CR/NC option for one or more courses each term, up to a maximum of 18 units applicable to the bachelor's degree. Students may not change from the CR/NC basis to the graded option (or from graded to CR/NC) after the second Friday of classes in each summer session. **Graduate** program courses *may not* be taken on a CR/NC basis.

Enrollment Discrepancies

Students are responsible for ensuring the accuracy of their own academic programs. Immediately bring any enrollment discrepancies in person to the Office of Admissions and Records, Bayramian Hall, for correction. Failure to correct an academic program discrepancy or to drop a class officially may result in a grade of WU (Unauthorized Withdrawal) in courses never attended.

Full- and Half-Time Enrollment

The minimum number of units in which students must be enrolled to be considered **full time** is:

- ▶ Undergraduate students: 15 units
- ▶ Credential students: 8.0 units
- ▶ Graduate students - master's degree objective: 8.0 units

The minimum number of units in which students must be enrolled to be considered **half time** is:

- ▶ Undergraduate students: 6.0 units
- ▶ Credential students: 4.0 units
- ▶ Graduate students - master's degree objective: 4.0 units

See also "Financial Aid Unit Requirements" on page 19.



Enrollment Policies

Maximum Unit Load

The academic load limits for students in good academic standing are:

- ▶ Undergraduate Students: 19 units for all summer sessions combined
- ▶ Graduate and Credential Students: 15 units for all summer sessions combined

Repeating Courses

Grade Forgiveness

You may enroll in repeated courses when Summer Term begins on **May 26, 2009**, through the end of the Late Registration period for each session. The number of units that can be repeated differs for undergraduate and graduate students. Check the university catalog and ask an academic advisor before repeating any course.

Schedule Conflicts

Simultaneous Enrollment

The registration system prevents registration in any two classes whose times overlap even by one minute. Plan an alternate schedule. For exceptions and Time Conflict Petition, go to www.csun.edu and, using Quick Links, select Student Forms.

Withdrawals

Failure to follow formal withdrawal procedures may result in the assignment of failing grades. No approvals are necessary to drop classes in the SOLAR Student Center before a session begins and during the Late Registration periods. See "Change in Academic Program" on page 10.

Please note:

- ▶ The student—not the instructor—is responsible for dropping classes.
- ▶ Nonattendance does not constitute a withdrawal. Stopping payment on a check or disputing an online credit card charge for registration fees does not constitute a request for refund.

Reducing the number of enrolled units may affect the student's eligibility for Campus Housing, International Student Status, and/or Financial Aid. A financial aid student who partially or completely withdraws from a period of enrollment may be subject to REPAYMENT (including medical withdrawal). Before withdrawing, consult each office for guidance.

To Learn More...

- Academic Advisement www.csun.edu/eop/academicssupportservices.html
- Admissions and Records www.csun.edu/anr/soc/academicpolicies.html
- Current University Catalog www.csun.edu/catalog >Undergraduate Policies
- Undergraduate Students www.csun.edu/ugs
- Graduate Students www.csun.edu/grip/graduatestudies



Self-Service Registration

What is the SOLAR Student Center?

The *myNorthridge* Portal is your gateway to the SOLAR Student Center. SOLAR provides online, self-service access to your academic, financial and personal data.

For access to the SOLAR Student Center, log into *myNorthridge* (top right corner of the CSUN home page at www.csun.edu) with your CSUN User ID and Password. In the My Path to Graduation box, click Student Center (SOLAR). Use the SOLAR Student Center to:

- ▶ add and drop classes
- ▶ pay fees and charges
- ▶ check financial aid status
- ▶ view and print class schedule
- ▶ view grades and print an unofficial transcript
- ▶ plan classes for future terms with My Academic Planner (MAP)
- ▶ and much more

Learn More about SOLAR Registration!

★ **How To Guides for Students** - Preview the self-service SOLAR Student Center at www.csun.edu/anr/soc/guides

★ **Schedule of Classes Registration Guide** - Information for enrollment in classes each academic term (calendars, instructions, policies) at www.csun.edu/anr/soc

★ **Summer Open University Students** - See page 3 and follow the separate registration instructions provided by The Tseng College at <http://tsengcollege.csun.edu/summer.html>

Search for Classes

Before your registration appointment, you can browse the online Schedule of Classes using SOLAR Class Search:

- ▶ Log into *myNorthridge* and click Class Search in the My Path to Graduation box.
- ▶ Or, go to www.csun.edu and click Class Search under Resources (left column). No log in is required.

