



California State
University

CHANNEL
ISLANDS



Navigate the Island:

*Adding/Dropping Classes and My
Balance Due to the University*

Fall 2022 Tuition & Fees

Fee Description	Part Time 0.5 - 6 units	Full Time 6.1 and above units
Tuition	\$1,665	\$2,871
Associated Students Fee	\$75	\$75
Health Services Fee	\$3	\$3
Instructionally Related Services Fee	\$60	\$60
Materials, Service & Facilities Fee	\$65	\$65
Recreation and Athletics Fee	\$70	\$70
Student Body Center Fee	\$162	\$162
Student Health Service Fee	\$95	\$95
*Student Involvement & Representation Fee	\$2	\$2
Campus Dolphin ID card	\$15	\$15
Total Tuition & Fees	\$2,212	\$3,418

- ❖ Non-CA residents pay \$396 per unit in addition to the fees above.
- ❖ **Lab Fees** may be applied based on enrollment

<https://www.csuci.edu/sbs/>



California State
University

C H A N N E L
I S L A N D S



Important Things to Know about Adding Classes



- ❖ Tuition and Fees will be posted to your student account beginning **Friday, July 1, 2022**.
- ❖ If you are adding additional units, any applicable increase in fees will post to your student account within 24 hours.
 - It is the student's responsibility to verify their account balance after any adds or drops.
- ❖ Beginning **8/22/2022** through **9/9/2022** you may add classes using instructor issued permission numbers.
- ❖ The last day of the add/drop period is **9/9/2022**. All adds and drops must be completed in CI Records by 12:00 p.m.

If you register	Payment due no later than
April 25, 2022 – August 9, 2022	August 16, 2022 by 5:00 p.m.
August 10, 2022 – August 23, 2022	Tuesday following registration by 5:00 p.m.
August 24, 2022 – September 9, 2022	Friday, September 9, 2022 by 5:00 p.m.

Important Things to Know about Dropping Classes

- ❖ **Beginning the first day of instruction, students are charged prorated fees for the time they hold space in a class that they choose to drop.**
 - **The first day of instruction for Fall 2022 is **Saturday, 8/20/2022**.**
 - **The proration fee is approximately 1% of the applicable tuition balance per day.**
 - **The proration charge will only take place if you drop units resulting in a lower tuition level and do not replace the units within 3 days (i.e. full-time to part-time or part-time to 0 units).**
 - **If you intend to replace the dropped units, we suggest using the “enrollment swap” option in the Academics section of your Student Center page. This will allow you to drop a course and add a course in the same transaction and avoiding the proration of fees. Instructions can be found here: <https://www.csuci.edu/registrar/registration-video-tutorials.htm>**



Important Things to Know about Dropping Classes, continued



- ❖ **Students are encouraged to contact Financial Aid and Student Business Services to understand the financial ramifications resulting in withdrawing from classes.**
 - **Student Business Services does not send out electronic or paper billing statements.**
 - **Students are responsible for monitoring their account balance and can view this information 24/7 through their myCI.**
 - **Financial Aid is awarded based on your enrollment status. If you drop units, your financial aid may be adjusted resulting in a balance due on your student account.**
 - **We advise you to monitor your account when making changes to your enrollment. To prevent disenrollment from some or all your classes, payment for any balance due will need to be submitted by the published due date.**

Viewing your Account Balance

❖ All account information can be found on your myCI Student Center Page. This information is available to you 24/7.

➤ Instructions on how to view this information can be found here:

<https://www.csuci.edu/sbs/documents/accountinquiry.pdf>



California State University

CHANNEL ISLANDS

Step 1

Channel Islands / myCI Search CI

e.g., grades, email, parking, etc. Find myCI Services

Services Hide Services

- CI Records Student registration and records system
- CI Learn View course information and materials using Canvas
- CI Docs Google Drive @ CSUCI: create and share documents

Step 2

Finances

My Account

Account Inquiry

Financial Aid

View Financial Aid

Accept/Decline Awards

other financial...

Account Summary (See * link below)

You owe 2,226.00.

- Due Now 1,360.50
- Future Due 865.50

**** You have a past due balance of 1,360.50. ****

Currency used is US Dollar.

[*Important Student Fee Information](#)

Step 3

Account Inquiry Account Services

summary activity payments

Account Summary

You owe 2,226.00. For the breakdown, access [Charges Due](#)

- Due Now 1,360.50
- Future Due 865.50

**** You have a past due balance of 1,360.50. ****

Step 4

Account Inquiry Account Services

summary activity payments

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe.

