

CSUN Spring 2013: Change in 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 2013 WEEKS 1 – 3 ² January 22 – February 8, 2013	Add classes online through myNorthridge portal with permission obtained from instructors. To avoid disenrollment, pay fees and \$25 late fee online according to instructions at time of registration. See Fee Payment Schedule. ⁵	Add classes online through myNorthridge portal with permission obtained from instructors. To avoid disenrollment, pay additional fees, if any, online according to instructions at time of registration. See Fee Payment Schedule. ^{3, 5}	Change online through myNorthridge portal with no approval necessary. Undergraduate students: See Credit/No Credit grading policy in the University Catalog at http://catalog.csun.edu and select Policies > Alphabetical > Credit/No Credit Grading .	Drop one or more classes, but not all, online through myNorthridge portal with no approval necessary. ¹ February 8: Last day to drop and be eligible for a partial refund. See Partial Refund Policy and Sign up for eRefund . ⁵	Drop all classes enrolled for the term online through myNorthridge with no approval necessary. ¹ See Prorated Refund Policy and Sign up for eRefund . ⁵	Undergraduate students: Contact Undergraduate Studies (UN 215) by <i>February 8</i> for partial or complete Medical Withdrawals. Do not drop courses online so that the medical withdrawal can be recorded. ^{1, 5} Graduate students: Apply for any kind of medical withdrawal at the Klotz Student Health Center, Rm 242, (818) 677-3691. ^{1, 5}
WEEK 4 ² February 11-15, 2013	Obtain signatures of instructors and dept. chairs of all courses on the 4th Week Change of Schedule Request ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15 . To avoid disenrollment, pay fees and \$25 late fee in person at time of registration. ⁵	Obtain signatures of instructors and dept. chairs of all courses on the 4th Week Change of Schedule Request ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15 . To avoid disenrollment, pay additional fees, if any, in person at time of registration. ^{3, 4, 5}	Obtain signatures of instructor and dept. chair on the 4th Week Change of Schedule Request ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15 . Undergraduate students: See Credit/No Credit grading policy at http://catalog.csun.edu	Obtain signatures of instructor and dept. chair of the course on the 4th Week Change of Schedule Request ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15 . ^{1, 4} No refunds for partial withdrawals . ⁵	Obtain signatures of instructor and dept. chair of all courses on the 4th Week Change of Schedule Request ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, February 15 . ^{1, 5}	Partial or complete medical withdrawals: Undergraduate students: Obtain signatures of instructor and department chair of all courses on the 4th Week Change of Schedule Request ⁶ and file with Undergraduate Studies (UN 215) no later than 4 pm on Friday, February 15 . ^{1, 5} Graduate students: Apply for any kind of medical withdrawal at the Klotz Student Health Center, Rm 242, (818) 677-3691. ^{1, 5}
WEEKS 5 – 12 ² February 18 - April 19, 2013	NOT PERMITTED EXTRAORDINARY CIRCUMSTANCES ONLY will be considered. File the appropriate form(s) for your student group as follows: Late Change in Academic Schedule for Undergraduate and Second Bachelor's Students at www.csun.edu/anr/forms/UGS_5thweek.pdf and the Student Consent and Health Care Provider Guidelines at www.csun.edu/anr/forms/UGS_pmw_healthprovider.pdf . Late Change in Academic Schedule for Masters/Doctoral/Credential Students at www.csun.edu/anr/forms/graduate_changeofpetition.pdf NOTE: Beginning February 18 , students will receive a grade of "W" (authorized withdrawal) if requests to drop a class or classes are approved.					Undergraduate students: Follow the instructions on the Late Change and Student Consent forms. ^{1, 5} Graduate students: Apply at the Klotz Student Health Center, Rm 242, (818) 677-3691. ^{1, 5}
WEEKS 13+ ² April 22 – May 24, 2013 and thereafter	NOT PERMITTED EXTRAORDINARY CIRCUMSTANCES ONLY will be considered. File the appropriate form(s) for your student group as follows: Last 20% of Instruction and Retroactive Change in Schedule for Undergraduate and Second Bachelor's Students at www.csun.edu/anr/forms/UGS_Retro.pdf and the Student Consent and Health Care Provider Guidelines at www.csun.edu/anr/forms/UGS_pmw_healthprovider.pdf . Late Change in Academic Schedule for Masters/Doctoral/Credential Students at www.csun.edu/anr/forms/graduate_changeofpetition.pdf					Undergraduate students: Follow the instructions on the Last 20%-Retroactive Change and Student Consent forms. ¹ Graduate students: Apply at the Student Health Center, Rm 242, (818) 677-3691. ¹

- IMPORTANT!** Reducing the number of enrolled units may affect your eligibility for **Campus Housing, Financial Aid, International Student Status** and more. A Financial Aid student who reduces the number of units or who completely withdraws (including medical withdrawals) may be subject to REPAYMENT. In addition, reducing units or withdrawing from courses may impact [Satisfactory Academic Progress \(SAP\)](#). 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(s) for guidance.
- Students enrolled in PACE, accelerated, and online courses must adhere to the same deadlines and procedures as those outlined in this table.
- If units increase to 6.1 or more, additional fees and, if applicable, nonresident tuition fees will be charged. Check your account balance in myNorthridge portal. For more information, contact [University Cash Services](#).
- 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 fees if applicable.
- For tuition and fees, payment deadlines (fee payment schedule) and refund information, including how to sign up for eRefund, see <http://www.admn.csun.edu/ucs>
- All forms cited in this chart can be found at www.csun.edu/anr/forms