

## January Intersession 2010 Frequently Asked Questions for Students

### 1. What's happening with January Intersession in 2010?

January Intersession 2010 courses will be offered through Regional & Continuing Education (RCE) in partnership with the Colleges. January Intersession is not part of the regular Spring term for purposes of calculating fees and determining course load. Additional fees will apply.

### 2. When will the class schedule be available?

- The schedule will be posted on the Continuing Education Web site and available on the CSU, Chico Class Schedule Web site **Monday, October 12.**

### 3. When will classes meet?

- January Intersession begins **Monday, January 4,** and ends **Friday, January 22.**
- Face-to-face classes will **meet 12 days:**
  - Weeks of January 4 and January 11 - Monday-Thursday
  - Week of January 19 - Tuesday through Friday
- Classes will meet in a standard morning or afternoon schedule: **8-11:55am** or **12:30-4:25pm** for three unit classes.

### 4. How can I enroll?

- Regularly admitted (matriculated) students may register via the Chico State Connection Portal **beginning Tuesday, November 3.**
- All students may enroll through RCE online, by phone, or in person at the Center for Continuing Education through January 4, 2010.
- Students who are not admitted to the University must enroll through Continuing Education.
- Self-service registration via the Portal **closes Friday, December 4.**

### 5. What will I pay? When are fees due?

- Per unit fees for January Intersession are anticipated to be **\$230/unit** (pending final fee approval).
- The fee payment deadline for regularly admitted students enrolling via the Portal is **December 4.**
- Students who have registered through the Portal but who have not paid fees or who do not have sufficient anticipated financial aid to pay both January Intersession and Spring semester fees will be dropped from their courses after that date and will have to come to Continuing Education to pay fees and re-enroll if space is still available.
- All registrations completed through Continuing Education require fee payment at the time of registration.

### 6. What's the difference between enrolling and paying fees through the Portal and enrolling and paying fees through Continuing Education?

- Self-service registration is only available to regularly admitted students. Registration via the Portal is real-time, and fees may be paid anytime between when you enroll and December 4. You may pay fees using MasterCard, Discover, American Express, or an e-check (same fee payment options as apply to your regular University fees). A convenience fee will be applied to credit card payments.
- Registration through Continuing Education is open to all students, including students who are not admitted to the University. Online registration requests may be submitted

through the Continuing Education Web site, or you can come to our office to enroll and pay fees. Fees are due at the time of registration. You may pay using checks, cash, Visa, or MasterCard. No convenience fee will be charged for credit card payments.

**7. Can I put my name on a waitlist if the class I want is full?**

- Yes.
- If you are registering through the Portal and the class you wish to add is full, you may add your name to a waitlist. If space becomes available, you will receive an email notification that you have been added to the class.
- Fee payment deadlines apply to classes added by the waitlist process.
- Self-service waitlists will close when self-service registration closes on December 4.
- If you are not eligible to enroll via the Portal, contact Continuing Education to request that your name be added to the waitlist.
- After December 4, all waitlists will be managed by Continuing Education.

**8. Does Financial Aid apply to January Intersession?**

- Admitted students may be eligible for some financial aid as determined by the Financial Aid and Scholarship Office. Please note: State University Grant and Cal Grant are **not** applicable to January Intersession fees.
- If your Spring anticipated financial aid is sufficient to cover both January Intersession fees **in addition to** regular Spring semester fees, you need only enroll in the Intersession courses you wish to take. The balance due will automatically be paid from your financial aid. All remaining aid, after charges and fees are deducted, will be refunded to you via Electronic Fund Transfer (EFT) or a check that is mailed to you.
- If you need additional resources to help cover January Intersession course fees, please contact the Financial Aid and Scholarship Office. Students' files will be reviewed on a case-by-case basis.

**9. When should I enroll?**

- January Intersession courses must achieve **a minimum of 20** enrollments in order to be "a go," so you are encouraged to enroll as early as possible to help make sure the class you want is offered.
- In order to help you plan for January, any students impacted by course cancellations will be notified by email during finals week.
- Once self-service registration closes, registrations (adds) and drops must go through Continuing Education.

**10. How many classes can I take?**

- Because the January Intersession is an accelerated Special Session, students should enroll in no more than 4 units. This maximum is consistent with the 21-unit maximum course load for a 15-week semester.

**11. Will Meriam Library be open during January Intersession?**

- Yes, the library will be open during official campus business hours:
  - 8am-5pm Monday-Thursday January 4-14
  - Tuesday-Friday January 19-22.

**12. How can I add/drop classes?**

- Admitted students can add and drop classes on their own through the Portal while self-service registration is open.

- If you are not admitted to the University, you must contact Continuing Education to add or drop classes.
- After December 4, all new registrations (adds) and drops must be processed through Continuing Education.
- Late adds and drops may require certain approvals; see the Continuing Education Web site or the Add/Drop form available in the Continuing Education office for details.

**13. What about refunds if I have to drop a class?**

- If a class cancels, your fees will be refunded 100%.
- If you register through the Portal and drop a class before self-service registration closes, all fees are waived.
- If you drop before the first day of class but after self-service registration closes, you will receive a full refund less a \$15 processing fee.
- If you enroll through Continuing Education and request a drop any time before the class starts, you will receive a full refund less a \$15 processing fee.
- If you drop a class on January 4, 5, or 6, you will receive a 65% refund.
- Beginning January 7, fees are non-refundable.

**14. When will I get my grades?**

- Faculty may submit grades anytime on or after January 22.

**15. Where do I go for more information about January Intersession?**

- The most up-to-date information is available on the Continuing Education Web site at <http://rce.csuchico.edu/intersession/>
- If you need additional assistance, please contact the Center for Regional and Continuing Education by email at [rce@csuchico.edu](mailto:rce@csuchico.edu) or call us at 530-898-6105. Our registration team will be happy to assist you.