

Important Registration Activities Dates and Deadlines

Activity	Fall 2013	What You Need to Know or Do
<p>PRIORITY REGISTRATION</p> <p>Continuing Students: By Scheduled Appointments & Open Enrollment Period</p> <p>New Students: By Summer Orientation Only By Scheduled Appointments</p>	<p>April 15–May 24, 2013</p> <p>June 11–July 26 July 29–July 31, 2013</p>	<p>Continuing Students — 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>New Students — Participate in Summer Orientation for academic advising and registration of courses. Participants receive earliest possible access to registration.</p> <p>See "The Step-by-Step Guide to Registration" on the Chico Web.</p>
<p>Direct Deposit Deadline for financial aid students</p>	<p>August 9, 2013 Submit Direct Deposit authorization for Aug. 22 or subsequent disbursements/refunds.</p>	<p>All Financial Aid Students should submit Direct Deposit 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.</p>
<p>Registration and Tuition Fee Payment Deadline</p>	<p>July 31, 2013</p> <p>A \$25 late registration fee goes into effect at 5 pm.</p>	<p>All Students: Your registration and tuition fee payment must be received by this date, or your classes will be dropped.</p> <p>Financial Aid Students: 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>
<p>Open Registration Add/Drop Period for All Students</p>	<p>August 5–September 6, 2013</p>	<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 Late Registration and the Class Add and Drop Request Process on the Class Schedule. If you are dropping all classes, go to the Office of the Registrar for help.</p>
<p><i>Wildcat Welcome Week Activities</i></p>	<p>August 21–23, 2013</p>	<p>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.</p>
<p>Financial Aid Disbursement</p>	<p>August 22, 2013</p>	<p>First financial aid disbursement for Fall 2013.</p>
<p>Drop Deadline For Full Financial Credit</p>	<p>August 25, 2013 October 28 is the final deadline to receive pro-rata refund for financial credit</p>	<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 Fees, Tuition, Credits, and Refunds.</p>
<p>First Day of Classes</p>	<p>August 26, 2013</p>	<p>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.</p>
<p>End of Course Add/Drop Period (weeks 1 and 2 of term)</p>	<p>September 6, 2013</p>	<p>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 Late Registration and the Class Add and Drop Request Process on the Class Schedule. You are financially responsible for any classes in which you are enrolled as of this date plus any classes in which you subsequently enroll.</p>
<p>Limited Course Add/Drop Period (weeks 3 and 4 of term)</p>	<p>September 7–20, 2013</p>	<p>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.</p>
<p>University Census</p>	<p>September 20, 2013</p>	<p>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 http://fa.csuchico.edu/fa/enrollment/census.shtml</p>
<p>Restricted Course Add/Drop Period</p>	<p>September 21–December 1, 2013</p>	<p>You must have a serious and compelling reason to add or drop classes at this time. You must use the Class Add and Drop Request Process, and obtain the approval signatures of the instructor, chair, and dean. To formally withdraw from the University, contact the Office of the Registrar.</p>
<p>Final Course Drop Period (last 2 weeks of term)</p>	<p>December 2–December 13, 2013</p>	<p>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.

►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.

Important Registration Activities Dates and Deadlines

Activity	Spring 2014	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	Oct. 21–Nov. 22, 2013 not applicable Dec. 2–Dec. 6, 2013	Continuing Students — 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. New Students — Participate in Summer Orientation for academic advising and registration of courses. Participants receive earliest possible access to registration. See " The Step-by-Step Guide to Registration " on the Chico Web.
Direct Deposit Deadline for financial aid students	January 10, 2014 Submit Direct Deposit authorization for Jan. 23 or subsequent disbursements/refunds.	All Financial Aid Students should submit Direct Deposit 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.
Registration and Tuition Fee Payment Deadline	December 12, 2013 A \$25 late registration fee goes into effect at 5 pm.	All Students: Your registration and tuition fee payment must be received by this date, or your classes will be dropped. Financial Aid Students: You must pay any difference between your anticipated financial aid and your registration and tuition fees by this date. You will not be allowed to add classes during the Course Add/Drop Period if registration and tuition fees are not paid.
Open Registration Add/Drop Period for All Students	January 6– February 7, 2014	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 Late Registration and the Class Add and Drop Request Process on the Class Schedule . If you are dropping all classes, go to the Office of the Registrar for help.
<i>Wildcat Welcome Week Activities</i>	January 23–24, 2014	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.
Financial Aid Disbursement	January 27, 2014	First financial aid disbursement for Spring 2014.
Drop Deadline For Full Financial Credit	January 26, 2014 April 9 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 Fees, Tuition, Credits, and Refunds .
First Day of Classes	January 27, 2014	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.
End of Course Add/Drop Period (weeks 1 and 2 of term)	February 7, 2014	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 Late Registration and the Class Add and Drop Request Process on the Class Schedule . You are financially responsible for any classes in which you are enrolled as of this date plus any classes in which you subsequently enroll.
Limited Course Add/Drop Period (weeks 3 and 4 of term)	February 8–21, 2014	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.
University Census	February 21, 2014	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 http://fa.csuchico.edu/fa/enrollment/census.shtml
Restricted Course Add/Drop Period	February 22– May 4, 2014	You must have a serious and compelling reason to add or drop classes at this time. You must use the Class Add and Drop Request Process , and obtain the approval signatures of the instructor, chair, and dean. To formally withdraw from the University, contact the Office of the Registrar.
Final Course Drop Period (last 2 weeks of term)	May 5– May 16, 2014	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.

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♦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.