Summary of Charges by Due Date	Find View All	First	1-3 of 3	Last
Due Date	Due Amount	Running Total		
08/25/2012	462.00	462.00		
09/18/2012	898.50	1,360.50		
10/18/2012	865.50	2,226.00		

First 1-3 of 3 Last

Proration of Fees

Example 1

- ❖ Student enrolls into 12 units. The student is charged \$3,403 in tuition and fees. The student submits a payment of \$3,403 using a credit card on Tuesday, 8/16/2022. The student drops all 12 units on Friday, 8/19/2022 and does not replace the dropped units.
 - The tuition and fees will be reversed from the student account, since the change in units took place prior to the start of the semester.
 - The payment of \$3,403 will be refunded back to the credit card that was used.
 - Out of pocket payment refunds will begin processing on **Monday, 9/12/2022.**



Proration of Fees

Example 2

- ❖ **Student enrolls into 12 units. The student is charged \$3,403 in tuition and fees. On Thursday, 8/11/2022, the student receives a Financial Aid disbursement of \$4,093 (Cal Grant A of \$2871 and Pell Grant of \$1,222). A refund for the excess Financial Aid is issued on 8/17/2022 of \$690. The student submits a term withdrawal, resulting in 0 units with an effective date of 9/19/2022.**
 - **The student's tuition is reduced from \$3,403 to \$920.27.**
 - **This is the prorated amount due to the time space was held in the withdrawn classes.**
 - **The student's Financial Aid is reduced from \$4,093 to \$1,076.**
 - **The student is no longer eligible for the full amount of the refund that was issued of \$690.**
 - **Due to the adjustment to Financial Aid, the \$1,076 of Financial Aid pays for tuition and fees of \$920.27 and the remaining amount of \$155.73 is applied to the refund of \$690.**
 - **The student now has a balance due of \$494.27, due to an over-refund.**



PLEASE NOTE: The examples used for Financial Aid are for demonstration purposes. The types and amounts of financial aid CSUCI awards or recommends are subject to availability of funds, enrollment status and financial need. If you have questions about your financial aid eligibility, please contact the Financial Aid & Scholarships Office.

Proration of Fees



Example 3

- ❖ **Student enrolls into 9 units. The student is charged \$3,403 in tuition and fees. The student submits a payment of \$3,403 using an electronic check on Tuesday, 8/16/2022. The student drops to 6 units on Wednesday, 8/24/2022 and does not replace the dropped units.**
 - **The student will be charged the part-time tuition rate of \$2,212 and an estimated \$130 in prorated full-time tuition fees for the time space was held in the dropped class. The total amount charged for the semester will be \$2,342.**
 - **A refund of \$1,061 will be issued to the student for the difference in cost.**
 - **The refund will be issued as direct deposit or paper check since the payment was submitted with electronic check.**
 - **Out of pocket refunds will begin processing on **Monday, 9/12/2022.****

Proration of Fees

Example 4

- ❖ **Student enrolls into 9 units. The student is charged \$3,403 in tuition and fees. On Thursday, 8/11/2022, the student receives a Financial Aid disbursement of \$3,403 (Unsubsidized Loan). The student drops to 6 units on 9/8/2022.**
 - **The student's tuition is reduced from \$3,403 to 2,687.94.**
 - **The student is charged \$2,197 for part time tuition and \$490.94 in prorated full-time fees.**
 - **There is no change to the Unsubsidized Loan disbursement.**
 - **A refund of \$715.06 is issued to the student.**
 - **The student is eligible for a refund due to the reduction in tuition and the excess in Financial Aid received.**
 - **The refund is issued as direct deposit or paper check.**

PLEASE NOTE: The examples used for Financial Aid are for demonstration purposes. The types and amounts of financial aid CSUCI awards or recommends are subject to availability of funds, enrollment status and financial need. If you have questions about your financial aid eligibility, please contact the Financial Aid & Scholarships Office.



Proration of Fees

Example 5

- ❖ Student enrolls into 9 units. The student is charged \$3,403 in tuition and fees. The student submits a payment of \$3,403 using a credit card on Tuesday, 8/16/2022. The student submits a Petition for Exception to the Registrar's Office with a request to drop 3 units on 9/26/2022. The Petition is approved and the student drops from 9 units to 6 units with an effective date of 9/26/2022.
 - There will be no change to the tuition and fees charged to the student account.
 - The last day to drop classes with a prorated refund is **Friday, 9/9/2022**.
 - There will be no refund issued to the student.



Important Dates to Remember for Fall 2022

- ❖ Payment Deadline is **Tuesday, 8/16/2022 by 5:00 p.m.**
- ❖ Last day to drop classes without proration of fees is **Friday, 8/19/2022.**
- ❖ Last day to add classes using an instructor issued permission number is **Friday, 9/9/2022.**
- ❖ Last day to drop classes without permission is **Friday, 9/9/2022.**



California State
University

C H A N N E L
I S L A N D S

Important Resources for Adding/Dropping Classes

❖ 2022/2023 University Catalog – Schedule of Fees

- [Schedule of Fees - California State University Channel Islands - Acalog ACMS™ \(csuci.edu\)](#)

❖ Fall 2022 Schedule of Classes – University Fees and Refunds

- [Current Fee Schedule - Student Business Services \(SBS\) - CSU Channel Islands \(csuci.edu\)](#)

❖ Fall 2022 Registration Calendar

- [Registration Calendar - Registrar's Office - CSU Channel Islands \(csuci.edu\)](#)

❖ Contact Student Business Services with questions:

Phone: 805-437-8810

Email: sbs@csuci.edu

Website: www.csuci.edu/sbs/

- “How to” PDF documents
- Important Updates





California State
University

CHANNEL
ISLANDS

Questions?