After your registration appointment, search for and add classes at the same time:

- ▶ Log into *myNorthridge* and click Student Center (SOLAR) >Enroll in a Class



Self-Service Registration

Activate your CSUN User ID and Password

If you are a regular CSUN student who has never logged into the myNorthridge Portal, you must activate your account. Follow these steps:

1. Locate the "Activate CSUN User ID and Password" letter sent to you by the Office of Admissions and Records.
2. Go to *myNorthridge* at www.csun.edu (top right corner of page), enter your CSUN User ID and Initial Password, and click the GO button. Note: Please use Microsoft Internet Explorer version 6.0 or higher, Mozilla Firefox, or Safari. Other Web browsers are not fully compatible with *myNorthridge*.
3. Read and accept the campus Information Technology (IT) policy that displays. You must agree to the policy to continue.
4. On the next page, follow the instructions to set up your Password, your Authentication Question(s) and Answer(s), and any other information you are prompted to enter. The next page(s) will confirm your account information.
5. Congratulations! You now have access to *myNorthridge* and the SOLAR Student Center.
 - ▶ Remember your CSUN User ID, Password and e-mail address.
 - ▶ Never share your Password with anyone.

To Learn More...

CSUN IT Help Desk and Account Activation www.csun.edu/it/helpdesk

Find It Online!

Web resources on a handy reference sheet www.csun.edu/anr/forms

Set an Online Appointment

Registration is first-come, first-served. If you are a regular CSUN student (admitted to CSUN), self-appoint a time to register in the SOLAR Student Center between **March 24** and **April 13**. Then register for classes during the Registration-by-Appointment period, **April 7-13**. Beginning April 14, no appointment is needed.

Regular CSUN Students - The SOLAR Student Center will automatically issue you the next available registration appointment when you take these steps:

1. Log into *myNorthridge* at www.csun.edu with your CSUN User ID and Password
2. Under My Path to Graduation, select Student Center (SOLAR)
3. In the Student Center (SOLAR) under Academics, click the [Summer Appt/Enrollment](#) link. If you are eligible for the regular term, your appointment will display.



Self-Service Registration

Manage Your Time

	SESSION 1 12 weeks	SESSION 2 6 weeks	SESSION 3 6 weeks
SESSION DATES	May 26-Aug 18	May 26-July 7	July 8-Aug 18
SET YOUR OWN APPOINTMENT • New and continuing CSUN students only (see notes 2 and 3)	March 24-April 13		
REGISTRATION-BY-APPOINTMENT • New and continuing CSUN students only • Appointment required • Repeating courses not permitted	April 7-13		
NONRESTRICTIVE REGISTRATION • All students may register • No appointment necessary • Repeating courses not permitted	Apr 14-May 25	Apr 14-May 25	Apr 14-July 7
LATE REGISTRATION • Permission numbers required to add classes • Repeating courses OK after May 25	May 26-June 5	May 26-June 5	July 8-17

Important Notes:

1. Only regular CSUN students (i.e., new and continuing matriculated students) may obtain registration appointments and register by appointment.
2. Summer Open University registration begins **April 14**. For registration guidelines, visit The Tseng College website at <http://tsengcollege.csun.edu/summer.html>
3. Because Sessions 1 and 2 will have already started, swapping classes from Session 3 to Sessions 1 or 2 after **May 25** is not permitted.
4. You may enroll in repeated courses for all sessions once Summer Term begins on **May 26** through the end of the Late Registration period for each session. See policy for "Repeating Courses" on page 5.

Advising and Registration Services

The following centers provide academic advising and registration assistance:

- ✓ Undecided and Undeclared Students -
Advising Resource Center (ARC)/Educational Opportunity Program (EOP)
(818) 677-2108 ■ www.csun.edu/eop/academicsupportservices.html
- ✓ Declared Majors - Student Services Centers and EOP Satellites
See phone numbers online for your major ■ www.csun.edu/eop/academicsupportservices.html
- ✓ Center on Disabilities (818) 677-2684 ■ www.csun.edu/cod/studentervices
- ✓ Graduate Programs ■ www.csun.edu/grip/graduatestudies/programs.html
- ✓ National Center on Deafness (818) 677-2614 ■ www.csun.edu/ncod



Self-Service Registration

Register for Classes

Before registering, resolve issues such as holds, prerequisites, and class time conflicts that may prevent you from enrolling in classes. Then:

