

CSUN SPRING 2010: *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 2010 WEEKS 1-3² January 19-February 5, 2010	Add classes online in the SOLAR Student Center with Permission Number(s) obtained from Instructor(s). Pay fees, including a \$25.00 late fee, online according to instructions at the time of enrollment.	Add online in the SOLAR Student Center with Permission Number(s) obtained from Instructor(s). Pay additional fees, if any, online according to instructions at the time of enrollment. 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 Last day to drop and be eligible for a partial refund: February 5, 2010 See Partial Refund Policy . Sign up for eRefund.	Drop all classes enrolled for the term online in the SOLAR Student Center with no approval necessary. ¹ See Prorated Refund Policy . Sign up for eRefund.	Complete Medical Withdrawal: Apply at the Klotz Student Health Center (Room 242), phone (818) 677-3691. Partial Medical Withdrawal: Fill out both the Request for Partial Medical Withdrawal for Undergraduate Students and the Health Provider Report ; submit to Undergraduate Studies (UN 215). All Graduate Students seeking any type of Medical Withdrawal must apply at the Health Center, Rm 242, (818) 677-3691.
WEEK 4² February 8-12, 2010	Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Request⁴</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 12, 2010. 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 Request⁴</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 12, 2010. Pay additional fees, if any, in person at the time of registration. ^{3, 5}	Obtain signatures of Instructors and Dept. Chairs of all courses on the <i>4th Week Change of Schedule Request⁴</i> and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 12, 2010. 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 Request⁴</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 12, 2010. ^{1, 5} No refunds for partial withdrawals. ⁵	Normally not permitted. Obtain signatures of Instructor and Dept. Chair of all courses on the <i>4th Week Change of Schedule Request⁴</i> at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 12, 2010. ¹ Learn about prorated refunds.	Complete Medical Withdrawal: Apply at the Klotz Student Health Center (Room 242), phone (818) 677-3691. Partial Medical Withdrawal: Fill out both the Request for Partial Medical Withdrawal for Undergraduate Students and the Health Provider Report ; submit to Undergraduate Studies (UN 215). All Graduate Students seeking any type of Medical Withdrawal must apply at the Health Center, Rm 242, (818) 677-3691.
WEEKS 5-17^{2, 6} February 15-May 24, 2010	NOT PERMITTED EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing one of the following forms: Late Change in Academic Schedule Request for Undergraduate Students, or Late Change in Academic Schedule Request for Graduate/Master's/Credential/PBU Students. 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

- 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** If units increase to 6.1 or more, additional fees and, if applicable, nonresident tuition will result. Check your account balance in the SOLAR Student Center. 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 this 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 if applicable.
- 6** Withdrawals are not permitted during the last three weeks of instruction (i.e., April 19-May 7, 2010) or thereafter except when a newly occurring condition is evident.