

# CSUN FALL 2011: *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>
Fall 2011 <b>WEEKS 1 - 3<sup>2</sup></b>  August 29 - September 16, 2011	Add classes online through myNorthridge portal with Permission Number(s) obtained from instructor(s).  To avoid disenrollment, pay fees and <b>\$25 late fee online</b> according to instructions at the time of registration.	Add online through myNorthridge portal with Permission Number(s) obtained from instructor(s).  To avoid disenrollment, pay additional fees, if any, <b>online</b> according to instructions at the time of registration. <sup>3</sup>	Change online through myNorthridge portal with no approval necessary.  <b>Undergraduate Students:</b> See Credit/No Credit grading policy at <a href="http://www.csun.edu/catalog">www.csun.edu/catalog</a> and select Undergraduate Policies and Procedures, or consult your academic advisor.	Drop one or more classes, but not all, online through myNorthridge portal with no approval necessary. <sup>1</sup>  Last day to drop and be eligible for a partial refund: <b>September 16, 2011</b>  See <a href="#">Partial Refund Policy</a> and <a href="#">Sign up for eRefund</a> .	Drop all classes enrolled for the term online through myNorthridge portal with no approval necessary. <sup>1</sup>  See <a href="#">Prorated Refund Policy</a> and <a href="#">Sign up for eRefund</a> .	<b>Complete Medical Withdrawal:</b> Apply at the <a href="#">Klotz Student Health Center</a> (Room 242), phone (818) 677-3691.  <b>Partial Medical Withdrawal:</b> Fill out both the <a href="#">Request for Partial Medical Withdrawal for Undergraduate Students</a> and the <a href="#">Health Provider Report</a> ; submit to Undergraduate Studies (UN 215).  <b>All Graduate Students</b> seeking any type of Medical Withdrawal should apply at the <a href="#">Health Center</a> , Rm 242, (818) 677-3691.
<b>WEEK 4<sup>2</sup></b>  September 19-23, 2011	Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> 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 23, 2011</b> .  To avoid disenrollment, pay fees and <b>\$25 late fee in person</b> at the time of registration.	Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> 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 23, 2011</b> .  To avoid disenrollment, pay additional fees, if any, <b>in person</b> at the time of registration. <sup>3, 5</sup>	Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 23, 2011</b> .  <b>Undergraduate Students:</b> See Credit/No Credit grading policy at <a href="http://www.csun.edu/catalog">www.csun.edu/catalog</a> and select Undergraduate Policies and Procedures, or consult your academic advisor.	<b>Normally not permitted.</b>  Obtain signatures of instructor and dept. chair of the course on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> 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 23, 2011</b> . <sup>1, 5</sup>  <b>No refunds</b> for partial withdrawals. <sup>5</sup>	<b>Normally not permitted.</b>  Obtain signatures of instructor and dept. chair of all courses on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> 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 23, 2011</b> . <sup>1</sup>  Learn about prorated <a href="#">refunds</a> .	<b>Complete Medical Withdrawal:</b> Apply at the <a href="#">Klotz Student Health Center</a> (Room 242), phone (818) 677-3691.  <b>Partial Medical Withdrawal:</b> Fill out both the <a href="#">Request for Partial Medical Withdrawal for Undergraduate Students</a> and the <a href="#">Health Provider Report</a> ; submit to Undergraduate Studies (UN 215).  <b>All Graduate Students</b> seeking any type of Medical Withdrawal should apply at the <a href="#">Health Center</a> , Rm 242, (818) 677-3691.
<b>WEEKS 5 - 17<sup>2, 6</sup></b>  September 26- December 23, 2011	<b>NOT PERMITTED</b>  <b>EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing one of the following forms:</b> <b><a href="#">Late Change in Academic Schedule Request for Undergraduate Students</a>, or</b> <b><a href="#">Late Change in Academic Schedule Request for Graduate/Master's/Credential/PBU Students</a>.</b> <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, accelerated and online courses must adhere to the same deadlines and procedures as those outlined in this table.
- 3 If units increase to 6.1 or more, additional fees and, if applicable, nonresident tuition fees will result. Check your account balance through myNorthridge portal. For payment information, see [University Cash Services](#).
- 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 the fourth week.
- 5 To **swap** classes of equal unit value in Week 4, be sure to add and drop **at the same time** to avoid additional fees, including nonresident tuition fees if applicable.
- 6 Withdrawals are not permitted during the last three weeks of instruction (i.e., November 17 - December 9, 2011) or thereafter except when a newly occurring condition is evident.