1. Log into *myNorthridge* at www.csun.edu and click Student Center (SOLAR).
2. In the SOLAR Student Center under Academics, click Summer Appt/Enrollment.
3. Read and accept the Statement of Financial Responsibility to continue.
4. Select the term in which you want to add classes and click Continue.
5. Look up the class you want to add using one of these options:
 - ▶ Search for Class - Click Search to select the Subject and Course Number. On the Class Search Results page, click either the Section link to view Class Detail or click the Select Class button to proceed.
 - ▶ Enter Class Nbr - Type the five-digit Class Number and click Enter.
6. On the Enrollment Preferences page that displays:
 - ▶ Review status (open or closed), Enrollment Requirements and Class Notes.
 - ▶ Enter a permission number* if department or instructor consent is required.
 - ▶ You may also change the basis of grading, but first review the "Credit/No Credit Grading Policy" on page 4.
7. If you meet the course requirements, click Next to proceed.
8. The class has been placed in your enrollment shopping cart. **You are not yet enrolled.** Search for more classes to add, or click Proceed to Step 2 of 3.
9. On the Confirm Classes page that displays, review the classes in your cart. Click Cancel to exit without adding. Click Finish Enrolling to process your request.
10. The View Results page displays errors or confirms success for your enrollment.
 - ▶ If errors are found, read the error message. Print the page if you want to discuss it with faculty or staff. Click Fix Errors to edit enrollment preferences or select a different class.
 - ▶ If your enrollment request is successful, read any messages and print the page if you want to discuss it with faculty or staff. Then click Make a Payment, My Class Schedule, or Add Another Class.

Whenever you add, drop, swap classes, or change grading basis:

Confirm your class schedule and print a copy for your records. If a class is missing, return to the Student Center home page and use Search for Classes to verify that the class has been cancelled. Report any discrepancies to Admissions and Records.

Check your account balance and payment due. See fee payment deadlines, page 13.

***Permission numbers** are required to add restricted classes at any time and to register for all classes during Late Registration. To obtain a permission number, contact the academic department before classes begin or the instructor after classes begin.



Change in Academic Program

Late Add, Drop and/or Change in Grading Basis

Late registration and schedule adjustments are permitted through the second Friday of each session. See important deadlines, inside front cover of this guide.

No schedule changes are permitted after the second Friday of a session.

Late Registration and Schedule Adjustments Sessions 1 and 2: May 26 - June 5 Session 3: July 8 - July 17				
Late Registration	Add Classes	Swap Classes	Change Grading	Drop Classes
Adding Summer 2009 classes when not currently enrolled in summer units Late fee applies.	Enrolling in additional classes	Adding and dropping a class at the same time	Changing from letter grade to CR/NC (or from CR/NC to grade)	Reducing the number of classes (partial withdrawal) —or— Dropping all classes (complete withdrawal)
Instructions and Deadlines				
Add online in SOLAR Student Center through the second Friday of each session.	Add online in SOLAR Student Center through the second Friday of each session.	Swap online in SOLAR Student Center through the second Friday of each session. <i>Swapping from Session 3 to Sessions 1 or 2 is not permitted after May 25.</i>	See "Credit/No Credit Grading Policy" on page 4. <i>Change grading basis online in SOLAR Student Center through the second Friday of each session.</i>	Drop online in SOLAR Student Center through the second Friday of each session.
Approvals				
Obtain permission number(s) from instructor(s).	Obtain permission number(s) from instructor(s).	Obtain permission number from instructor to add.	Not required	Not required. Partial and complete withdrawals should be completed by the second Friday of each session.
Late Fees				
\$25.00	None			
Payment or Refund				
Pay by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	If units increase to 6.1 or more, pay additional fees by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	If units increase to 6.1 or more, pay additional fees by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	None	See "Refunds" on page 15.
<p>☞ Reducing the number of enrolled units may affect the student's eligibility for Campus Housing, International Student Status, and/or Financial Aid. A Financial Aid student who reduces the number of units or who completely withdraws may be subject to REPAYMENT (including medical withdrawal). Before withdrawing, consult each office for guidance.</p>				




Change in Academic Program

Medical Withdrawals

A medical withdrawal usually constitutes complete withdrawal from the University for the academic period in question. Medical withdrawals will be granted solely for established medical purposes before a student takes final exams.

Medical withdrawals are guided by CSU Chancellor's Office Executive Order 1037. Withdrawal requests made after the second Friday of a summer term session will be considered only for serious and compelling reasons.

Medical withdrawals due to illness in the family will be granted only if the attending physician stipulates that the student is needed to care for the family member.

