University Information & Policies

Advising & Registration

New Undergraduate Students:
Registration for the first semester will be done for you by OIE. Contact your Admissions Evaluator to request any changes to your schedule at iss@csuchico.edu. After the semester begins, you are expected to contact your major department to meet with the appropriate departmental advisor.

Undergraduate students are encouraged to create four year plans for completing their degrees. There are two locations at which students can receive assistance with their academic planning:
- Faculty within their major department
- Academic Advising Office in Student Services Center 220

All changes to course registration must be completed by the second Friday of the semester. Any changes made after that time will result in students paying for classes that they are not taking. See the pages in this book on fee payment and add/drop policies for more information.

Second Semester Registration:
Beginning your second semester at the University, you will be responsible for registering yourselves for classes. It is strongly recommended that you consult one of the two sources listed above for advice in making course selections.

Graduate Students:
If you need help selecting your first semester classes, make an appointment with your Graduate Coordinator before the start of the semester. The information in your department admission letter (if applicable) may be helpful with this process. You can register for classes through your online Portal account by following the directions provided in the admission booklet. Please contact your Graduate Coordinator for assistance if you experience any problems adding classes.

You should work with your Graduate Coordinator to develop a Master’s Degree Program Plan within the first year of your graduate career. The University Catalog and the Guide to Graduate Studies will provide detailed information about the various requirements for the master’s degree.