

# Important Registration Activities Dates and Deadlines

| Activity  | Fall 2011  | What You Need to Know or Do  |
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| <p><b>PRIORITY REGISTRATION</b></p> <p><b>Continuing Students:</b><br/>By Scheduled Appointments &amp; Open Enrollment Period</p> <p><b>New Students:</b><br/>By Summer Orientation Only<br/>By Scheduled Appointments &amp; Open Enrollment Period</p>   | <p><b>April 11–May 20, 2011</b></p> <p><b>June 7–July 26</b><br/><b>July 25–July 27</b></p>                        | <p><b>Continuing Students</b> — Your enrollment appointment will be posted in your Student Center prior to the start of registration. You may make changes to your class schedule until the priority period ends. Plan your course of study prior to your enrollment appointment by meeting with your department advisor and an academic advisor in Academic Advising Programs. Check your Student Center for holds or fees due. Holds may be placed at any time and can restrict registration activity or financial aid.</p> <p><b>New Students</b> — Participate in Summer Orientation for academic advising and registration of courses. Participants receive earliest possible access to registration.</p> <p>See "<a href="#">The Step-by-Step Guide to Registration</a>" on the Chico Web.</p> |
| <b>EFT Deadline for financial aid students</b>  | <p><b>July 27, 2011</b><br/>Submit EFT authorization for August 19 or subsequent disbursements/refunds.</p>        | <b>All Financial Aid Students</b> should submit EFT authorization. Sign up in the student center on your Portal account and click the "Enroll in Direct Deposit" link. You need to complete this authorization only once unless your bank account information has changed.   |
| <b>Registration and Tuition Fee Payment Deadline</b>  | <p><b>July 28, 2011</b></p> <p>A \$25 late registration fee goes into effect at 5 pm.</p>                          | <p><b>All Students:</b> Your registration and tuition fee payment must be received by this date, or your classes will be dropped.</p> <p><b>Financial Aid Students:</b> You must pay any difference between your anticipated financial aid and your registration and tuition fees by this date.</p> <p>You will not be allowed to add classes during the Course Add/Drop Period if registration and tuition fees are not paid.</p>   |
| <b>Open Registration Add/Drop Period for All Students</b>   | <p><b>August 1–</b><br/><b>September 2, 2011</b></p>   | Use this period for late registration and to add or drop classes. To add classes, you must have paid fees or have sufficient anticipated financial aid to pay fees. Use the Class Add and Drop Request 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 <a href="#">Late Registration</a> and the <a href="#">Class Add and Drop Request Process</a> on the <a href="#">Class Schedule</a> . If you are dropping all classes, go to the Office of the Registrar for help.   |
| <i>Wildcat Welcome Week Activities</i>  | <b>August 17–19, 2011</b>  | Participate in a wide range of orientation activities and events for new freshmen and transfer students. The mandatory convocation and department meetings for new students are held the Friday before school starts.  |
| <b>Financial Aid Disbursement</b>   | <b>August 18, 2011</b>   | First financial aid disbursement for Fall 2011.  |
| <b>Drop Deadline For Full Financial Credit</b>  | <p><b>August 21, 2011</b><br/>October 24 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, tuition fee 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 <a href="#">Fees, Tuition, Credits, and Refunds</a> .   |
| <b>First Day of Classes</b>   | <b>August 22, 2011</b>   | Attend all classes in which you are enrolled or which are on your wait list. Faculty have the right to disenroll students who do not attend to make room for students who wish to enroll.  |
| <b>End of Course Add/Drop Period (weeks 1 and 2 of term)</b>  | <b>September 2, 2011</b>   | This is the last day to add or drop classes using your Student Center. After this date you must have instructor or department approval to add or drop. See <a href="#">Late Registration</a> and the <a href="#">Class Add and Drop Request Process</a> on the <a href="#">Class Schedule</a> . You are financially responsible for any classes in which you are enrolled as of this date plus any classes in which you subsequently enroll.   |
| <b>Limited Course Add/Drop Period (weeks 3 and 4 of term)</b>   | <b>September 5–16, 2011</b>  | You must use the Class add and Drop Request process to add, drop, or change grade option during this time, and the approval signature of the instructor is required.   |
| <b>University Census</b>  | <b>September 16, 2011</b>  | Financial aid awards will be adjusted for enrollment. Awards may be reduced for students enrolled in fewer than full-time units. See University Census at <a href="http://fa.csuchico.edu/fa/enrollment/census.shtml">http://fa.csuchico.edu/fa/enrollment/census.shtml</a>  |
| <b>Restricted Course Add/Drop Period</b>  | <b>September 17–</b><br><b>November 25, 2011</b>   | You must have a serious and compelling reason to add or drop classes at this time. You must use the <a href="#">Class Add and Drop Request Process</a> , and obtain the approval signatures of the instructor, chair, and dean. To formally withdraw from the University, contact the Office of the Registrar.   |
| <b>Final Course Drop Period (last 2 weeks of term)</b>  | <b>November 28–</b><br><b>December 16, 2011</b>  | To drop a class during this period, you must have a verifiable serious illness or accident with circumstances clearly beyond your control. Request for withdrawal must be received in the Academic Advising Office no later than 5 p.m. on the Thursday prior to finals week.  |
| <p>➔It is vital that the University have current address and telephone information for contacting you during your career at CSU, Chico. Access your Student Center on the Web to update your contact information and your emergency contact information.</p> <p>➔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 Wildcat-Mail 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.</p> |  |  |

