

# CSUN FALL 2011: *Change of 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Fall 2011<br>WEEKS 1 - 3 <sup>2</sup><br><br>August 29 - September 16, 2011 | Add classes online through myNorthridge portal with Permission Number(s) obtained from instructor(s).<br><br>To avoid disenrollment, pay fees and <b>\$25 late fee online</b> according to instructions at the time of registration.                                                                                                                                                                                                             | Add online through myNorthridge portal with Permission Number(s) obtained from instructor(s).<br><br>To avoid disenrollment, pay additional fees, if any, <b>online</b> according to instructions at the time of registration. <sup>3</sup>                                                                                                                                                                                             | Change online through myNorthridge portal with no approval necessary.<br><br><b>Undergraduate Students:</b> See Credit/No Credit grading policy at <a href="http://www.csun.edu/catalog">www.csun.edu/catalog</a> and select Undergraduate Policies and Procedures, or consult your academic advisor.                                                                                                                                                                   | Drop one or more classes, but not all, online through myNorthridge portal with no approval necessary. <sup>1</sup><br><br>Last day to drop and be eligible for a partial refund: <b>September 16, 2011</b><br><br>See <a href="#">Partial Refund Policy</a> and <a href="#">Sign up for eRefund</a> .                                                                                                                           | Drop all classes enrolled for the term online through myNorthridge portal with no approval necessary. <sup>1</sup><br><br>See <a href="#">Prorated Refund Policy</a> and <a href="#">Sign up for eRefund</a> .                                                                                                                                                                                                       | <b>Complete Medical Withdrawal:</b> Apply at the <a href="#">Klotz Student Health Center</a> (Room 242), phone (818) 677-3691.<br><br><b>Partial Medical Withdrawal:</b> Fill out both the <a href="#">Request for Partial Medical Withdrawal for Undergraduate Students</a> and the <a href="#">Health Provider Report</a> ; submit to Undergraduate Studies (UN 215).<br><br><b>All Graduate Students</b> seeking any type of Medical Withdrawal should apply at the <a href="#">Health Center</a> , Rm 242, (818) 677-3691. |
| WEEK 4 <sup>2</sup><br><br>September 19-23, 2011                            | Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 23, 2011</b> .<br><br>To avoid disenrollment, pay fees and <b>\$25 late fee in person</b> at the time of registration.                            | Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 23, 2011</b> .<br><br>To avoid disenrollment, pay additional fees, if any, <b>in person</b> at the time of registration. <sup>3, 5</sup> | Obtain signatures of instructors and dept. chairs of all courses on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 23, 2011</b> .<br><br><b>Undergraduate Students:</b> See Credit/No Credit grading policy at <a href="http://www.csun.edu/catalog">www.csun.edu/catalog</a> and select Undergraduate Policies and Procedures, or consult your academic advisor. | <b>Normally not permitted.</b><br><br>Obtain signatures of instructor and dept. chair of the course on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 23, 2011</b> . <sup>1, 5</sup><br><br><b>No refunds</b> for partial withdrawals. <sup>5</sup> | <b>Normally not permitted.</b><br><br>Obtain signatures of instructor and dept. chair of all courses on the <i>4th Week Change of Schedule Request</i> <sup>4</sup> at <a href="http://www.csun.edu/anr/forms">www.csun.edu/anr/forms</a> and file with Admissions and Records (BH 100) no later than <b>4 pm on Friday, September 23, 2011</b> . <sup>1</sup><br><br>Learn about prorated <a href="#">refunds</a> . | <b>Complete Medical Withdrawal:</b> Apply at the <a href="#">Klotz Student Health Center</a> (Room 242), phone (818) 677-3691.<br><br><b>Partial Medical Withdrawal:</b> Fill out both the <a href="#">Request for Partial Medical Withdrawal for Undergraduate Students</a> and the <a href="#">Health Provider Report</a> ; submit to Undergraduate Studies (UN 215).<br><br><b>All Graduate Students</b> seeking any type of Medical Withdrawal should apply at the <a href="#">Health Center</a> , Rm 242, (818) 677-3691. |
| WEEKS 5 - 17 <sup>2, 6</sup><br><br>September 26- December 23, 2011         | <b>NOT PERMITTED</b><br><b>EXTRAORDINARY CIRCUMSTANCES ONLY will be considered by filing one of the following forms:</b><br><b><a href="#">Late Change in Academic Schedule Request for Undergraduate Students</a>, or</b><br><b><a href="#">Late Change in Academic Schedule Request for Graduate/Master's/Credential/PBU Students</a>.</b><br><b>Students will receive a grade of "W" if requests to drop a class or classes are approved.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                      | Same as Week 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

All forms cited in this chart can be found at [www.csun.edu/anr/forms](http://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 may be subject to REPAYMENT (including medical withdrawals). Before adjusting your schedule, review the **Information Regarding Change in Program or Schedule** at [www.csun.edu/ugs/academicprogramchanges.html](http://www.csun.edu/ugs/academicprogramchanges.html) 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 fees and, if applicable, nonresident tuition fees will result. Check your account balance through 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 fees, including nonresident tuition fees if applicable.
- 6 Withdrawals are not permitted during the last three weeks of instruction (i.e., November 17 - December 9, 2011) or thereafter except when a newly occurring condition is evident.