

Important Registration Activities Dates and Deadlines

Activity	Fall 2007	Spring 2008	What You Need to Know or Do
PRIORITY REGISTRATION Continuing Students: By Scheduled Appointments & Open Enrollment Period New Students: By Summer Orientation Only By Scheduled Appointments & Open Enrollment Period Open Registration All Students:	April 16–May 18, 2007 June 5–July 24 July 25–Aug. 1 July 28–Aug. 1	Oct. 15–Nov. 16, 2007 not applicable Nov. 26–Dec. 7 Nov. 28–Dec. 7	All Students — Meet with your academic advisor prior to your registration period and carefully plan your course of study. You will be sent an invitation to register before your priority registration period. You will also be informed by e-mail to view your enrollment appointment via your Portal account. Check your Portal account several times each semester to check for any holds or fees due. Holds may be placed at any time. You must clear all registration holds before you will be allowed to register or add and drop classes. Holds may also delay financial aid. New Students — Participate in a Summer Orientation session for academic advising and registration of courses. Summer Orientation Participants receive earliest possible access to registration. See “The Step-by-Step Guide to Registration” on the Chico Web.
EFT Deadline for financial aid students	August 1, 2007 file for EFT for fall 2007 and spring 2008.	December 12, 2007 file for EFT for new spring 2008 admits.	All Financial Aid Students should sign up for Electronic Funds Transfer (EFT) by this date to have any financial aid (or other funds) deposited to your checking account. You need to file for EFT only once unless you change bank accounts.
Registration Fee Payment Deadline	August 2, 2007 A \$25 late registration fee goes into effect at 5 pm for all students.	December 13, 2007 A \$25 late registration fee goes into effect at 5 pm for all students.	All Students: Your registration fee payment must be received by this date. Financial Aid Students: You must pay any difference between your anticipated financial aid and your charges for registration fees by this date. You will not be allowed to add classes during the Course Add/Drop Period if registration fees are not paid.
Registration Add/Drop Period	August 6–September 7, 2007	January 7–February 8, 2008	Use this period for late registration and to add or drop classes. You must have paid fees or have sufficient anticipated financial aid to pay fees to add classes. Use the Change of Program (COP) process to add courses which require permission to register or follow department procedures. All other courses may be added or dropped using the Web. See “Late Registration and the COP Process.” If you are dropping all classes, go to the Registration Office for help.
Getting Connected—Orientation Activities	August 22–24, 2007	January 23–25, 2008	Freshmen and new transfer students must attend mandatory orientation events and programs before classes begin.
Drop Deadline For Full Financial Credit	August 27, 2007 October 29 is the final deadline to receive pro-rata refund for financial credit	January 27, 2008 April 9 is the final deadline to receive pro-rata refund for financial credit.	You must drop all your classes before the first day of classes to receive a full refund of registration and non-resident tuition (less a \$5 administrative fee). Classes dropped after this date but by the final deadline will receive a pro-rata refund of fees and non-resident tuition. Classes dropped after the final deadline will not receive any financial credit for refund. See “Fees, Tuition, Credits, and Refunds.”
First Day of Classes	August 27, 2007	January 28, 2008	Go to all classes to confirm your enrollment. Faculty have the right to disenroll students who do not attend to make room for students who wish to enroll.
End of Course Add/Drop Period	September 7, 2007	February 8, 2008	This is the last day to add or drop classes using the Portal. You must use the COP process after this date and obtain additional approval signatures. See “Late Registration and the COP Process.”
Limited Course Add/Drop Period	September 8–21, 2007	February 9–22, 2008	You must use the COP process to add, drop, or change grade option during this time, and the approval signature of the instructor is required.
Restricted Course Add/Drop Period	September 22–November 30, 2007	February 23–May 2, 2008	You need a serious and compelling reason to add or drop classes at this time. You must use the COP process, and the approval signatures of the instructor, department chair, and college dean are required. To formally withdraw from the University, contact the Student Records & Registration Office.
Final Course Drop Period	December 1–December 21, 2007	May 3–May 23, 2008	You need a serious, compelling, and verified reason due to accident or illness to drop classes at this time. Requests for withdrawal must be received in the Academic Advising Office no later than 5 p.m. on the Thursday prior to finals week.

➔ It is vital that the University have current local and permanent address information for mailings to you during your career at CSU, Chico.

Access the Portal on the Chico Web to update your contact information and your emergency contact information. Inform the University of any and all changes of address as soon as they occur.

➔ At California State University, Chico e-mail is the essential method for communicating official University business with students. Each student is provided with a campus WildcatMail account. Review the contents of your WildcatMail account on a frequent and regular basis. Official notifications from the University related to enrollment, academic status, fees, holds, and financial aid will only be sent to your WildcatMail account. If you do not wish to examine your WildcatMail account on a regular basis, you can adjust that account to forward messages to another frequently checked e-mail address.

RCE MAY-JUNE INTERSESSION & SUMMER TERM 2008 REGISTRATION INFORMATION

Always use the Chico Web for the latest information. Go to www.csuchico.edu/schedule/