

PARKING NOTICE:

Parking permits are required to park on campus. There is no grace period. New and continuing students must purchase semester parking permits online at:

<http://www.csusm.edu/parking/quicklinks/purchaseparkingpermitonline.html>, at Parking Services located in FCB 107, or at the University Cashier, located on the third floor of Craven Hall. To inquire about current parking information and policies please visit the Web site at <http://www.csusm.edu/guide/parking.html> or call 760.750.7500.

DRIVING DIRECTIONS:

For CSUSM campus driving directions and campus map click [here](#). (If your class is being held at an off-campus location, please call Extended Learning for specific directions.760.750.4020.)

CREDIT COURSE FEE STRUCTURES:

<u>Program</u>	<u>Fee Structure</u>
Special Sessions	Range: \$200 to \$1,000 per unit
Extension	Range: \$150 to \$900 per unit
Open University	\$195 per unit
“Contract” Credit (Special Sessions)	Range: \$40 to \$250 per unit
“Contract” Credit (Extension)	Range: \$40 to \$200 per unit

CANCELLATION/DROP/REFUND SCHEDULE:

You can drop your courses anytime via the MyCSUSM student portal at www.mycsusm.edu. You will need your student ID and password. If you do not know your student ID and password, you may contact the Student Help Desk at 760.750.6505.

***Please note:** Extended Learning credit courses follow a different fee and refund schedule than do the regular campus courses. Most Extended Learning credit courses follow the refund schedule below:

Date Dropped	Refund
Before first day of class	100%
Within 1 st week	45%
Within 2 nd week	35%
Within 3 rd week	20%
After 3 rd week	0

FOR SUMMER COURSES, THE REGULAR CAMPUS FEE AND REFUND SCHEDULE APPLIES. PLEASE REFER TO <http://www.csusm.edu/schedule/index.html> AND THE SUMMER TERM INFORMATION FOR DETAILS.

THERE ARE NO REFUNDS FOR CONTRACT CREDIT COURSES. FOR BTSA CREDIT, THE SPECIAL SESSIONS REFUND POLICY APPLIES.

In the case of extenuating circumstances, in which you feel you may be eligible for a refund outside of the normal refund schedule, please complete and submit (in person) a petition for refund to be reviewed by Student Financial Services. This petition can be found at <http://www.csusm.edu/sfs/adminresources/csusm300univregulationswaiver.pdf>. Please bring your completed petition form to Student Financial Service in Cougar Central.

COMPLETE SEMESTER WITHDRAWAL:

Students who wish to withdraw from all classes (after the end of the add/drop period) must petition for complete semester withdrawal through Registration and Records located in Cougar Central on the third floor of Craven Hall. If you do not formally withdraw from your class you will receive a "WU" (equivalent to an F in GPA calculation). All dropped or withdrawn classes are subject to the Extended Learning Credit Course Drop/Refund policy.

TRANSCRIPTS:

To request an official transcript (no fee required), please see: <http://www.csusm.edu/enroll/allforms/TranscriptRequests.html>

IMPORTANT NOTICE REGARDING STUDENT RECORDS HOLDS:

If you have a hold on your account, we will not be able to register you until the hold is resolved. To clear your hold please contact the Cashier's Office at 760.750.4491.