

CSUN Spring 2009: Change of Academic Schedule after Start of Classes

CALENDAR PERIOD	LATE REGISTRATION	ADD A CLASS ³	CHANGE BASIS OF GRADING	DROP A CLASS ¹	COMPLETE WITHDRAWAL ¹	MEDICAL WITHDRAWAL ¹
SPRING 2009 WEEKS 1-3² January 20-February 6, 2009	Add classes online in the SOLAR Student Center with Permission Number(s) obtained from Instructor(s). Pay fees and \$25.00 late fee online no later than 11:59 pm on the business day following your registration (by 7:59 pm on Wednesdays).	Add online in the SOLAR Student Center with Permission Number(s) obtained from Instructor(s). Pay additional fees, if any, online no later than 11: 59 pm on the business day following your registration (by 7:59 pm on Wednesdays). ³	Change online in the SOLAR Student Center with no approval necessary. Undergraduate Students: See Credit/No Credit grading policy at www.csun.edu/catalog and select Undergraduate Policies and Procedures, 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 242), phone (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 242).
WEEK 4² February 9-13, 2009	Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Request^A</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 13, 2009. Pay fees and \$25.00 late fee in person at the time of registration.	Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Request^A</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 13, 2009. ³ Pay additional fees, if any, in person at the time of registration.	Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Request^A</i> and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 13, 2009. Undergraduate Students: See Credit/No Credit grading policy at www.csun.edu/catalog and select Undergraduate Policies and Procedures, 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 Request^A</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 13, 2009. ¹	Normally not permitted. Obtain signatures of Instructor and Dept. Chair of all courses on the <i>4th Week Change of Schedule Request^A</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 13, 2009. ¹	Complete Medical Withdrawal: Apply at the Klotz Student Health Center (Room 242), phone (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 242).
WEEKS 5-17^{2, 5} February 16-May 22, 2009	NOT PERMITTED EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing one of the following forms: <u><i>Late Change in Academic Schedule Request for Undergraduate Students, or</i></u> <u><i>Late Change in Academic Schedule Request for Graduate/Master's/Credential/PBU Students.</i></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 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 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 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. For payment information, go to <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.
- 5 Withdrawals are not permitted during the last three weeks of instruction (i.e., April 20-May 8, 2009) or thereafter except when a newly occurring condition is evident.