

## CSUN Spring 2014: Change in 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>
<b>Spring 2014</b>  <b>WEEKS 1 – 3<sup>2</sup></b>  January 21 – February 7, 2014	Add classes online through myNorthridge Portal.  <b>Week 1:</b> No permission needed. <a href="#">Wait list available.</a>  <b>Weeks 2–3:</b> From January 27, obtain instructor <a href="#">permission</a> .  To avoid disenrollment, pay fees and <b>\$25 late fee online</b> according to instructions at time of registration. See Fee Payment Schedule. <sup>5</sup>	Add classes online through myNorthridge Portal.  <b>Week 1:</b> No permission needed. <a href="#">Wait list available.</a>  <b>Weeks 2–3:</b> From January 27, obtain instructor <a href="#">permission</a> .  To avoid disenrollment, pay additional fees, if any, <b>online</b> according to instructions at time of registration. See Fee Payment Schedule. <sup>3,5</sup>	Change online through myNorthridge Portal with no approval necessary.  <b>Undergraduate students:</b> See Credit/No Credit grading policy in the University Catalog at <a href="http://catalog.csun.edu">http://catalog.csun.edu</a> and select Policies > Alphabetical > <a href="#">Credit/No Credit Grading</a> .	Drop one or more classes, but not all, online through myNorthridge Portal with no approval necessary. <sup>1</sup>  <b>February 7:</b> Last day to drop and be eligible for a partial refund.  See <a href="#">Partial Refund Policy</a> and <a href="#">Sign up for eRefund</a> . <sup>5</sup>	Drop all classes enrolled for the term online through myNorthridge with no approval necessary. <sup>1</sup>  See <a href="#">Prorated Refund Policy</a> and <a href="#">Sign up for eRefund</a> . <sup>5</sup>	<b>Undergraduate students:</b> Contact Undergraduate Studies (UN 215) by <i>February 7</i> for partial or complete Medical Withdrawals. Do <b>not</b> drop courses online so that the medical withdrawal can be recorded. <sup>1,5</sup>  <b>Graduate students:</b> Apply for any kind of medical withdrawal at the Klotz Student Health Center, Rm 242, (818) 677-3691. <sup>1,5</sup>
<b>WEEK 4<sup>2</sup></b>  February 10 – 14, 2014	Obtain signatures of instructors and dept. chairs of all courses on the <a href="#">4th Week Change of Schedule Request</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 14</b> .  To avoid disenrollment, pay fees and <b>\$25 late fee in person</b> at time of registration. <sup>5</sup>	Obtain signatures of instructors and dept. chairs of all courses on the <a href="#">4th Week Change of Schedule Request</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 14</b> .  To avoid disenrollment, pay additional fees, if any, <b>in person</b> at time of registration. <sup>3,4,5</sup>	Obtain signatures of instructor and dept. chair on the <a href="#">4th Week Change of Schedule Request</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 14</b> .  <b>Undergraduate students:</b> See Credit/No Credit grading policy at <a href="http://catalog.csun.edu">http://catalog.csun.edu</a>	Obtain signatures of instructor and dept. chair of the course on the <a href="#">4th Week Change of Schedule Request</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 14</b> . <sup>1,4</sup>  No <a href="#">refunds for partial withdrawals</a> . <sup>5</sup>	Obtain signatures of instructor and dept. chair of all courses on the <a href="#">4th Week Change of Schedule Request</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, February 14</b> . <sup>1,5</sup>	Partial or complete medical withdrawals:  <b>Undergraduate students:</b> Obtain signatures of instructor and department chair of all courses on the <a href="#">4th Week Change of Schedule Request</a> <sup>6</sup> and file with Undergraduate Studies (UN 215) no later than <b>4 pm on Friday, February 14</b> . <sup>1,5</sup>  <b>Graduate students:</b> Apply for any kind of medical withdrawal at the Klotz Student Health Center, Rm 242, (818) 677-3691. <sup>1,5</sup>
<b>WEEKS 5 – 12<sup>2</sup></b>  February 17 – April 18, 2014	<b>NOT PERMITTED</b>  <b>EXTRAORDINARY CIRCUMSTANCES ONLY</b> will be considered. File the appropriate form(s) for your student group as follows:  Late Change in Academic Schedule for <b>Undergraduate</b> and <b>Second Bachelor's</b> Students at <a href="http://www.csun.edu/anr/forms/UGS_5thweek.pdf">www.csun.edu/anr/forms/UGS_5thweek.pdf</a> <b>and</b> the Student Consent and Health Care Provider Guidelines at <a href="http://www.csun.edu/anr/forms/UGS_pmw_healthprovider.pdf">www.csun.edu/anr/forms/UGS_pmw_healthprovider.pdf</a> .  Late Change in Academic Schedule for <b>Masters/Doctoral/Credential</b> Students at <a href="http://www.csun.edu/anr/forms/graduate_changeofpetition.pdf">www.csun.edu/anr/forms/graduate_changeofpetition.pdf</a>  NOTE: Beginning <b>February 17</b> , students will receive a <b>grade of "W"</b> (authorized withdrawal) if requests to drop a class or classes are approved.					<b>Undergraduate students:</b> Follow the instructions on the Late Change and Student Consent forms. <sup>1,5</sup>  <b>Graduate students:</b> Apply at the Klotz Student Health Center, Rm 242, (818) 677-3691. <sup>1,5</sup>
<b>WEEKS 13+<sup>2</sup></b>  April 21 – May 23, 2014 and thereafter	<b>NOT PERMITTED</b>  <b>EXTRAORDINARY CIRCUMSTANCES ONLY</b> will be considered. File the appropriate form(s) for your student group as follows:  Last 20% of Instruction and Retroactive Change in Schedule for <b>Undergraduate</b> and <b>Second Bachelor's</b> Students at <a href="http://www.csun.edu/anr/forms/UGS_Retro.pdf">www.csun.edu/anr/forms/UGS_Retro.pdf</a> <b>and</b> the Student Consent and Health Care Provider Guidelines at <a href="http://www.csun.edu/anr/forms/UGS_pmw_healthprovider.pdf">www.csun.edu/anr/forms/UGS_pmw_healthprovider.pdf</a> .  Late Change in Academic Schedule for <b>Masters/Doctoral/Credential</b> Students at <a href="http://www.csun.edu/anr/forms/graduate_changeofpetition.pdf">www.csun.edu/anr/forms/graduate_changeofpetition.pdf</a>					<b>Undergraduate students:</b> Follow the instructions on the Last 20% Retroactive Change and the Student Consent forms. <sup>1</sup>  <b>Graduate students:</b> Apply at the Student Health Center, Rm 242, (818) 677-3691. <sup>1</sup>

- 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 completely withdraws (including medical withdrawal) may be subject to REPAYMENT. In addition, reducing units or withdrawing from courses may impact [Satisfactory Academic Progress](#) (SAP). Before adjusting your schedule, review **Academic Program Changes Information** at [www.csun.edu/undergraduate-studies/academic-program-changes](http://www.csun.edu/undergraduate-studies/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](http://www.csun.edu/anr/forms)