



# Calendar-At-A-Glance

## Summer Term 2009

See page numbers after headings for important details.

	Session 1 12 weeks	Session 2 6 weeks	Session 3 6 weeks
<b>SESSION DATES</b>	May 26-August 18	May 26-July 7	July 8-August 18

**SET AN ONLINE APPOINTMENT TO REGISTER, All Sessions - CSUN Students only,<sup>1</sup> page 7**    **March 24 - April 13**

### REGISTRATION PERIODS (using *myNorthridge* SOLAR Student Center only),<sup>2</sup> pages 6-9

Registration-by-Appointment - CSUN Students only	April 7-13	April 7-13	April 7-13
Nonrestrictive Registration - All Students	April 14-May 25	April 14-May 25	April 14-July 7
Late Registration - permission numbers required (\$25 late fee)	May 26-June 5	May 26-June 5	July 8-17
Valid Parking Permit required (page 15)	at all times	at all times	at all times

### SCHEDULE ADJUSTMENT (using *myNorthridge* SOLAR Student Center only), page 10

Add, drop, swap classes or change grading basis - CSUN Students only	April 7-June 5	April 7-June 5	April 7-July 17
Add, drop, swap classes or change grading basis - All Students	April 14-June 5	April 14-June 5	April 14-July 17
Last day to add classes without permission numbers	May 25	May 25	July 7

### WITHDRAWAL DEADLINES AND REFUNDS (minus \$10), pages 15-16

Last day for complete withdrawal and full refund	May 25	May 25	July 7
Last day for partial withdrawal and refund	June 5	June 5	July 17
Last day for complete withdrawal with prorated refund	July 15	June 20	August 2

### FEE PAYMENT DEADLINES - Sessions 1, 2 & 3, page 13

Last day to pay if registering March 24-April 19	April 27	April 27	April 27
Last day to pay if registering April 20-May 10	May 18	May 18	May 18
Last day to pay if registering May 11-25	May 26	May 26	May 26

### FEE PAYMENT DEADLINES - Session 3 only, page 13

Last day to pay if registering May 26-June 7	June 15
Last day to pay if registering June 8-21	June 29
Last day to pay if registering June 22-July 7	July 8

### FEE PAYMENT DEADLINES - Late Registration, pages 10, 13

Sessions 1 & 2: When registering May 26-June 5...	...payment is due by 11:59 pm on the business day following your registration (except on Wednesdays, due by 7:59 pm)
Session 3: When registering July 8-17...	

### FINANCIAL AID, pages 17-19

Summer Awarding Period	April 2009 - August 14, 2009
Anticipated Aid Disbursement begins	Week of May 26 and weekly thereafter
FAFSA <sup>3</sup> Summer Term filing deadline	May 30
Deadline for Summer Loan Activation	August 14

#### Footnotes:

<sup>1</sup>Only regular continuing and new CSUN students (i.e., matriculated students) may obtain registration appointments and register by appointment.

<sup>2</sup>See also Registration Prep, page 3 and Enrollment Policies, pages 4-5 (maximum unit load, repeating courses, etc.).

<sup>3</sup>The Free Application for Federal Student Aid (FAFSA) is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Final Examinations:** Summer Term final exams are usually scheduled for the last class meeting. Check with your instructor.

**Campus Closed, No Instruction:** Tuesday, March 31, 2009 - Cesar Chavez Day ■ Monday-Saturday, April 6-11, 2009 - Spring Recess (offices open during business hours) ■ Monday, May 25, 2009 - Memorial Day Observed ■ Fri-Sat, July 3 and 4, 2009 - Independence Day Observed



# Change in Academic Program

## Late Add, Drop and/or Change in Grading Basis

Late registration and schedule adjustments are permitted through the second Friday of each session. See important deadlines, inside front cover of this guide.

