

CSUN Spring 2016: Change in Academic Schedule after Start of Classes

CALENDAR PERIOD	LATE REGISTRATION	ADD A CLASS ³	CHANGE BASIS OF GRADING ¹	DROP A CLASS ¹	COMPLETE WITHDRAWAL ¹	MEDICAL WITHDRAWAL ¹
Spring 2016 WEEKS 1 – 3 ² Jan. 25 – Feb. 12, 2016	Add classes online through myNorthridge Portal. Week 1: No permission needed. Wait list available. Weeks 2-3: From Feb. 1 , obtain instructor permission. 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. Week 1: No permission needed. Wait list available. Weeks 2-3: From Feb. 1 , obtain instructor permission. 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 www.csun.edu/catalog and select Policies > Credit/No Credit Grading.	Drop one or more classes, but not all, online through myNorthridge Portal with no approval necessary. ¹ Feb. 12: 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 Feb. 12 for partial or complete medical withdrawals. So that the medical withdrawal can be recorded, do not drop courses online. ^{1, 5} Graduate students: Apply for any kind of medical withdrawal to the Graduate Studies Office, UN 275, 818-677-4800. ^{1, 5}
WEEK 4 ² Feb. 15 –19, 2016	Obtain signatures of instructors and dept. chairs of all courses on the 4th Week Change of Schedule Petition ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, Feb. 19. 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 Petition ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, Feb. 19. 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 Petition ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, Feb. 19. Undergraduate students: See Credit/No Credit grading policy in the University Catalog.	Obtain signatures of instructor and dept. chair of the course on the 4th Week Change of Schedule Petition ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, Feb. 19. ^{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 Petition ⁶ and file with Admissions and Records (BH 100) no later than 4 pm on Friday, Feb. 19. ^{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 Petition ⁶ and file with Undergraduate Studies (UN 215) no later than 4 pm on Friday, Feb. 19. ^{1, 5} Graduate students: Apply for any kind of medical withdrawal to the Graduate Studies Office, UN 275, 818-677-4800. ^{1, 5}
WEEKS 5 – 12 ² Feb. 22 – April 22, 2016	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/sites/default/files/UGS_5thweek.pdf and the Student Consent and Health Care Provider Guidelines at www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf . Late Change in Academic Schedule for Graduate Students Only at www.csun.edu/sites/default/files/Late_Change_in_Academic_Schedule_2%20(1).pdf NOTE: Beginning Feb. 20 , 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 the Student Consent forms. ^{1, 5} Graduate students: Apply to the Graduate Studies Office, UN 275, 818-677-4800. See medical withdrawal. ^{1, 5}
WEEKS 13+ ² April 25 – May 27, 2016 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 / Retroactive Schedule Change for Undergraduate and Second Bachelor's Students: www.csun.edu/sites/default/files/UGS_Retro.pdf and the Student Consent & Health Care Provider Guidelines at www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf . Late Change in Academic Schedule for Graduate Students Only at www.csun.edu/sites/default/files/Late_Change_in_Academic_Schedule_2%20(1).pdf					Undergraduate students: Follow the instructions on the Last 20% Retroactive Change and the Student Consent forms. ¹ Graduate students: Apply to Graduate Studies, UN 275, 818-677-4800. See medical withdrawal. 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 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 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.
- This chart and the late add-drop forms are available at www.csun.edu/admissions-records/late-add-drop-classes.