 *Withdrawing from classes, including medical withdrawal, may affect the student's eligibility for Campus Housing, International Student Status, and/or Financial Aid. Before withdrawing, consult each office for guidance. For more information, see www.csun.edu/ugs/academicprogramchanges.html*

Complete Medical Withdrawals

All students should follow the steps below to request a complete medical withdrawal:

1. Contact the Klotz Student Health Center at (818) 677-3691 or visit the Health Center, Room 242, to start the process.
Website: www.csun.edu/studenthealthcenter/services/immunizations.htm
2. See "Refund Schedule" on page 16.

Partial Medical Withdrawals

In cases where medical evidence and the specific demands of the classes overwhelmingly support withdrawal from only a portion of a student's program, a partial withdrawal may be permitted.

Follow the steps below to request a partial medical withdrawal:

1. Undergraduate Students:
 - ▶ Complete the "Request for Partial Medical Withdrawal for Undergraduate Students" available at www.csun.edu, Quick Links, and select Student Forms.
 - ▶ Complete the "Partial Medical Withdrawal Health Provider Report" with your health provider. The form is available at www.csun.edu, Quick Links, and select Student Forms (under "Withdrawals," bottom of form list).
 - ▶ Submit the completed and approved forms to the Office of Undergraduate Studies, University Hall, Room 215.
2. Graduate Students: Contact the Klotz Student Health Center at (818) 677-3691 or visit the Health Center, Room 242, to start the process.
Website: www.csun.edu/studenthealthcenter/services/immunizations.htm
3. See "Refund Schedule" on page 16.



Money Matters

Paying Your Fees

Resident Fees and Nonresident Tuition						
Nonresident and international students must pay resident fees plus \$339.00 per unit (see note 3).						
Fee Category	Undergraduate Students		Teaching Credential Candidates		Graduate / Post Baccalaureate	
	0-6.0	6.1+	0-6.0	6.1+	0-6.0	6.1+
Units						
State University (Resident Fee)	\$885.00	\$1,524.00	\$1,026.00	\$1,770.00	\$1,089.00	\$1,878.00
Associated Students Fee	46.00	46.00	46.00	46.00	46.00	46.00
Student Union Fee	93.00	93.00	93.00	93.00	93.00	93.00
Instructionally-Related Activities Fee	15.00	15.00	15.00	15.00	15.00	15.00
Facilities Fee	3.00	3.00	3.00	3.00	3.00	3.00
Student Health Services Fee	32.00	32.00	32.00	32.00	32.00	32.00
Campus Quality Fee	30.00	30.00	30.00	30.00	30.00	30.00
Total Basic Registration Fees	\$1,104.00	\$1,743.00	\$1,245.00	\$1,989.00	\$1,308.00	\$2,097.00

Important Notes:

1. Registration fees are subject to change by the Trustees of the California State University without notice or obligation.
2. A graduate is defined as any student having already earned a bachelor's degree.
3. Matriculated nonresident students, including international students, must pay tuition of **\$339.00 per unit** in addition to the basic fees (i.e., State University Fee and campus fees). For residency information, see the current university catalog at www.csun.edu/catalog.
If you are not matriculated, see "Summer Open University" on page 3.
4. All basic registration fees are mandatory.
5. Calculate your fees based on the total number of units in which you enroll for all summer sessions combined. Campus fees are paid only once for the entire summer term.
6. A \$25.00 late fee is charged to add classes during a Late Registration period if you are currently not enrolled in any units.

Contact Us

University Cash Services

Student Services Center, Bayramian Hall Lobby (BH 100)

(818) 677-8000 ■ <http://www-admn.csun.edu/ucs>

Monday and Thursday 8:30 a.m.–5 p.m.

Tuesday and Wednesday 10 a.m.–7 p.m.

Friday 8:30 a.m.–4 p.m.



Money Matters

Fee Payment Schedule

Summer 2009 Fee Payment Schedule	
When you register for classes between:	Payment is due when you register but NO LATER THAN:
<i>Deadlines for Sessions 1, 2 and 3 - Before Summer Term Begins:</i>	
Tues, March 24 - Sun, April 19	11:59 pm Mon, April 27*
Mon, April 20 - Sun, May 10	11:59 pm Mon, May 18*
Mon, May 11 - Mon, May 25	11:59 pm Tues, May 26*
<i>Deadlines for Session 3 Only - After Summer Term Begins but Before Session 3 Begins:</i>	
Tues, May 26 - Sun, June 7	11:59 pm Mon, June 15*
Mon, June 8 - Sun, June 21	11:59 pm Mon, June 29*
Mon, June 22 - Tues, July 7	7:59 pm Wed, July 8*
<i>Deadlines for Late Registration - Through the Second Friday of Each Session (\$25.00 late fee**):</i>	
For Sessions 1 and 2: Tues, May 26 - Fri, June 5	11:59 pm on the business day following your registration (except Wednesdays, due by 7:59 pm)*
For Session 3: Wed, July 8 - Fri, July 17	11:59 pm on the business day following your registration (except Wednesdays, due by 7:59 pm)*
*If you fail to pay in full by the due date, you will be disenrolled from some or all of your classes. Payments made after the deadline will not prevent you from disenrollment.	
**A \$25.00 late fee is charged for Late Registration (i.e., adding classes when not currently enrolled in units during a Late Registration Period).	