**No schedule changes are permitted after the second Friday of a session.**

<b>Late Registration and Schedule Adjustments</b> Sessions 1 and 2: May 26 - June 5 Session 3: July 8 - July 17				
Late Registration	Add Classes	Swap Classes	Change Grading	Drop Classes
Adding Summer 2009 classes when not currently enrolled in summer units  Late fee applies.	Enrolling in additional classes	Adding and dropping a class at the same time	Changing from letter grade to CR/NC (or from CR/NC to grade)	Reducing the number of classes (partial withdrawal) –or– Dropping all classes (complete withdrawal)
Instructions and Deadlines				
Add online in SOLAR Student Center through the second Friday of each session.	Add online in SOLAR Student Center through the second Friday of each session.	Swap online in SOLAR Student Center through the second Friday of each session. <i>Swapping from Session 3 to Sessions 1 or 2 is not permitted after May 25.</i>	See “Credit/No Credit Grading Policy” on page 4. <i>Change grading basis online in SOLAR Student Center through the second Friday of each session.</i>	Drop online in SOLAR Student Center through the second Friday of each session.
Approvals				
Obtain permission number(s) from instructor(s).	Obtain permission number(s) from instructor(s).	Obtain permission number from instructor to add.	Not required	Not required. Partial and complete withdrawals should be completed by the second Friday of each session.
Late Fees				
<b>\$25.00</b>	<b>None</b>			
Payment or Refund				
Pay by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	If units increase to 6.1 or more, pay additional fees by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	If units increase to 6.1 or more, pay additional fees by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	None	See “Refunds” on page 15.
☞ Reducing the number of enrolled units may affect the student’s eligibility for <b>Campus Housing, International Student Status, and/or Financial Aid</b> . A <b>Financial Aid</b> student who reduces the number of units or who completely withdraws may be subject to <b>REPAYMENT</b> (including medical withdrawal). Before withdrawing, consult each office for guidance.				




# Change in Academic Program

## Medical Withdrawals

A medical withdrawal usually constitutes complete withdrawal from the University for the academic period in question. Medical withdrawals will be granted solely for established medical purposes before a student takes final exams.

Medical withdrawals are guided by CSU Chancellor's Office Executive Order 1037. Withdrawal requests made after the second Friday of a summer term session will be considered only for serious and compelling reasons.

Medical withdrawals due to illness in the family will be granted only if the attending physician stipulates that the student is needed to care for the family member.

 *Withdrawing from classes, including medical withdrawal, may affect the student's eligibility for Campus Housing, International Student Status, and/or Financial Aid. Before withdrawing, consult each office for guidance. For more information, see [www.csun.edu/ugs/academicprogramchanges.html](http://www.csun.edu/ugs/academicprogramchanges.html)*

### Complete Medical Withdrawals

All students should follow the steps below to request a complete medical withdrawal:

1. Contact the Klotz Student Health Center at (818) 677-3691 or visit the Health Center, Room 242, to start the process.  
Website: [www.csun.edu/studenthealthcenter/services/immunizations.htm](http://www.csun.edu/studenthealthcenter/services/immunizations.htm)
2. See "Refund Schedule" on page 16.

### Partial Medical Withdrawals

In cases where medical evidence and the specific demands of the classes overwhelmingly support withdrawal from only a portion of a student's program, a partial withdrawal may be permitted.

Follow the steps below to request a partial medical withdrawal:

1. Undergraduate Students:
  - ▶ Complete the "Request for Partial Medical Withdrawal for Undergraduate Students" available at [www.csun.edu](http://www.csun.edu), Quick Links, and select Student Forms.
  - ▶ Complete the "Partial Medical Withdrawal Health Provider Report" with your health provider. The form is available at [www.csun.edu](http://www.csun.edu), Quick Links, and select Student Forms (under "Withdrawals," bottom of form list).
  - ▶ Submit the completed and approved forms to the Office of Undergraduate Studies, University Hall, Room 215.
2. Graduate Students: Contact the Klotz Student Health Center at (818) 677-3691 or visit the Health Center, Room 242, to start the process.  
Website: [www.csun.edu/studenthealthcenter/services/immunizations.htm](http://www.csun.edu/studenthealthcenter/services/immunizations.htm)
3. See "Refund Schedule" on page 16.