

Timeline/Deadline Changes

-Starting with Fall 2011-

Students are responsible for meeting all deadlines: apply for financial aid, turn in required documents, register for classes (add and drop/withdraw), pay their bills, etc. The College may drop or withdraw a student, but that may have consequences to the student (e.g. students may end up with a "W" on their transcript, students may not get full refund, Federal Financial Aid award and/or eligibility may be negatively impacted, etc.). In order to avoid negative consequences, students must meet all deadlines, and register and drop/withdraw from their courses themselves.

January 1st

Students can **begin** completing the **Free Application for Federal Student Aid (FAFSA)** – www.fafsa.gov - and applying for CSI scholarships – scholarships.csi.edu

March 1st



March 1st: Federal Financial Aid and Scholarship application **priority deadline**. Students can continue to apply for Federal Financial Aid and scholarships throughout the year but they should make plans for alternative payment in case scholarship dollars run out or if they allow for inadequate time to process their Federal Financial Aid application (see Priority Processing Dates).

First week of April

Registration for Summer and Fall semesters begins. Register online in MyCSI, <http://mycsi.csi.edu>. Check the online directory for your major advisor's contact information and office hours.

Financial Aid Priority Processing Dates

Priority processing dates:

- Fall 2011 - July 25th
- Spring 2012 - December 5th
- Summer 2012 - May 7th



Students must **apply** for Federal Financial Aid and must **turn in all the required documents** by the priority processing dates. If students **apply or turn in required documents** after the priority processing dates, they must make alternative payment plans as their financial aid will NOT be ready by the time tuition and fees will be due.

Two weeks before the semester starts

Check MyCSI for current course offerings including dates, times, and availability.

One week before the semester starts

Students should have their schedules finalized before the semester starts or even sooner as many classes fill up when registration first opens in April!

Bookstore charges begin **Monday** at 8:00 a.m. for students whose financial aid award has been accepted in Net Partner.

Week 1 of the semester

Late registration week
Add/Drop period is open for full-semester courses
Students can change to/from "Audit"
Tuition and fees are due Friday
100% refund period ends on Friday

Late registration week: While we strongly encourage students to finalize their schedules as early as possible after registration opens up for the semester, as a courtesy to students CSI allows students to register late during the first week of the semester. Students can add and drop full-semester courses until **Friday** at 11:59 p.m. (in-person registration closes at 5:00 p.m.; online registration closes at 11:59 p.m.). Note: A "section change" is really a drop/withdraw and add; it can be done during the first week of classes, but after the first week students will end up with a "W" on their transcript and can only add late start courses. Students will only be able to add late start classes after the first week. Those credits will not be counted for Federal Financial Aid if aid package has been determined and accepted by Friday of the first week (only if added before Friday at 11:59 p.m.).

Monday at 5:00 p.m. room and board is due.

Deadline to change to/from Audit for full-semester courses is **Friday** at 5:00 p.m.

Friday at 11:59 p.m. tuition and fees are due; 100% refund ends (in-person payment deadline is 5:00 p.m., online payment deadline is 11:59 p.m.).

Students must attend ALL of their courses. If students do not attend their courses instructors may drop them for no-show, and students may not be able to get back into the classes they want/need. Instructor-initiated drop may also negatively impact a student's Federal Financial Aid award and/or eligibility.

Federal Financial Aid census and lockdown is **Friday** at 11:59 p.m. - Federal Financial Aid is calculated based on the number of credits enrolled in at this time (Federal Financial Aid cannot be applied toward classes/credits added after this date; students must attend ALL their courses).

Payment due date: Payment in full, Tuition Loan Agreement signed and processed, or financial aid must be accepted by **Friday** at 11:59 p.m. (offices close at 5:00 p.m.; not all services are available online). Students who do not meet this deadline will be charged a \$75 late fee and may be dropped for no payment.

The Business Office will place "holds" on student accounts if tuition and fees have not been paid, Tuition Loan Agreement is not completed, nor financial aid accepted. Email bills will be sent via Eagle mail to students with "holds" notifying them unless payment is received (including late fees) by Thursday of the second week, they will be dropped for non-payment AND they will not be able to register for full-semester classes, only late start classes.

Bookstore charges continue until Friday at 5:00 p.m..

Week 2 of the semester

**Students can add late start courses;
Drop period for full-semester courses is closed;
Administrative drops only (drop for no show, drop for no payment);
Students can withdraw from full-semester courses (W on the transcript);
No refund**

Students can no longer register/add full-semester courses - with or without instructor signature. However, students will be able to add late start classes.

By the end of Week 2 faculty may **drop students for no show**. Students who are dropped for no-show the first week, before the 100% refund deadline, will get a full refund. Students who are dropped for no-show the second week, after the 100% refund deadline, will not get a refund.

Students who pay this week, after the payment deadline, will be charged a late fee (\$75).

Students who have not paid will be dropped for non-payment; no re-instatement; they can only register in late-start courses from here on; no drops for non-payment after this.

Students who do not pay their bills (including late fees) by Thursday of the second week will be **dropped for non-payment** AND will NOT be able to register (i.e. be "reinstated") in full-semester classes. However, registration will be open for late start classes and payment is due at the time of registration.

No refunds for full-semester classes.

Thursday of the second week: Federal Financial Aid and scholarship credit balance/refunds. Check your Net Partner account at <http://netpartner.csi.edu>.

Week 3 of the semester and beyond

**Withdrawal period open up until 75% of course is passed (W on the transcript)
Add/Drop period open for late start courses up until the first Friday for each course
(payment due at the time of registration)**

Withdrawal period for full-semester courses (W on transcript); only late start classes can be added and dropped from here on and payment is due at the time of registration - (first Friday is add/drop/Audit deadline for late start courses). Withdrawal period for full-semester courses continues through week 12; withdrawal period for late start courses ends when 75% of the course is passed after which students receive the grade they earned.

Summer Sessions

CSI offers six (6) summer sessions with courses ranging from four (4) to eight (8) weeks of instruction. Students may enroll in multiple sessions. The start and end dates, deadlines for registration, and payment deadlines can be found online in the catalog and the instructional calendar.

Tuition and fees for Early and Late Start, Community Education, and Non-Credit courses are to be paid at the time of registration--*regardless of when the class starts*. Students who have not paid in full or do not have a Tuition Loan Agreement on file may be dropped without notice. Late fees will apply.

**All listed times refer to the Mountain time zone.*