

Important Registration Activities Dates and Deadlines

Activity	Fall 2008	Spring 2009	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 14–May 23, 2008 June 10–July 24 July 21–July 30 Aug. 4–Sep. 5	Oct. 13–Nov. 21, 2008 Dec. 3–Dec. 5 not applicable Dec. 1–Dec. 5 Jan. 5–Feb. 6, 2009	<p>All Students — Meet with your academic advisor prior to your registration period and carefully plan your course of study. You will be sent an <i>invitation to register</i> 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.</p> <p>New Students — Participate in a Summer Orientation session for academic advising and registration of courses. Summer Orientation Participants receive earliest possible access to registration.</p> <p>See "The Step-by-Step Guide to Registration" on the Chico Web.</p>
EFT Deadline for financial aid students	July 30, 2008 file for EFT for fall 2008 and spring 2009.	December 10, 2008 file for EFT for new spring 2009 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	July 31, 2008 A \$25 late registration fee goes into effect at 5 pm for all students.	December 11, 2008 A \$25 late registration fee goes into effect at 5 pm for all students.	<p>All Students: Your registration fee payment must be received by this date.</p> <p>Financial Aid Students: You must pay any difference between your anticipated financial aid and your charges for registration fees by this date.</p> <p>You will not be allowed to add classes during the Course Add/Drop Period if registration fees are not paid.</p>
Registration Add/Drop Period	August 4– September 5, 2008	January 5– February 6, 2009	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 on the Class Schedule . If you are dropping all classes, go to the Registration Office for help.
Getting Connected—Orientation Activities	August 20–22, 2008	January 21–23, 2009	Freshmen and new transfer students must attend mandatory orientation events and programs before classes begin.
Drop Deadline For Full Financial Credit	August 24, 2008 October 27 is the final deadline to receive pro-rata refund for financial credit	January 25, 2009 April 9 is the final deadline to receive pro-rata refund for financial credit.	<p>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.</p> <p>See Fees, Tuition, Credits, and Refunds.</p>
First Day of Classes	August 25, 2008	January 26, 2009	<p>Go to all classes to confirm your enrollment.</p> <p>Faculty have the right to disenroll students who do not attend to make room for students who wish to enroll.</p>
End of Course Add/Drop Period	September 5, 2008	February 6, 2009	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 on the Class Schedule .
Limited Course Add/Drop Period	September 6–19, 2008	February 7–20, 2009	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 20– November 28, 2008	February 21– May 1, 2009	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 19, 2008	May 2– May 22, 2009	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 <http://www.csuchico.edu/schedule/>