

CHANGE OF PROGRAM TABLE

Changes of Program are official only after they have been processed on-line or at the Enrollment Center.

Calendar Period	Drop Class	Complete Withdrawal	Add Class	Change of Grading Basis	Late Registration
Weeks 1-3 1/23 - 2/10/2012	Drop Class(es) using the Change of Program form (instructor approval not required). Or Drop via the Web: myCI	Drop using the Change of Program form (instructor approval not required). Or Drop via the Web: myCI Consult Financial Aid if receiving funds	Add using Instructor generated permission numbers. Tuition Fees due immediately	File Change of Program form at Enrollment Center. Or via the Web: myCI (instructor approval not required)	Register using the Change of Program form or via Instructor generated Permission numbers if available. \$25.00 Late Registration Fee in addition to other registration fees. Tuition Fees due immediately
Week 4 2/13 - 2/17/2012 Students dropping a class will receive a W	Allowed for serious and compelling reasons only. File a Change of Program form (instructor and program chair approval required). Reason must be entered on form; documentation may be required.		Add using the Change of Program form (instructor and program chair approval required). Enter reasons on form; documentation may be required. Tuition Fees due immediately	NOT PERMITTED	Normally not permitted. File a Change of Program form (instructor and program chair approval required). Enter reasons on form. Additional documentation may be required. \$25.00 Late Registration Fee in addition to other registration fees. Tuition Fees due immediately
Weeks 5-12 2/20 - 4/20/2012 Students dropping a class will receive a W	Allowed for serious and compelling reasons only. File a Change of Program form (instructor and program chair approval required). Reason must be entered on form; documentation may be required.		NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
Last 4 weeks of instruction to end of term 4/23 - 5/18/2012	NOT PERMITTED	Allowed only for serious and compelling circumstances beyond the student's control. File a Withdrawal Request for Term form. Signatures must be obtained by Academic Affairs, Financial Aid, Student Business Services, Housing (if applicable) and the Interim Associate Director of Records & Registration.	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED

Please make every effort to complete all your changes during the first three weeks of the semester.

* Student eligibility for financial aid is based on enrollment. A student who completely withdraws from semester may be subject to repayment (including medical withdrawals). Financial aid recipients should consult a financial aid representative for additional information.

Criteria for Late Add/Drop or Changes in the Basis of Grading

Students should note that a deficient academic performance is not a sufficient reason for dropping a class or changing the basis of grading after the third week. Students must present proof of a serious and compelling reason for withdrawal. Please see Registration Experience section of this Schedule of Classes for procedures.

Medical Withdrawal

A medical withdrawal constitutes complete withdrawal from the University for the term in question. Beginning with the fourth

week of the semester, students who find it necessary to withdraw from the University for medical reasons will be required to present documentation from a licensed health care professional, in addition to the Withdrawal Request for Term form, supporting their request. Financial aid recipients should consult a financial aid representative regarding the implications of a complete withdrawal. Students living on campus should also consult with Housing & Residential Education concerning their contractual obligations. Students granted a medical withdrawal must provide evidence of clearance from their health care professional prior to subsequent term registration. Please see Registration Experience section of this Schedule of Classes for procedures.

Withdrawal Limits

Withdrawal Requests are limited to 18 units beginning fall 2009. After this total is reached, further course withdrawal is not allowed. View your totals by visiting your student center under "other academic" drop down box. Click on "withdrawals/repeats."