

## CSUN Spring 2015: 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 2015</b>  <b>WEEKS 1 – 3 <sup>2</sup></b>  January 20 – February 6, 2015	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 26, 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 26, 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://www.csun.edu/catalog">www.csun.edu/catalog</a> and select Policies > <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 6:</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 6</i> for partial or complete Medical Withdrawals. So that the medical withdrawal can be recorded, do <b>not</b> drop courses online. <sup>1, 5</sup>  <b>Graduate students:</b> Apply for any kind of <a href="#">medical withdrawal</a> to the Graduate Studies Office, UN 265, 818-677-4800. <sup>1, 5</sup>
<b>WEEK 4 <sup>2</sup></b>  February 9 – 13, 2015	Obtain signatures of instructors and dept. chairs of all courses on the <a href="#">4th Week Change of Schedule Petition</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday</b> , February 13.  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 Petition</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday</b> , February 13.  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 Petition</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday</b> , February 13.  <b>Undergraduate students:</b> See Credit/No Credit grading policy in the <a href="#">University Catalog</a> .	Obtain signatures of instructor and dept. chair of the course on the <a href="#">4th Week Change of Schedule Petition</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday</b> , February 13. <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 Petition</a> <sup>6</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday</b> , February 13. <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 Petition</a> <sup>6</sup> and file with Undergraduate Studies (UN 215) no later than <b>4 pm on Friday</b> , February 13. <sup>1, 5</sup>  <b>Graduate students:</b> Apply for any kind of <a href="#">medical withdrawal</a> to the Graduate Studies Office, UN 265, 818-677-4800. <sup>1, 5</sup>
<b>WEEKS 5 – 12 <sup>2</sup></b>  February 16 – April 17, 2015	<b>NOT PERMITTED</b> <b>EXTRAORDINARY CIRCUMSTANCES ONLY</b> will be considered. File the appropriate <b>form(s)</b> 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/sites/default/files/UGS_5thweek.pdf">www.csun.edu/sites/default/files/UGS_5thweek.pdf</a> <b>and</b> the Student Consent and Health Care Provider Guidelines at <a href="http://www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf">www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf</a> . Late Change in Academic Schedule for <b>Graduate Students Only</b> at <a href="http://www.csun.edu/sites/default/files/Late_Change_In_Academic_Schedule.pdf">www.csun.edu/sites/default/files/Late_Change_In_Academic_Schedule.pdf</a> NOTE: Beginning <b>February 16</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 the Student Consent forms. <sup>1, 5</sup>  <b>Graduate students:</b> Apply to the Graduate Studies Office, UN 265, 818-677-4800. See <a href="#">medical withdrawal</a> . <sup>1, 5</sup>
<b>WEEKS 13+ <sup>2</sup></b>  April 20 – May 22, 2015 and thereafter	<b>NOT PERMITTED</b> <b>EXTRAORDINARY CIRCUMSTANCES ONLY</b> will be considered. File the appropriate <b>form(s)</b> for your student group as follows: Last 20% of Instruction / Retroactive Schedule Change for <b>Undergraduate</b> and <b>Second Bachelor's</b> Students: <a href="http://www.csun.edu/sites/default/files/UGS_Retro.pdf">www.csun.edu/sites/default/files/UGS_Retro.pdf</a> <b>and</b> the Student Consent & Health Care Provider Guidelines at <a href="http://www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf">www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf</a> . Late Change in Academic Schedule for <b>Graduate Students Only</b> at <a href="http://www.csun.edu/sites/default/files/Late_Change_In_Academic_Schedule.pdf">www.csun.edu/sites/default/files/Late_Change_In_Academic_Schedule.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 to Graduate Studies, UN 265, 818-677-4800. See <a href="#">medical withdrawal</a> . <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 other fees, fee payment schedule (deadlines) and refund information including how to sign up for eRefund, see [www.csun.edu/stufin](http://www.csun.edu/stufin).
- You can find this chart and the late add-drop forms at [www.csun.edu/admissions-records/late-add-drop-classes](http://www.csun.edu/admissions-records/late-add-drop-classes).