

# CSUN Fall 2008: *Change of Academic Schedule after Start of Classes*

| CALENDAR PERIOD   | LATE REGISTRATION  | ADD A CLASS <sup>3</sup>   | CHANGE BASIS OF GRADING   | DROP A CLASS <sup>1</sup>   | COMPLETE WITHDRAWAL <sup>1</sup>   | MEDICAL WITHDRAWAL <sup>1</sup>  |
|---|--|--|---|---|--|--|
| <b>FALL 2008</b><br><br><b>WEEKS 1-3<sup>2</sup></b><br><br><b>August 25-September 12, 2008</b> | Add classes for the first time online in the SOLAR Student Center with Permission Number(s) obtained from Instructor(s).<br><br>Pay fees and <b>\$25.00 late fee</b> online on or before the business day following your registration.   | Add online in the SOLAR Student Center with Permission Number(s) obtained from Instructor(s).<br><br>Pay additional fees, if any, online on or before the business day following your registration. <sup>3</sup>   | Change online in the SOLAR Student Center with no approval necessary.<br><br><b>Undergraduate Students:</b> See Credit/No Credit grading policy at <a href="http://www.csun.edu/ugs/policies.html">www.csun.edu/ugs/policies.html</a> or consult your academic advisor.   | Drop one or more classes, but not all, online in the SOLAR Student Center with no approval necessary. <sup>1</sup>  | Drop all classes enrolled for the term online in the SOLAR Student Center with no approval necessary. <sup>1</sup>   | <b>Complete Medical Withdrawal:</b> Apply at the Klotz Student Health Center (Room 235), phone (818) 677-3691.<br><br><b>Partial Medical Withdrawal:</b> Fill out Request for Partial Medical Withdrawal for Undergraduate Students at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and submit to Undergraduate Studies (UN 215).<br><br><b>All Graduate Students</b> seeking any type of Medical Withdrawal must apply at the Klotz Student Health Center (Room 235). |
| <b>WEEK 4<sup>2</sup></b><br><br><b>September 15-19, 2008</b>                                   | Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Request<sup>4</sup></i> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 19, 2008.</b><br><br><b>Late fee: \$25.00</b>  | Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Request<sup>4</sup></i> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 19, 2008.</b> <sup>3</sup> | Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Request<sup>4</sup></i> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 19, 2008.</b><br><br><b>Undergraduate Students:</b> See Credit/No Credit grading policy at <a href="http://www.csun.edu/ugs/policies.html">www.csun.edu/ugs/policies.html</a> or consult your academic advisor. | <b>Normally not permitted.</b><br><br>Obtain signatures of Instructor and Dept. Chair of course on the <i>4th Week Change of Schedule Request<sup>4</sup></i> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 19, 2008.</b> <sup>1</sup> | <b>Normally not permitted.</b><br><br>Obtain signatures of Instructor and Dept. Chair of all courses on the <i>4th Week Change of Schedule Request<sup>4</sup></i> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 19, 2008.</b> <sup>1</sup> | <b>Complete Medical Withdrawal:</b> Apply at the Klotz Student Health Center (Room 235), phone (818) 677-3691.<br><br><b>Partial Medical Withdrawal:</b> Fill out Request for Partial Medical Withdrawal for Undergraduate Students at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and submit to Undergraduate Studies (UN 215).<br><br><b>All Graduate Students</b> seeking any type of Medical Withdrawal must apply at the Klotz Student Health Center (Room 235). |
| <b>WEEKS 5-17<sup>2</sup></b><br><br><b>September 22-December 24, 2008</b>                      | <b>NOT PERMITTED</b><br><br><b>EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing one of the following forms:</b><br><i>Late Change in Academic Schedule Request for Undergraduate Students, or</i><br><i>Late Change in Academic Schedule Request for Graduate/Master's/Credential/PBU Students.</i><br><b>Students will receive a grade of "W" if requests to drop a class or classes are approved.</b> |  |   |   |  | Same as Week 4.  |

[All forms cited in this chart can be found at www.csun.edu/anr/forms](http://www.csun.edu/anr/forms)

- 1 IMPORTANT!** Reducing the number of enrolled units may affect your eligibility for **Campus Housing, International Student Status, Financial Aid**, and more. A Financial Aid student who reduces the number of units or who completely withdraws may be subject to REPAYMENT (including medical withdrawals). Before adjusting your schedule, review the **Information Regarding Change in Program or Schedule** at [www.csun.edu/ugs/academicprogramchanges.html](http://www.csun.edu/ugs/academicprogramchanges.html) and contact the appropriate office for guidance.
- 2** Students enrolled in PACE and online courses must adhere to the same deadlines and procedures outlined in this table.
- 3** Increasing the number of units from 6 or less to more than 6 will result in additional fees. Check your account balance in the SOLAR Student Center. See fee payment due dates at <http://www-admn.csun.edu/ucs>.
- 4** The *4th Week Change of Schedule Request* can only be used Monday through Friday of Week 4 of instruction. It will NOT be accepted before or after this week.