You may owe additional fees or be eligible for a refund. So check your account balance in the SOLAR Student Center each time you add, drop or swap classes. Log into myNorthridge at www.csun.edu and select Student Center (SOLAR) >Finances (section) >Account Information

About Summer Term Fee Payment - Important!

Registration fees (page 12) are due at the time of registration but must be paid by the deadlines in the Fee Payment Schedule above.

Registration in classes will be cancelled unless payment is made by the due date, or your SOLAR account shows that you:

- ▶ Have anticipated financial aid sufficient to cover your fees (see page 18), or
- ▶ Are sponsored by a third party, and the sponsor agreement has been received by CSUN, or
- ▶ Are approved for fee waiver.

Any remaining fees and tuition not covered by these programs must still be paid by the due dates in the Fee Payment Schedule. CSUN does not provide invoices to students.

★ The Installment Payment Plan (IPP) is not available in summer.



Money Matters

How to Pay Your Fees

Payment Method:	Go To:	Remember To:
<p>CREDIT CARD</p> <p>American Express, Discover and MasterCard (<i>Visa is not accepted.</i>)</p> <p><i>The credit card processor SmartPay charges the card holder a 2.9% convenience fee.</i></p>	<p>myNorthridge - Log in at www.csun.edu and select:</p> <ul style="list-style-type: none"> >Student Center (SOLAR) >Finances (section) >Make a Payment >Pay by Credit Card 	<ul style="list-style-type: none"> • Have your CSUN ID number ready. • Have your credit card number and its expiration date ready.
<p>ELECTRONIC CHECK</p> <p><i>No convenience fee.</i></p>	<p>myNorthridge - Log in at www.csun.edu and select:</p> <ul style="list-style-type: none"> >Student Center (SOLAR) >Finances (section) >Make a Payment >Pay by Electronic Check 	<ul style="list-style-type: none"> • Have your CSUN ID number ready. • Have your routing and checking account numbers ready (bottom of your personal check).
<p>IN PERSON</p> <p>Cash, ATM/Debit Card, Personal Check, Cashier's Check or Money Order.</p> <p><i>No convenience fee.</i></p> <p>Credit cards are not accepted.</p>	<p>Bayramian Hall, Main Lobby</p> <ul style="list-style-type: none"> • University Cash Services (counter), or • Student Payment Drop Box (at the Information Desk) <p>Please DO NOT place cash in the drop box!</p>	<ul style="list-style-type: none"> • Have your CSUN Photo ID card ready. • Have your cash, check or ATM/debit card ready.
<p>BY MAIL*</p> <p>Personal Check, Cashier's Check or Money Order.</p> <p><i>No convenience fee.</i></p>	<p>Mail payment to:</p> <p>California State University, Northridge University Cash Services 18111 Nordhoff Street Northridge, CA 91330-8214</p>	<ul style="list-style-type: none"> • Make check or money order payable to: CSUN (or California State University, Northridge) • Write your CSUN ID number on the check.
<p>*The University is not responsible for delayed or lost mail. AVOID LATE PAYMENT. Mail payment at least 10 days prior to the due date. Payments postmarked on the due date are NOT accepted as timely.</p>		

Photo ID Card

All new CSUN students must purchase a CSUN Photo ID card. Bring \$5.00 and a valid California driver's license, DMV ID, or passport to University Cash Services, Student Services Center, Bayramian Hall Lobby (BH 100). Then take your receipt to an Admissions and Records window to have your picture taken and get your card. The photo ID card is required:

- for all transactions at Admissions and Records
- to obtain campus services from the University Library, the Student Health Center, and the University Student Union
- to vote in Associated Student elections, to obtain tickets from the Associated Student Ticket office at reduced rates and to attend CSUN athletic events and selected other campus programs at a reduced rate or free of charge.



Money Matters

Parking Permits

Summer parking permits may be purchased IN PERSON (see chart, page 14) from University Cash Services, or Parking and Transportation Services in the Department of Public Safety at Darby Ave. and Prairie St. on the west side of campus.

