

# CSUN SPRING 2011: *Change of Academic Schedule after Start of Classes*

CALENDAR PERIOD	LATE REGISTRATION	ADD A CLASS <sup>3</sup>	CHANGE BASIS OF GRADING	DROP A CLASS <sup>1</sup>	COMPLETE WITHDRAWAL <sup>1</sup>	MEDICAL WITHDRAWAL <sup>1</sup>
<p>Spring 2011 WEEKS 1 - 3<sup>2</sup></p> <p>January 24 - February 11, 2011</p>	<p>Add classes online through myNorthridge portal with Permission Number(s) obtained from instructor(s).</p> <p>To avoid disenrollment, pay fees and <b>\$25 late fee online</b> according to instructions at the time of registration.</p> <p>Maximum load: 19 units. See <u>Academic Policies</u>.</p>	<p>Add online through myNorthridge portal with Permission Number(s) obtained from instructor(s).</p> <p>To avoid disenrollment, pay additional fees, if any, <b>online</b> according to instructions at the time of registration.<sup>3</sup></p> <p>Maximum load: 19 units. See <u>Academic Policies</u>.</p>	<p>Change online through myNorthridge portal with no approval necessary.</p> <p><b>Undergraduate Students:</b> See Credit/No Credit grading policy at <a href="http://www.csun.edu/catalog">www.csun.edu/catalog</a> and select Undergraduate Policies and Procedures, or consult your academic advisor.</p>	<p>Drop one or more classes, but not all, online through myNorthridge portal with no approval necessary.<sup>1</sup></p> <p>Last day to drop and be eligible for a partial refund: <b>February 11, 2011</b></p> <p>See <u>Partial Refund Policy</u> and <u>Sign up for eRefund</u>.</p>	<p>Drop all classes enrolled for the term online through myNorthridge portal with no approval necessary.<sup>1</sup></p> <p>See <u>Prorated Refund Policy</u> and <u>Sign up for eRefund</u>.</p>	<p><b>Complete Medical Withdrawal:</b> Apply at the <u>Klotz Student Health Center</u> (Room 242), phone (818) 677-3691.</p> <p><b>Partial Medical Withdrawal:</b> Fill out both the <u>Request for Partial Medical Withdrawal for Undergraduate Students</u> and the <u>Health Provider Report</u>; submit to Undergraduate Studies (UN 215).</p> <p><b>All Graduate Students</b> seeking any type of Medical Withdrawal should apply at the <u>Health Center</u>, Rm 242, (818) 677-3691.</p>
<p>WEEK 4<sup>2</sup></p> <p>February 14 - 18, 2011</p>	<p>Obtain signatures of instructors and dept. chairs of all courses on the <u>4th Week Change of Schedule Request</u><sup>4</sup> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 18, 2011.</b></p> <p>To avoid disenrollment, pay fees and <b>\$25 late fee in person</b> at the time of registration.</p>	<p>Obtain signatures of instructors and dept. chairs of all courses on the <u>4th Week Change of Schedule Request</u><sup>4</sup> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 18, 2011.</b></p> <p>To avoid disenrollment, pay additional fees, if any, <b>in person</b> at the time of registration.<sup>3, 5</sup></p>	<p>Obtain signatures of instructors and dept. chairs of all courses on the <u>4th Week Change of Schedule Request</u><sup>4</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 18, 2011.</b></p> <p><b>Undergraduate Students:</b> See Credit/No Credit grading policy at <a href="http://www.csun.edu/catalog">www.csun.edu/catalog</a> and select Undergraduate Policies and Procedures, or consult your academic advisor.</p>	<p><b>Normally not permitted.</b></p> <p>Obtain signatures of instructor and dept. chair of the course on the <u>4th Week Change of Schedule Request</u><sup>4</sup> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 18, 2011.</b><sup>1, 5</sup></p> <p><b>No refunds</b> for partial withdrawals.<sup>5</sup></p>	<p><b>Normally not permitted.</b></p> <p>Obtain signatures of instructor and dept. chair of all courses on the <u>4th Week Change of Schedule Request</u><sup>4</sup> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 18, 2011.</b><sup>1</sup></p> <p>Learn about prorated <u>refunds</u>.</p>	<p><b>Complete Medical Withdrawal:</b> Apply at the <u>Klotz Student Health Center</u> (Room 242), phone (818) 677-3691.</p> <p><b>Partial Medical Withdrawal:</b> Fill out both the <u>Request for Partial Medical Withdrawal for Undergraduate Students</u> and the <u>Health Provider Report</u>; submit to Undergraduate Studies (UN 215).</p> <p><b>All Graduate Students</b> seeking any type of Medical Withdrawal should apply at the <u>Health Center</u>, Rm 242, (818) 677-3691.</p>
<p>WEEKS 5 - 17<sup>2, 6</sup></p> <p>February 21- May 27, 2011</p>	<p><b>NOT PERMITTED</b></p> <p><b>EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing one of the following forms:</b></p> <p style="text-align: center;"><u><b>Late Change in Academic Schedule Request for Undergraduate Students, or</b></u>  <u><b>Late Change in Academic Schedule Request for Graduate/Master's/Credential/PBU Students.</b></u></p> <p style="text-align: center;"><b>Students will receive a grade of "W" if requests to drop a class or classes are approved.</b></p>					<p>Same as Week 4.</p>

**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](http://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 through myNorthridge portal. 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 25 - May 13, 2011) or thereafter except when a newly occurring condition is evident.