# Important Registration Activities Dates and Deadlines

| Activity   | Spring 2012  | What You Need to Know or Do   |
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| <b>PRIORITY REGISTRATION</b><br><b>Continuing Students:</b><br>By Scheduled Appointments & Open Enrollment Period<br><br><b>New Students:</b><br>By Summer Orientation Only<br>By Scheduled Appointments & Open Enrollment Period  | Oct. 17–Nov. 18, 2011<br><br>not applicable<br>Nov. 28–Dec. 2, 2011                                | <b>Continuing Students</b> — Your enrollment appointment will be posted in your Student Center prior to the start of registration. You may make changes to your class schedule until the priority period ends. Plan your course of study prior to your enrollment appointment by meeting with your department advisor and an academic advisor in Academic Advising Programs. Check your Student Center for holds or fees due. Holds may be placed at any time and can restrict registration activity or financial aid.<br><br><b>New Students</b> — Participate in Summer Orientation for academic advising and registration of courses. Participants receive earliest possible access to registration.<br><br>See " <a href="#">The Step-by-Step Guide to Registration</a> " on the Chico Web. |
| <b>EFT Deadline for financial aid students</b>   | December 9, 2011<br>Submit EFT authorization for January 19 or subsequent disbursements/refunds.   | <b>All Financial Aid Students</b> should submit EFT authorization. Sign up in the student center on your Portal account and click the "Enroll in Direct Deposit" link. You need to complete this authorization only once unless your bank account information has changed.  |
| <b>Registration and Tuition Fee Payment Deadline</b>   | December 8, 2011<br><br>A \$25 late registration fee goes into effect at 5 pm.                     | <b>All Students:</b> Your registration and tuition fee payment must be received by this date, or your classes will be dropped.<br><br><b>Financial Aid Students:</b> You must pay any difference between your anticipated financial aid and your registration and tuition fees by this date.<br><br>You will not be allowed to add classes during the Course Add/Drop Period if registration and tuition fees are not paid.   |
| <b>Open Registration Add/Drop Period for All Students</b>  | January 3–<br>February 3, 2012   | Use this period for late registration and to add or drop classes. To add classes, you must have paid fees or have sufficient anticipated financial aid to pay fees. Use the Class Add and Drop Request 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 <a href="#">Late Registration</a> and the <a href="#">Class Add and Drop Request Process</a> on the <a href="#">Class Schedule</a> . If you are dropping all classes, go to the Office of the Registrar for help.  |
| <i>Wildcat Welcome Week Activities</i>   | January 19–20, 2012  | Participate in a wide range of orientation activities and events for new freshmen and transfer students. The mandatory convocation and department meetings for new students are held the Friday before school starts.   |
| <b>Financial Aid Disbursement</b>  | January 19, 2012   | First financial aid disbursement for Spring 2012.   |
| <b>Drop Deadline For Full Financial Credit</b>   | January 22, 2012<br>April 4 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, tuition fee 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 <a href="#">Fees, Tuition, Credits, and Refunds</a> .  |
| <b>First Day of Classes</b>  | January 23, 2012   | Attend all classes in which you are enrolled or which are on your wait list. Faculty have the right to disenroll students who do not attend to make room for students who wish to enroll.   |
| <b>End of Course Add/Drop Period (weeks 1 and 2 of term)</b>   | February 3, 2012   | This is the last day to add or drop classes using your Student Center. After this date you must have instructor or department approval to add or drop. See <a href="#">Late Registration</a> and the <a href="#">Class Add and Drop Request Process</a> on the <a href="#">Class Schedule</a> . You are financially responsible for any classes in which you are enrolled as of this date plus any classes in which you subsequently enroll.  |
| <b>Limited Course Add/Drop Period (weeks 3 and 4 of term)</b>  | February 6–17, 2012  | You must use the Class add and Drop Request process to add, drop, or change grade option during this time, and the approval signature of the instructor is required.  |
| <b>University Census</b>   | February 17, 2012  | Financial aid awards will be adjusted for enrollment. Awards may be reduced for students enrolled in fewer than full-time units. See University Census at <a href="http://fa.csuchico.edu/fa/enrollment/census.shtml">http://fa.csuchico.edu/fa/enrollment/census.shtml</a>   |
| <b>Restricted Course Add/Drop Period</b>   | February 18–<br>April 27, 2012   | You must have a serious and compelling reason to add or drop classes at this time. You must use the <a href="#">Class Add and Drop Request Process</a> , and obtain the approval signatures of the instructor, chair, and dean. To formally withdraw from the University, contact the Office of the Registrar.  |
| <b>Final Course Drop Period (last 2 weeks of term)</b>   | April 30–<br>May 18, 2012  | To drop a class during this period, you must have a verifiable serious illness or accident with circumstances clearly beyond your control. Request for withdrawal must be received in the Academic Advising Office no later than 5 p.m. on the Thursday prior to finals week.   |
| <p>➔ It is vital that the University have current address and telephone information for contacting you during your career at CSU, Chico.<br/>                     Access your Student Center on the Web to update your contact information and your emergency contact information.</p> <p>➔ 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 Wildcat-Mail 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.</p> |  |   |