

CSUN Spring 2008: *Change of Academic Schedule after Start of Classes*

CALENDAR PERIOD	LATE REGISTRATION	ADD A CLASS	CHANGE BASIS OF GRADING	DROP A CLASS ¹	COMPLETE WITHDRAWAL ¹	MEDICAL WITHDRAWAL ¹
SPRING 2008 WEEKS 1-3² January 22-February 8, 2008	Add classes for the first time online in the SOLAR Student Center with Permission Number(s) obtained from Instructor(s). Pay fees and \$25.00 late fee on or before the business day following registration.	Add online in the SOLAR Student Center with Permission Number(s) obtained from Instructor(s). Pay additional fees, if any, on or before the business day following registration. ³	Change online in the SOLAR Student Center with no approval necessary. Undergraduate Students: See Credit/No Credit grading policy at www.csun.edu/ugs/policies.html or consult your academic advisor.	Drop one or more classes, but not all, online in the SOLAR Student Center with no approval necessary. ¹	Drop all classes enrolled for the term online in the SOLAR Student Center with no approval necessary. ¹	Complete Medical Withdrawal: Apply at the Klotz Student Health Center (Room 235), tel. (818) 677-3691. Partial Medical Withdrawal: Fill out <i>Request for Partial Medical Withdrawal for Undergraduate Students</i> at www.csun.edu/anr/forms and submit to Undergraduate Studies (UN 215). All Graduate Students seeking any type of Medical Withdrawal must apply at the Klotz Student Health Center (Room 235).
WEEK 4² February 11-15, 2008	Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Petition⁴</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15, 2008. Late fee: \$25.00	Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Petition⁴</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15, 2008.³	Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Petition⁴</i> and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15, 2008. Undergraduate Students: See Credit/No Credit grading policy at www.csun.edu/ugs/policies.html or consult your academic advisor.	Normally not permitted. Obtain signatures of Instructor and Dept. Chair of course on the <i>4th Week Change of Schedule Petition⁴</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15, 2008.¹	Normally not permitted. Obtain signatures of Instructor and Dept. Chair of all courses on the <i>4th Week Change of Schedule Petition⁴</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15, 2008.¹	Complete Medical Withdrawal: Apply at the Klotz Student Health Center (Room 235), tel. (818) 677-3691. Partial Medical Withdrawal: Fill out <i>Request for Partial Medical Withdrawal for Undergraduate Students</i> at www.csun.edu/anr/forms and submit to Undergraduate Studies (UN 215). All Graduate Students seeking any type of Medical Withdrawal must apply at the Klotz Student Health Center (Room 235).
WEEKS 5-17² February 18-May 23, 2008	NOT PERMITTED EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing a <u>5th Week+ Change of Academic Program or Schedule Petition.</u> Students will receive a grade of "W" if requests to drop a class or classes are approved.					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 the student's eligibility for **Financial Aid, Campus Housing, and/or International Student Status.** A Financial Aid student who reduces the number units or who completely withdraws may be subject to REPAYMENT (including medical withdrawals). Before withdrawing, consult each 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. Review fee payment due dates at <http://www-admn.csun.edu/ucls/>
- 4 The *4th Week Change of Schedule Petition* can only be used Monday through Friday of Week 4 of instruction. It will NOT be accepted before or after this week.