

CSUN SPRING 2012: *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
<p>Spring 2012 WEEKS 1 - 3²</p> <p>January 23 - February 10, 2012</p>	<p>Add classes online through myNorthridge portal with Permission Number(s) obtained from instructor(s).</p> <p>To avoid disenrollment, pay registration fees, nonresident tuition if applicable, and \$25 late fee online according to instructions at the time of registration.</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, online according to instructions at the time of registration.³</p>	<p>Change online through myNorthridge portal with no approval necessary.</p> <p>Undergraduate Students: See Credit/No Credit grading policy at www.csun.edu/catalog 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.¹</p> <p>Last day to drop and be eligible for a partial refund: February 10, 2012</p> <p>See Partial Refund Policy and Sign up for eRefund.</p>	<p>Drop all classes enrolled for the term online through myNorthridge portal with no approval necessary.¹</p> <p>See Prorated Refund Policy and Sign up for eRefund.</p>	<p>Complete Medical Withdrawal: Apply at the Klotz Student Health Center (Room 242), phone (818) 677-3691.</p> <p>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).</p> <p>All Graduate Students seeking any type of Medical Withdrawal should apply at the Health Center, Rm 242, (818) 677-3691.</p>
<p>WEEK 4²</p> <p>February 13-17, 2012</p>	<p>Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i>⁴ at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 17, 2012.</p> <p>To avoid disenrollment, pay fees and \$25 late fee in person at the time of registration.</p>	<p>Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i>⁴ at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 17, 2012.</p> <p>To avoid disenrollment, pay additional fees, if any, in person at the time of registration.^{3, 5}</p>	<p>Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i>⁴ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 17, 2012.</p> <p>Undergraduate Students: See Credit/No Credit grading policy at www.csun.edu/catalog and select Undergraduate Policies and Procedures, or consult your academic advisor.</p>	<p>Normally not permitted.</p> <p>Obtain signatures of instructor and dept. chair of the course on the <i>4th Week Change of Schedule Request</i>⁴ at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 17, 2012.^{1, 5}</p> <p>No refunds for partial withdrawals.⁵</p>	<p>Normally not permitted.</p> <p>Obtain signatures of instructor and dept. chair of all courses on the <i>4th Week Change of Schedule Request</i>⁴ at www.csun.edu/anr/forms and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 17, 2012.¹</p> <p>Learn about prorated refunds.</p>	<p>Complete Medical Withdrawal: Apply at the Klotz Student Health Center (Room 242), phone (818) 677-3691.</p> <p>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).</p> <p>All Graduate Students seeking any type of Medical Withdrawal should apply at the Health Center, Rm 242, (818) 677-3691.</p>
<p>WEEKS 5 - 17^{2, 6}</p> <p>February 20 - May 25, 2012</p>	<p>NOT PERMITTED</p> <p>EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing one of the following forms:</p> <p>Late Change in Academic Schedule Request for Undergraduate Students, or</p> <p>Late Change in Academic Schedule Request for Graduate/Master's/Credential/PBU Students.</p> <p>Beginning February 20, students will receive a grade of "W" if requests to drop a class or classes are approved.</p>					<p>Same as Week 4.</p>

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 (including medical withdrawals) may be subject to REPAYMENT. Before adjusting your schedule, review the **Information Regarding Change in Program or Schedule** at <http://blogs.csun.edu/ugs/academic-program-changes/> 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 registration fees and, if applicable, nonresident tuition fees will result. Check your account balance in 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 the fourth 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 registration fees, including nonresident tuition fees if applicable.
- 6 Withdrawals are not permitted during the last three weeks of instruction (i.e., April 23 - May 11, 2012) or thereafter except when a newly occurring condition is evident.