

# Important Registration Activities, Dates, and Deadlines

ACTIVITY	FALL 2003	SPRING 2004	WHAT YOU NEED TO KNOW OR DO
<b>REAL-TIME REGISTRATION</b> You will be informed of your personal priority registration appointment day by mail, e-mail, and through your personal CSC Portal Account  <b>DEADLINE</b>	April 24- July 30, 2003  July 30, 2003	October 20- November 21 2003  January Intercession registration begins October 20, 2003.  November 21, 2003	<b>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, and during open registration periods.</b> Student 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. <b>NEW STUDENTS — Participate in an orientation program and new student advising. You will be assisted with registration there.</b> See "The Step-by-Step Guide to Registration" on page 2.
<b>EDFA DEADLINE FOR FINANCIAL AID STUDENTS</b>	July 17 to file for EDFA for fall and spring 2003/04.	December 5 to file for EDFA for new spring 2004 admits only.	<b>All financial aid students should sign up for Electronic Deposit of Financial Aid (EDFA) by this deadline.</b> You need authorize EDFA only once unless you change accounts.
<b>REGISTRATION FEE PAYMENT DEADLINE</b>	July 31  A \$25 late registration fee goes into effect August 1 at 4 p.m.	December 11  A \$25 late registration fee goes into effect December 12 at 5 p.m.	<b>ALL STUDENTS: Your registration fee payment must be received or you must have confirmed financial aid by this deadline or you will be subject to a \$25 late registration fee. You will not be allowed to add classes until fees are paid. FINANCIAL AID STUDENTS: See page 13 for information. You will not be allowed to add classes until fees are paid or future financial aid is confirmed.</b> See "Step 9: Pay Fees by the Registration Fee Payment Deadline" on page 7. See "Late Registration" on page 8. See "Fees, Tuition, Credits, and Refunds" on pages 10-12. See "Financial Aid Students" on page 13.
<b>Study List &amp; Account Summary Mailed**</b>	August 1	December 15	<b>Your study list of classes as it emerges from the Scheduler and an account summary of registration and other fees due will be mailed to your permanent address this week.</b> Fees paid by the Registration Fee Payment Deadline may not be reflected on this account summary dependent on the date of receipt and posting. You may call TRACS for your study list and to check on holds. See "Step 8: Receive Your Study List and Account Summary" on page 6.
<b>COURSE ADD/DROP PERIOD</b>	August - September 5	January 5- February 6, 2004	<b>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.</b> 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 page 8. If you are dropping all classes, go to the Advising Office for help.
<b>HOLDS/MINIMUM UNITS DEADLINE FOR FINANCIAL AID</b>	August 8 to clear all holds and enroll in minimum units required.	January 9 to clear all holds and enroll in minimum units required.	<b>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.</b> See "Step 9: Pay Fees by the Registration Fee Payment Deadline" on page 7. See "Fees, Tuition, Credits, and Refunds" on pages 10-12. See "Financial Aid Students" on page 13.
<b>Getting Connected—Orientation Activities</b>	August 22	January 23	<b>Freshmen and new transfer students must attend mandatory orientation events and programs before classes begin.</b> See "Other Registration Information and Services" on page 7.
<b>Drop Deadline For Full Financial Credit</b>	August 24 October 27 is the <i>final deadline</i> to receive pro-rata refund for financial credit	January 25 April 6 is the <i>final deadline</i> to receive pro-rata refund for financial credit.	<b>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).</b> 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" on pages 10-12.
<b>FIRST DAY OF CLASSES</b>	August 25	January 26	<b>Go to all classes to confirm your enrollment.</b> Faculty have the right to disenroll students who do not attend to make room for students who wish to enroll.
<b>End of TRACS Course Add/Drop Period</b>	September 5	February 6	<b>This is the last day to add or drop courses using TRACS.</b> You must use the COP process after this date and obtain additional approval signatures. See "Late Registration and the COP Process" on page 8.
<b>Limited Course Add/Drop Period</b>	September 8-19	February 9-20	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.
<b>Restricted Course Add/Drop Period</b>	September 22- November 28	February 23- May 1	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.
<b>Final Course Drop Period</b>	December 1- December 19	May 4-22	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 as a pull-out at the center of *The Class Schedule* to inform the university of any and all changes of address as soon as they occur.