

# Change in Academic Schedule after Start of Classes

CALENDAR PERIOD	LATE REGISTRATION	ADD A CLASS	CHANGE BASIS OF GRADING	DROP A CLASS <sup>1</sup>	COMPLETE WITHDRAWAL <sup>1</sup>	MEDICAL WITHDRAWAL <sup>1</sup>
<b>SPRING 2007</b> <b>WEEKS 1-3<sup>2</sup></b> <b>January 29 - February 16, 2007</b>	Add on SOLAR with Permission Number(s) obtained from Instructor(s).  Pay fees and \$25 late fee by 11:59 pm on the business day following enrollment.	Add on SOLAR with Permission Number(s) obtained from Instructor(s).	Change on SOLAR with no approval necessary.  See CR/NC grading policy on page 21 of the Schedule of Classes.	Drop one or more classes, but not all, on SOLAR with no approval necessary. <sup>1</sup>	Drop all classes enrolled for term on SOLAR with no approval necessary. <sup>1</sup>	<b>Complete Medical Withdrawal:</b> Apply at the Addie Klotz Student Health Center.  <b>Partial Medical Withdrawal:</b> Fill out <i>5th Week+ Change of Academic Program or Schedule</i> <sup>3</sup> and submit to Undergraduate Studies (UN 215).  <b>All Graduate Students</b> seeking any type of Medical Withdrawal must apply at the Addie Klotz Students Health Center.
<b>WEEK 4<sup>2</sup></b> <b>February 19 - 23, 2007</b>	Obtain signatures of Instructors and Dept. Chairs of all courses on <i>Change of Schedule Petition</i> <sup>4</sup> and file with Admissions and Records no later than 2/23/07.  <b>Late fee: \$35</b>	Obtain signatures of Instructor and Dept. Chair of all courses on <i>Change of Schedule Petition</i> <sup>4</sup> and file with Admissions and Records no later than 2/23/07.  <b>Late fee: \$10</b>	Obtain signatures of Instructor and Dept. Chair of all courses on <i>Change of Schedule Petition</i> <sup>4</sup> and file with Admissions and Records no later than 2/23/07.  <b>Late fee: \$10</b>	<b>Normally not permitted.</b>  Obtain signatures of Instructor and Dept. Chair of course on <i>Change of Schedule Petition</i> <sup>4</sup> and file with Admissions and Records no later than 2/23/07. <sup>1</sup>  <b>Late fee: \$10</b>	<b>Normally not permitted.</b>  Obtain signatures of Instructor and Dept. Chair of all courses on <i>Change of Schedule Petition</i> <sup>4</sup> and file with Admissions and Records no later than 2/23/07. <sup>1</sup>	<b>Complete Medical Withdrawal:</b> Apply at the Addie Klotz Student Health Center.  <b>Partial Medical Withdrawal:</b> Fill out <i>5th Week+ Change of Academic Program or Schedule</i> <sup>3</sup> and submit to Undergraduate Studies (UN 215).  <b>All Graduate Students</b> seeking any type of Medical Withdrawal must apply at the Addie Klotz Students Health Center.
<b>WEEKS 5-17<sup>2</sup></b> <b>February 26 - June 1, 2007</b>	<b>NOT PERMITTED</b>  <b>EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing a <i>5th Week+ Change of Academic Program or Schedule</i>.<sup>3</sup></b> <b>Students will receive a grade of "W" if requests to drop a class or classes are approved.</b>					Same as Week 4.

- IMPORTANT!** Student eligibility for Financial Aid is based on enrollment. A student who reduces the number of enrolled units or who completely withdraws may be subject to REPAYMENT (including medical withdrawals) and should consult a Financial Aid representative for additional information.
- Students enrolled in PACE and online courses must adhere to the same deadlines and procedures outlined in this table.
- The *5th Week+ Change of Academic Program or Schedule* is available online at [www.csun.edu](http://www.csun.edu). Pull down Quick Links and select Student Forms.
- The *Change of Schedule Petition* is available online at [www.csun.edu](http://www.csun.edu). Pull down Quick Links and select Student Forms. **The form can only be used Monday through Friday of Week 4 of instruction. It will NOT be accepted before or after this week.**