

## Late Registration/Change of Program is not official until processed in the Enrollment Center

Calendar Period	Drop Class	Complete Withdrawal	Add Class	Change of Grading Basis	Late Registration
<b>Weeks 1-3</b>  <b>Beginning Week 4: students dropping a class will receive a W</b>	Drop class(es) using the "Change of Program" form (instructor approval not required)  Or Drop via the web: <a href="http://myCI.csuci.edu">myCI.csuci.edu</a> , CI Records	Drop class(es) using the "Change of Program" form (instructor approval not required)  Or Drop via the web: <a href="http://myCI.csuci.edu">myCI.csuci.edu</a> , CI Records <i>(Consult the Financial Aid office if you are receiving funds)</i>	Add via the web: <a href="http://myCI.csuci.edu">myCI.csuci.edu</a> . Permission number obtained from course instructor <b>required</b> .	File "Change of Program" form in the Enrollment Center	Add via the web: <a href="http://myCI.csuci.edu">myCI.csuci.edu</a> . Permission number obtained from course instructor <b>required</b> .  \$25.00 Late Registration Fee in addition to other fees.
<b>Week 4</b>  <b>Students dropping a class will receive a W</b>	<b>Allowed for serious and compelling reasons.</b>  File "Change of Program" form in the Enrollment Center. (instructor and program chair approval <b>required</b> )  Enter reasons on form. Additional documentation may be required.	<b>Normally not permitted.</b>  File "Change of Program" form in Enrollment Center. (instructor and program chair approval <b>required</b> )  Enter reasons on form. Additional documentation may be required.	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>	<b>Normally not permitted.</b>  File "Change of Program" form in Enrollment Center. (instructor and program chair approval <b>required</b> )  Enter reasons on form. Additional documentation may be required. \$25.00 Late Registration Fee in addition to other registration fees.
<b>Weeks 5-12</b>  <b>Students dropping a class will receive a W</b>	<b>Allowed for serious and compelling reasons.</b>  File "Change of Program" form in the Enrollment Center. (instructor and program chair approval <b>required</b> )  Enter reasons on form. Additional documentation may be required.	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>	<b>Normally not permitted.</b>  File "Change of Program" form in Enrollment Center. (instructor and program chair approval <b>required</b> )  Enter reasons on form. Additional documentation may be required. \$25.00 Late Registration Fee in addition to other registration fees.
<b>Last 4 weeks of instruction to end of term</b>	<b>NOT PERMITTED</b>	<b>Allowed only for serious and compelling circumstances beyond a student's control.</b>  File a Withdrawal Request for Term form. Signatures must be obtained by Academic Affairs, Financial Aid, Student Business Services, Housing (if applicable) and the University Registrar. Reason must be entered on the form; documentation is required.	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>

**Please make every effort to complete all of your changes during the first three weeks of the semester.**

Student eligibility for financial aid is based on enrollment. A student who completely withdraws from a period of enrollment (including medical withdrawals) may be subject to repayment. Financial aid recipients should consult a financial aid representative for more information.

**Criteria for Late Add/Drop or Changes in Basis of Grading**

Students should note that a deficient academic performance is not a sufficient reason for dropping a class or changing the basis of grading after the third week. Students must present proof of a serious and compelling reason for withdrawal.

**Medical Withdrawal**

A medical withdrawal constitutes complete withdrawal from the University for the academic period in question. Beginning with the fourth week of the semester, students who find it necessary to withdraw from the University for medical reasons may be required to present documentation. Financial aid recipients should consult a financial aid representative regarding the implications of a complete withdrawal.



## Late Registration/Change of Program Form

First Name  Last Name  Student ID   
 Phone  Date  Term  Year

A- Add D- Drop	Class Number	Subject	Course Number	Section Number	Units	Instructor Signature- <i>Dropped Courses require signature after week 3</i>	Date	Program Chair Signature- <i>required weeks 4-12</i>	Date
A	1234	MATH	100	02	3	<i>Example</i>			

Number of enrolled units before change

Number of enrolled units after change

**Permission Number Information-PLEASE READ:**

1. Adds during weeks 1-3 by permission number ONLY- see Class Instructor for assistance.
2. Adds during week 4 by Change of Program form ONLY- will need both Instructor AND Program Chair signatures to process.

Please give reason for Add/Drop (weeks 4-12). If necessary, attach additional sheets.:

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 NOTE: Registration fees are due immediately upon submission of this form.  
 Failure to pay will result in you being dropped from your classes.