Permit Type	Session Length and Fee	
Auto decal (including housing residents)	12-week session	\$108
	6-week session	\$54
Motorcycle permit - Purchase only at Parking and Transportation Services.	12-week session	\$27
	6-week session	\$14
Visitor parking permit	per day	\$5
<p><i>☞ A valid parking permit is required at all times.</i></p> <p><i>☞ For parking updates, visit http://www-admn.csun.edu/parking</i></p> <p><i>☞ For more information about parking fees, go to http://www-admn.csun.edu/ucs</i></p>		

Refunds

You may be eligible for a full, prorated, or partial refund if you officially withdraw from one or more classes online in the SOLAR Student Center before the deadlines published in the "Refund Schedule" on page 16.

Withdrawal from Classes or University

Students wishing to withdraw partially or completely after instruction for a summer session begins may do so online in the SOLAR Student Center without permission through the second Friday of each session. See "Late Add, Drop and/or Change in Grading Basis" on page 10.

Reducing the number of enrolled units may affect the student's eligibility for Campus Housing, International Student Status, and/or Financial Aid. Before withdrawing, review the "Information Regarding Change in Program or Schedule" web page at www.csun.edu/ugs/academicprogramchanges.html and consult each office for guidance.

*☞ **Important!** It is the sole responsibility of the student to withdraw from classes. Refunds can only be issued to students who withdraw from classes by the published deadlines. Students should confirm withdrawal from classes by printing a copy of their schedule from the online SOLAR Student Center.*

Full refunds are available to students if:

- ▶ All classes for the entire term have been dropped prior to the first day of the session(s) in which the student is enrolled, or
- ▶ The courses for which the registration fees and tuition were assessed were cancelled by the University, or
- ▶ The University makes a delayed decision that the student was not eligible to enroll in the term for which the fees and tuition were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student, or
- ▶ The student was activated for compulsory military service.



Money Matters

Refund Schedule

Full Refund

- For complete withdrawal from the entire term **before** the first day of the session(s) in which you are enrolled
- You may be eligible for a full refund if you withdraw on SOLAR by 11:59 pm **on or before**:
 - Sessions 1 and 2: Monday, May 25
 - Session 3: Tuesday, July 7
- Administrative fee: \$10.00

Prorated Refund

- For complete withdrawal from all classes **after** a session begins but **before** its 60% point
- You may be eligible for a prorated refund if you officially withdraw **between**:
 - Session 1: Tues, May 26 – Wed, July 15 (60% point)
 - Session 2: Tues, May 26 – Sat, June 20 (60% point)
 - Session 3: Wed, July 8 – Sun, August 2 (60% point)
- Administrative fee: \$10.00

Partial Refund

(difference in fee category)

- For partial withdrawal from one or more, but not all, classes when you paid for 6.1 or more units but are officially registered in 6.0 or fewer units **by the second Friday** of each session
- You may be eligible for a partial refund if you withdraw on SOLAR by 11:59 pm **on or before**:
 - Sessions 1 and 2: Friday, June 5
 - Session 3: Friday, July 17
- Administrative fee: \$10.00

No Refund

A student who withdraws completely or partially after the deadlines published in the Refund Schedule will not be entitled to a refund.

Refunds Issued

- Refunds are issued starting Wednesday, **July 29**.
- Allow 4-6 weeks for processing.
- Refunds for credit card payments will be credited back to the original card number.
- Refund checks for payments made by methods other than credit card are mailed to the student's address on record in SOLAR (see below).

About Refunds - Important!

- Refunds can only be issued to students who officially withdraw from classes by the published deadlines. Nonattendance does not constitute a withdrawal, nor does stopping payment on a check for registration fees constitute a request for refund.
- Drop on SOLAR. To confirm your withdrawal from class(es), log into *myNorthridge* at www.csun.edu and select Student Center (SOLAR) >View My Class Schedule. Print a copy.
- A student receiving financial aid who completely withdraws for a period of enrollment (including medical withdrawals) may be subject to repayment of the financial aid award. Consult the Financial Aid and Scholarships Department for assistance. See also page 15.
- Refunds are made in accordance with the California Administrative Code, Title 5, California Code of Regulations, Sec. 41802.
- The 2.9% credit card convenience fee is nonrefundable.
- For formulas used to calculate prorated refunds, visit <http://www-admn.csun.edu/ucs>
- Update your mailing address on SOLAR to ensure check receipt. Log into *myNorthridge* at www.csun.edu and select Student Center (SOLAR) >Personal Information (section).



