

Important Registration Activities Dates and Deadlines

ACTIVITY	FALL 2004	SPRING 2005	WHAT YOU NEED TO KNOW OR DO
ONLINE REGISTRATION Continuing Students: By Special Group/Class Level All Continuing Students New Student s: By Special Group/Class Level All New Students	April 19-30, 2004 May 1-16, 2004 July 19-23 July 24-28	Oct. 18-Nov. 5, 2004 Nov. 6-19 Nov. 29-Dec. 5 not applicable	ALL STUDENTS — Meet with your academic adviser and carefully plan your course of study. You will be invited to register for classes during your priority registration appointment day, and during additional open registration periods. Students will be informed by mail, e-mail, and through your CSC Portal account of your appointment day for priority registration. Check your CSC Portal account several times each semester to check for any holds. 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 an orientation program and new student advising. You will be assisted with registration at that time. See "The Step-by-Step Guide to Registration" on the Chico Web.
EDFA DEADLINE FOR FINANCIAL AID STUDENTS	July 15 to file for EDFA for fall and spring.	December 3 to file for EDFA for new spring admits only.	ALL FINANCIAL AID STUDENTS should sign up for Electronic Deposit of Financial Aid (EDFA) by this deadline. You need authorize EDFA only once unless you change accounts.
REGISTRATION FEE PAYMENT DEADLINE	July 29 A \$25 late registration fee goes into effect July 30 at 4 p.m for non-Financial Aid students.	December 9 A \$25 late registration fee goes into effect December 10 at 5 p.m. for non-Financial Aid students.	ALL STUDENTS: Your registration fee payment must be received or you must have confirmed financial aid by this deadline. You will not be allowed to add classes until fees are paid or financial aid is confirmed. FINANCIAL AID STUDENTS: You will not be allowed to add classes until fees are paid or future financial aid is confirmed. See "Fees, Tuition, Credits, and Refunds." See "Financial Aid Students."
COURSE ADD/DROP PERIOD	August 2-September 3	January 3-February 4, 2005	Use this period for late registration and to add or drop classes. You must have paid fees or have confirmed financial aid 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 Advising Office for help.
HOLDS/MINIMUM UNITS DEADLINE FOR FINANCIAL AID	August 6 to clear all holds and enroll in minimum units required.	January 7 to clear all holds and enroll in minimum units required.	You must clear all holds and be enrolled in the minimum units required by this deadline to enable Electronic Deposit Of Financial Aid and ensure timely application of deductions to your student account. See "Fees, Tuition, Credits, and Refunds." See "Financial Aid Students."
<i>Getting Connected—Orientation Activities</i>	August 20	January 21	Freshmen and new transfer students must attend mandatory orientation events and programs before classes begin.
Drop Deadline For Full Financial Credit	August 22 October 25 is the <i>final deadline</i> to receive pro-rata refund for financial credit	January 23 April 4 is the <i>final deadline</i> 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 <i>final deadline</i> will receive a pro-rata refund of fees and non-resident tuition. Classes dropped after the <i>final deadline</i> will not receive any financial credit for refund. See "Fees, Tuition, Credits, and Refunds."
FIRST DAY OF CLASSES	August 23	January 24	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 3	February 4	This is the last day to add or drop classes using the CSC 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 6-17	February 7-18	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 26	February 21-April 28	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.
Final Course Drop Period	November 30-December 17	May 2-20	You need a serious, compelling, and verified reason due to accident or illness to drop classes at this time. You must use the COP process, and all approval signatures are required.

** It is vital that the university have current local and permanent address information for this and other mailings to you during your career at CSU, Chico. Use the "Address Change Form" and "University Emergency Information Form" provided in the Student Records and Registration Office, MLIB 180, and on the Chico Web. Inform the university of any and all changes of address as soon as they occur.

** California State University, Chico considers e-mail to be the essential method for communicating University business with students. Each student is provided with a campus WildcatMail account. We strongly urge you to review the contents of your WildcatMail account on a frequent and regular basis. Critical 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 an e-mail address which you do check on frequently.

NOTE: SUMMER 2004 IMPORTANT DATES AND DEADLINES ARE FOUND ON PAGE 16.
 Always use the Chico Web for the latest information. Go to www.csuchico.edu/schedule/