

CSUN Fall 2012: Change in Academic Schedule after Start of Classes

CALENDAR PERIOD	LATE REGISTRATION	ADD A CLASS ²	CHANGE BASIS OF GRADING	DROP A CLASS ¹	COMPLETE WITHDRAWAL ¹	MEDICAL WITHDRAWAL ¹
Fall 2012 WEEKS 1 - 3 Aug. 27 - Sept. 14, 2012	Add classes online through myNorthridge portal with permission obtained from instructors. To avoid disenrollment, pay fees and \$25 late fee online according to instructions at time of registration. See Fee Payment Schedule. ⁵	Add classes online through myNorthridge portal with permission obtained from instructors. To avoid disenrollment, pay additional fees, if any, online according to instructions at time of registration. See Fee Payment Schedule. ^{2,5}	Change online through myNorthridge portal with no approval necessary. Undergraduate students: See Credit/No Credit grading policy in the University Catalog at http://catalog.csun.edu and select Policies > Alphabetical > Credit/No Credit Grading .	Drop one or more classes, but not all, online through myNorthridge portal with no approval necessary. ¹ September 14: Last day to drop and be eligible for a partial refund. See Partial Refund Policy and Sign up for eRefund . ⁵	Drop all classes enrolled for the term online through myNorthridge with no approval necessary. ¹ See Prorated Refund Policy and Sign up for eRefund . ⁵	Undergraduate students: Contact Undergraduate Studies (UN 215) by September 14, 2012 for partial or complete Medical Withdrawals – do not drop courses online. ^{1,5} Graduate students: Apply for any kind of medical withdrawal at the Klotz Student Health Center, Rm 242, (818) 677-3691. ^{1,5}
WEEK 4 Sept.17-21, 2012	Obtain signatures of instructors and dept. chairs of all courses on the 4th Week Change of Schedule Request ⁴ and file with Admissions and Records (BH 100) no later than 4 pm on Friday , September 21. To avoid disenrollment, pay fees and \$25 late fee in person at time of registration. ⁵	Obtain signatures of instructors and dept. chairs of all courses on the 4th Week Change of Schedule Request ⁴ and file with Admissions and Records (BH 100) no later than 4 pm on Friday , September 21. To avoid disenrollment, pay additional fees, if any, in person at time of registration. ^{2,3,5}	Obtain signatures of instructor and dept. chair on the 4th Week Change of Schedule Request ⁴ and file with Admissions and Records (BH 100) no later than 4 pm on Friday , September 21. Undergraduate students: See Credit/No Credit grading policy at http://catalog.csun.edu	Obtain signatures of instructor and dept. chair of the course on the 4th Week Change of Schedule Request ⁴ and file with Admissions and Records (BH 100) no later than 4 pm on Friday , September 21. ^{1,3} No refunds for partial withdrawals . ⁵	Obtain signatures of instructor and dept. chair of all courses on the 4th Week Change of Schedule Request ⁴ and file with Admissions and Records (BH 100) no later than 4 pm on Friday , September 21. ^{1,5}	Partial or complete medical withdrawals: Undergraduate students: Obtain signatures of instructor and dept. chair of all courses on the 4th Week Change of Schedule Request ⁴ and file with Undergraduate Studies (UN 215) no later than 4 pm on Friday , September 21. ^{1,5} Graduate students: Apply for any kind of medical withdrawal at the Klotz Student Health Center, Rm 242, (818) 677-3691. ^{1,5}
WEEKS 5 - 12 Sept.24 - Nov.15, 2012	NOT PERMITTED EXTRAORDINARY CIRCUMSTANCES ONLY will be considered. File one of the following forms: Late Change in Academic Schedule for Undergraduate and Second Bachelor's Students at www.csun.edu/anr/forms/UGS_5thweek.pdf Late Change in Academic Schedule for Masters/Doctoral/Credential Students at www.csun.edu/anr/forms/graduate_changeofpetition.pdf NOTE: Beginning September 24 , students will receive a grade of "W" (authorized withdrawal) if requests to drop a class or classes are approved.					Undergraduate students: Follow instructions on the Late Change form. ^{1,5} Graduate students: Apply at the Klotz Student Health Center, Rm 242, (818) 677-3691. ^{1,5}
WEEKS 13+ Nov. 16 - Dec. 24, 2012 and thereafter	NOT PERMITTED EXTRAORDINARY CIRCUMSTANCES ONLY will be considered. File one of the following forms: Last 20% of Instruction and Retroactive Change in Schedule for Undergraduate and Second Bachelor's Students at www.csun.edu/anr/forms/UGS_Retro.pdf Late Change in Academic Schedule for Masters/Doctoral/Credential Students at www.csun.edu/anr/forms/graduate_changeofpetition.pdf					Undergraduate students: Follow instructions on the Last 20% and Retroactive Change form. ¹ Graduate students: Apply at the Student Health Center, Rm 242, (818) 677-3691. ¹

- IMPORTANT!** Reducing the number of enrolled units may affect your eligibility for **Campus Housing, Financial Aid, International Student Status** and more. A Financial Aid student who reduces the number of units or who completely withdraws (including medical withdrawals) may be subject to REPAYMENT. In addition, reducing units or withdrawing from courses may impact Satisfactory Academic Progress (SAP). Before adjusting your schedule, review the **Information Regarding Change in Program or Schedule** at <http://blogs.csun.edu/ugs/academic-program-changes/> and contact the appropriate office(s) for guidance.
- If units increase to 6.1 or more, additional fees and, if applicable, nonresident tuition fees will result. Check your account balance in myNorthridge portal. For more information, see [University Cash Services](#).
- 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.
- All forms cited in this chart can be found at www.csun.edu/anr/forms/
- Tuition and fees, payment deadlines (fee payment schedule) and refund information, including how to sign up for eRefund, can be found at <http://www-admn.csun.edu/ucs/>