Financial Aid and Scholarships

About Summer Financial Aid

Limited financial aid is available for the summer term to students who qualify. For more information, visit the CSUN Financial Aid and Scholarships website at:

www.csun.edu/finaid/summer.html

- ▶ To be considered for summer aid, you must be a continuing CSUN student *and* have a 2008-2009 Free Application for Federal Student Aid (FAFSA) on file with the Financial Aid and Scholarship Department by **May 30, 2009**. If you already submitted the FAFSA for the 2008-2009 academic year, you have met this requirement.
- ▶ Summer Term is the last term of the 2008-2009 academic year, so financial aid availability depends on whether or not you have already used your full eligibility amount of federal grants and loans during the Summer 2008, Fall 2008 and/or Spring 2009 terms (see below).
- ▶ Registering at the same time for all summer term classes in one or more sessions will facilitate the processing of your financial aid request. Your financial aid eligibility is based on your total units of enrollment in all summer sessions combined.
- ▶ You will be notified by e-mail of your eligibility for summer financial aid beginning **April 2009**.
- ▶ The last day to submit a Summer Loan Activation Request is **August 14, 2009**.

Summer Financial Aid Checklist

If you are a continuing CSUN student with remaining 2008-2009 financial aid and you plan to utilize it for summer term enrollment, be sure to:

- Enroll in enough total units to be eligible for a payment. See "Financial Aid Unit Requirements" on page 19.
- Complete and submit the Summer Loan Activation Form at www.csun.edu/finaid/summer.html by **August 14, 2009**.
- Submit all required documents as listed in your "To Do List" by **June 30, 2009**. Log into myNorthridge at www.csun.edu and select My Path to Graduation>Student Center (SOLAR)>To Do List (box).
- Meet Satisfactory Academic Progress (SAP). See www.csun.edu/finaid/sap.html
- Complete loan entrance counseling, if requested, at www.csun.edu/finaid/loans-entrance.html
- Submit a Loan Master Promissory Note form to your lender if requested.
- Clear all holds from your account. Log into *myNorthridge*, click Student Center (SOLAR), and look for messages in the Holds box. Click the Details link for instructions.



Financial Aid and Scholarships

Anticipated Aid

Financial aid recipients may see an amount called **anticipated aid** on their SOLAR account. Anticipated aid is the amount awarded to you and accepted by you that has not yet been paid (i.e., disbursed) to your account. To view anticipated aid:

Log into myNorthridge at www.csun.edu and select Student Center (SOLAR) >Account Information

What Happens Next?

1. Starting **April 2009**, the Financial Aid and Scholarship Department will e-mail financial aid award notices to eligible students who have 2008-09 Federal Pell Grant and/or State University Grant funds remaining for the summer term. The exact amounts available to you will be posted to your SOLAR account.
2. If you want to apply for a summer loan and have not already borrowed your full loan eligibility amount for the 2008-09 award year, submit the Summer Loan Activation Form by **August 14, 2009**. Once your form is received, the Financial Aid and Scholarship Department will determine your remaining loan eligibility amount for the summer term and notify you by e-mail.

If you are approved for a summer loan, accept it in the SOLAR Student Center:

Log into myNorthridge at www.csun.edu and select Student Center (SOLAR) >Accept My Student Loan

3. Summer financial aid funds are posted to eligible students' accounts beginning **May 26, 2009** and weekly thereafter. Funds will be disbursed only when you are enrolled in the full number of units for which aid has been awarded.
4. If the amount of aid you receive (i.e., that is credited to your account) is larger than what you owe, University Cash Services will mail you a balance check. Note: Fees, housing obligations and other costs (except parking) are deducted from your financial aid balance check.
5. If the amount you receive is less than what you owe, you must pay the balance due by the deadlines published in the "Fee Payment Schedule" on page 13.
6. Update your address on SOLAR to ensure receipt of any financial aid disbursement checks. Financial aid checks for grants, loans and scholarships are mailed directly to the student's address of record.

To update your address:

Log into myNorthridge at www.csun.edu and select Student Center (SOLAR) >Personal Information




Financial Aid and Scholarships


Managing Your Financial Aid

Check your SOLAR account regularly.

