

# Important Registration Activities Dates and Deadlines

ACTIVITY	FALL 2003	SPRING 2004	WHAT YOU NEED TO KNOW OR DO
<b>ONLINE REGISTRATION</b> <b>Priority Registration:</b> You will be invited to register on a priority registration day. <b>Open Registration:</b>	April 14- July 30, 2003  April 14-May 1, 2003  May 2-11 July 21-30	October 20- November 21, 2003  Oct. 20-Nov. 7, 2003 January Intersession registration is included.  November 8-21	<b>ALL STUDENTS</b> — 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. <b>NEW STUDENTS</b> — Participate in an orientation program and new student advising. You will be assisted with registration at that time.
<b>DEADLINE</b>	July 30, 2003	November 21, 2003	See "The Step-by-Step Guide to Registration" in <i>The Class Schedule</i> .
<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</b> should sign up for <b>Electronic Deposit of Financial Aid (EDFA)</b> by this deadline. 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 for non-Financial Aid students.	December 11  A \$25 late registration fee goes into effect December 12 at 5 p.m. for non-Financial Aid students.	<b>ALL STUDENTS:</b> 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.  <b>FINANCIAL AID STUDENTS:</b> You will not be allowed to add classes until fees are paid or future financial aid is confirmed. See "Step 8: Pay Fees by the Registration Fee Payment Deadline." See "Late Registration." See "Fees, Tuition, Credits, and Refunds." See "Financial Aid Students."
<b>COURSE ADD/DROP PERIOD</b>	August 4 - September 5	January 5- February 6, 2004	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.
<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.	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 "Step 8: Pay Fees by the Registration Fee Payment Deadline." See "Fees, Tuition, Credits, and Refunds." See "Financial Aid Students."
<b>Getting Connected—Orientation Activities</b>	August 22	January 23	Freshmen and new transfer students must attend mandatory orientation events and programs before classes begin. See "Other Registration Information and Services."
<b>Drop Deadline For Full Financial Credit</b>	August 24  October 28 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.	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."
<b>FIRST DAY OF CLASSES</b>	August 25	January 26	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.
<b>End of Course Add/Drop Period</b>	September 5	February 6	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."
<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.