

# TRANSFER REGISTRATION GUIDE

## SPRING 2019



### Registration:

#### What if I need additional help with my schedule or want to change my schedule?

- Academic Advising is available to meet with students through video conferencing via Zoom. Contact the Advising Center at 805-437-8571 to schedule an appointment. Visit [go.csuci.edu/AdvisingContact](http://go.csuci.edu/AdvisingContact) for more information.
- Tutorials on how to add, drop, swap and waitlist a course are on the web at [go.csuci.edu/RRTutorials](http://go.csuci.edu/RRTutorials).

#### What if I am not ready to enroll for the term and have second thoughts about attending CSUCI?

- The Registrar's Office or professors will not drop you from classes should you elect to no longer attend.
- If you do not plan to enroll at CSUCI as planned, it is your responsibility to drop your classes by published deadlines.
- It is also your responsibility to notify other departments of your decision to not enroll as planned (e.g. Financial Aid, Housing, etc.) and take care of any obligations. You are advised to notify these departments as soon as possible if you will not attend CSUCI to reduce charges associated with late cancellation.
- If you choose not to attend CSUCI in your first term, you will need to go through the application process for a future term and may be required to meet additional admission requirements.

#### How do I change my schedule once school starts?

- During the Add/Drop Period (weeks 1-3), adding courses online is available and will require you to obtain a permission number from the instructor. Please note that adding during this time is at the instructor's discretion.
- Check out our Add and Drop Procedures page for information on schedule changes later in the semester: [go.csuci.edu/AddDrop](http://go.csuci.edu/AddDrop).

### Fees/Payment:

#### What is the deadline to pay my tuition & fees?

- The deadline to pay your fees is Tuesday, January 15, 2019 by 5:00 p.m. (Cashier window closes at 4:45 p.m.). Students who do not pay by the deadline may be dropped from their classes.

#### What does Proration of tuition & fees mean?

- Beginning with the first day of instruction, refunds from complete and some partial withdrawals will be prorated based on the date of withdrawal and the length of the academic period up to the 21st day of the semester. This means you may not get your full tuition refunded to you dependent upon when you last attended CSUCI.

### Reminders for Financial Aid Recipients:

- If you received a deferral on your Orientation registration fee, you are responsible to pay this fee even if you do not attend CSUCI.
- If you receive a financial aid disbursement and elect not to attend, you may be required to return the financial aid and will be responsible for any unpaid fees due to late withdrawal from classes and/or student housing.

# SPRING 2019 DEADLINES & ACTIVITIES

## December 2018

- 7-8 Register for classes at Orientation

## January 2019

- 15 Deadline to pay tuition & fees for all registered students by 5:00 p.m.
- 18 Last day to drop all classes to receive a full refund
- 18 Last day to add to a waitlist
- 19 Saturday classes begin
- 21 Martin Luther King Holiday - Campus Closed
- 22 Weekday classes begin
- 22 Adding a class requires instructor issued permission number

## February 2019

- 8 Last Day to add classes with instructor issued permission number
- 8 Last day to drop classes online through Student Center (After this date, permission to drop with a serious & compelling reason is required & a "W" grade will be recorded on the transcript.)
- 11-15 Add classes using Add form with instructor signature
- 11 Starting this date, dropping a class or withdrawing from the term requires an approved serious and compelling reason, supporting documentation, and instructor & program chair signatures. A "W" grade will be recorded on the transcript.
- 15 Last day to add a class for Spring 2019 semester

## March 2019

- 18-23 Spring Recess

## April 2019

- 1 Cesar Chavez Day - Campus Closed
- 15-24 Fall 2019 Registration Appointments begin
- 19 Last Day to drop an individual class with an approved serious & compelling reason.

## May 2019

- 11-17 Final examinations
- 24 Grades due from faculty by 11:59 p.m.
- 25 Grades viewable in CI Records

## June 2019

- 7 Fall 2019 Registration closes for continuing students

## Frequently Visited Offices

### Academic Advising

Bell Tower 1595  
805-437-8571  
advisement@csuci.edu  
go.csuci.edu/advising

### Admissions

Sage Hall 1020  
805-437-8520  
admissions@csuci.edu  
go.csuci.edu/Admissions

### Financial Aid & Scholarships

Sage Hall 1020  
805-437-8530  
financial.aid@csuci.edu  
go.csuci.edu/financialaid

### Registrar's Office

Sage Hall 1020  
805-437-8500  
records.registration@csuci.edu  
go.csuci.edu/records

### Student Business Services

Sage Hall 1020  
805-437-8810  
sbs@csuci.edu  
go.csuci.edu/sbs

### Veterans Affairs

Bell Tower East 1760  
805-437-2084  
veterans.services@csuci.edu  
go.csuci.edu/veterans