► **To view your financial aid and scholarships online:**

 *Log into myNorthridge at www.csun.edu and select Student Center (SOLAR) >View Financial Aid*

► **To check your student account:**

 *Log into myNorthridge at www.csun.edu and select Student Center (SOLAR) >Account Information*

Financial Aid Unit Requirements

For federal student **loan** eligibility, you must be enrolled at least half-time based on your status as an undergraduate or graduate student. The minimum number of units in which eligible students must be enrolled for all summer sessions combined is:

- Undergraduate, second bachelor's, or teaching credential: 6.0 units
- Graduate students: 4.0 units

For federal **grants** and/or the State University Grant, the Financial Aid and Scholarship Department will determine your eligibility based on your units of enrollment.

Withdrawal and Financial Aid

If you completely withdraw from the University (including medical withdrawal) before the 60% point of your enrollment period, you may be subject to repayment of all or part of the award you received. The 60% points for summer sessions are:

- Session 1: Wednesday, July 15
- Session 2: Saturday, June 20
- Session 3: Sunday, August 2

 **Important!** *Before withdrawing from any or all classes, contact the Financial Aid and Scholarship Department for guidance.*

Contact Us

Financial Aid and Scholarships

Bayramian Hall Lobby (BH 100)
Student Services Center Lobby

Tel (818) 677-4085

V/TDD (818) 677-3764

Fax (818) 677-4665

Web: www.csun.edu/finaid

E-mail:

financial.aid@csun.edu

scholarships@csun.edu

work.study@csun.edu

Hours of Service: Monday and Thursday: 8:30 a.m.–5:00 p.m.
Tuesday and Wednesday: 10:00 a.m.–7:00 p.m.
Friday: 8:30 a.m.–4:00 p.m.



Resources

EMERGENCY AND FIRE, dial 911 from campus phones, dorms, and student housing.
EMERGENCY USE ONLY, dial 911 from Blue Light phones throughout campus.

Student Services	Location	Phone (818) 677-	Website
Admission and Records	BH Lobby	3700	www.csun.edu/anr
Campus Online Directory	—	1200	www.csun.edu/peoplefinder
Career Center	UN 105	2878	www.csun.edu/career
Center on Disabilities	BH 110	2684	www.csun.edu/cod
EOP / Academic Advisement	—	—	www.csun.edu/eop/academicssupportservices.html
Financial Aid and Scholarships	BH Lobby	4085	www.csun.edu/finaid
Find It Online!	—	—	www.csun.edu/anr/forms
Graduate Studies Office	UN 265	4800	www.csun.edu/graduatestudies
Intercollegiate Athletics	IA	3208	http://gomatadors.cstv.com
International Admissions	BH 150	3760	www.csun.edu/anr/intl
Klotz Student Health Center	AK	3666	www.csun.edu/studenthealthcenter
Learning Resource Center	BH 408	2033	www.csun.edu/LRC
Matador Bookstore	BK Complex	2932	www.matador.bkstr.com
Matador Involvement Center	USU, Sol Center A121	5111	www.csun.edu/getinvolved
myNorthridge Portal	—	—	www.csun.edu (upper right corner)
National Center on Deafness	JC	2614	www.csun.edu/hcod
Outreach and Recruitment	BH 190	2967	www.csun.edu/outreach
Oviatt Library	OV	2285	http://library.csun.edu
Parking, Transportation Services and Special Events	Corner, Darby and Prairie	2157	http://www-admn.csun.edu/parking
Public Safety	Corner, Darby and Prairie	2111	http://www-admn.csun.edu/police
Residential Life (Housing)	17950 Lassen UPA 6	2160	http://housing.csun.edu
Schedule of Classes	—	—	www.csun.edu/anr/soc
Student Accounting	—	8000, opt 2	http://www-admn.csun.edu/stuacct
Student Development and International Programs	USU SW 113	2393 3053	www.csun.edu/sdip
Testing Center	BH 190	2369	www.csun.edu/testing
The Tseng College	BK 100	2504	http://tsengcollege.csun.edu/summer.html
Undergraduate Studies	UN 215	2969	www.csun.edu/ugs
University Cash Services	BH Lobby	8000	http://www-admn.csun.edu/ucs
University Counseling Svcs	BH 520	2366	www.csun.edu/counseling
Veterans Services	BH 150	5928	www.csun.edu/anr/veteran



Resources

California State University
Northridge

Need Computer Help:

- Logging into the *myNorthridge* Portal?
- Accessing the CSUN Wireless Network?
- Protecting your computer from viruses?
- Troubleshooting computer problems?

Information Technology



Visit the Help Desk:

Oviatt Library,
Garden Level,
Room 29

Hours:

Monday – Thursday
8:00 am - 7:00 pm

Friday
8:00 am - 5:00 pm

Phone: (818) 677-1400

Online: www.csun.edu/helpdesk

E-mail: helpdesk@csun.edu