

# Late Registration/Schedule Adjustment

CALENDAR PERIOD	PARTIAL WITHDRAWAL	COMPLETE WITHDRAWAL**	CHANGE BASIS OF GRADING	ADD A CLASS	COMPLETE MEDICAL WITHDRAWAL	LATE REGISTRATION
FALL 2006 WEEKS 1-3 Sep 5-22 9/4 Labor Day Holiday	(A reduction in the number of classes.)  Drop on SOLAR with no approval.	Drop on SOLAR with no approval.**	Change on SOLAR with no approval.  See CR/NC grading policy on page 20.	Add on SOLAR with Permission Number obtained from instructor.	Apply for medical withdrawal at the Student Health Center.	Add classes using Permission Nbr obtained from Instructor. Pay fees and \$25 late fee by 11:59 pm on the business day following enrollment.
WEEK 4 Sep 25-29	Normally not permitted. For an exception, obtain Instructor approval and file petition* with Admissions no later than 9/29/06. \$10 late fee.	Normally not permitted. For an exception, obtain Instructor approval and file petition* with Admissions no later than 9/29/06.**	Normally not permitted. For an exception, obtain Instructor and Course Dept. Chair approvals and file petition* with Admissions no later than 9/29/06. \$10 late fee.	Normally not permitted. For an exception, obtain Instructor and Course Dept. Chair approvals and file petition* with Admissions no later than 9/29/06. \$10 late fee.	After receiving the approval of the Health Center, obtain Instructor and Course Dept. Chair signatures. File petition* with Admissions no later than 9/29/06.**	Normally not permitted. For an exception, obtain Instructor, Dept. Chair, and Assoc. Dean of College approvals and file petition* with Admissions no later than 9/29/06. Pay fees and \$35 late fee on the day of enrollment.
WEEKS 5-17 Oct 2, 2006- Jan 4, 2007  NOTE: Students withdrawing after 10/2 will receive a W grade	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	After receiving the approval of the Health Center, obtain Instructor and Course Dept. Chair signatures. File petition with Admissions no later than 12/15/06.**	NOT PERMITTED

\* The Change of Schedule Petition is available online for use in week 4 of classes only. During that time, the petition will be available online; go to [www.csun.edu](http://www.csun.edu), pull down Quick Links and select Student Forms. (If approved, students are responsible for obtaining signatures and filing the petition with the Office of Admissions and Records.)

\*\* **IMPORTANT!** Student eligibility for Financial Aid is based on enrollment. A student who completely withdraws from a period of enrollment may be subject to REPAYMENT (including medical withdrawals). If you are a Financial Aid recipient, please consult a Financial Aid representative for additional information.

Note: Students enrolled in PACE and online courses must adhere to the same add/drop deadlines that are described here.

## Late Add/Drop/Changes in the Basis of Grading

Enrollments recorded by the end of the third week of instruction are considered official and unalterable. Unless unforeseeable events occur which in the University's judgment justify an adjustment, students are expected to complete all courses in their academic programs. Students should note that a deficient academic performance is not a sufficient reason for dropping a class or changing the basis of grading.

The following conditions are used as guidelines to judge the merits of each particular situation. These conditions should be evident for all late adjustments for any course after the deadlines listed in the above table. Students in these circumstances will be asked to provide appropriate written verification that they meet both of these conditions:

- There is serious and compelling reason. The student's emotional or physical health or financial condition is clearly in jeopardy.
- There is no viable alternative. Other alternatives to late change requests must be considered, such as repeating the course. The student should consult with an academic advisor on the possibility of other solutions.

The following examples do NOT meet the "serious and compelling/no viable alternative" standard to justify a W for dropping a course: aspirations of either the student or his/her family in regard to GPA, the dean's list, graduate school, scholarships, etc.; need to work because of ordinary financial considerations or opportunity; encountered a situation which should have been anticipated, such as the need to have transportation, the need to pay for ordinary living expenses, the need for child care; dissatisfaction with course material, instructor, instructional method, or class intensity; lack of motivation or no longer relevant to academic interests; failing the class or receiving less-than-desired grade;

participation in extracurricular activities; or academic overload and cannot keep up in all classes.

A student who meets the "serious and compelling reason" or "no viable alternative" criteria in sections A and B may submit a 4th Week Change of Schedule Petition. The petition must include: a written justification and appropriate signatures, or the director of the Health Center if the change is for medical reasons and be submitted by Friday, September 29, 2006 by 4 pm to the Office of Admissions and Records. A student may submit additional materials that verify the justification.

A medical withdrawal usually constitutes complete withdrawal from the University for the academic period in question. In cases where medical evidence and the specific physical demands and environment of the classes overwhelmingly support withdrawal from only a portion of a student's program of study, partial withdrawals will be permitted. Medical withdrawals will be granted solely for established medical purposes prior to a student taking final exams. 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. A medical reevaluation is frequently required prior to readmission. The necessary forms for a complete medical withdrawal can be obtained at the Student Health Center. Approval of the instructor and department chair must be obtained for each class for which a medical withdrawal is being sought. If you are a Financial Aid recipient, please consult a Financial Aid representative.

After the twentieth day of instruction, withdrawals are not permitted. Students who believe their petition merits an exception, and can demonstrate that it meets the "serious and compelling reason" or "no viable alternative" criteria, may seek a meeting with the Office of Undergraduate or Graduate Studies. The grade of W will be assigned for approved withdrawals, and these students are considered continuing and will receive registration materials for the next semester.