

# CSUN Fall 2020: Change in Academic Schedule after Start of Classes

CALENDAR PERIOD	LATE REGISTRATION	ADD A CLASS <sup>3</sup>	CHANGE BASIS OF GRADING	DROP A CLASS <sup>1</sup>	COMPLETE WITHDRAWAL <sup>1</sup>	MEDICAL WITHDRAWAL <sup>1</sup>
<b>Fall 2020</b>  <b>WEEKS 1 – 4 <sup>2</sup></b>  Aug. 24 – Sept. 18, 2020	Add classes <b>online</b> through myNorthridge Portal when not currently enrolled in any units.  <b>Week 1:</b> No permission needed. <a href="#">Wait list available</a> .  <b>Weeks 2–4:</b> From <b>Aug. 31–Sept. 18</b> , obtain instructor <a href="#">permission</a> to add.  A <b>\$25 late fee</b> is charged when adding from zero units.  To avoid disenrollment, pay fees and \$25 late fee <b>online</b> at the time of registration but no later than the deadlines in the <a href="#">Fee Payment Schedule</a> . <sup>4</sup>	Add classes <b>online</b> through myNorthridge Portal.  <b>Week 1:</b> No permission needed. <a href="#">Wait list available</a> .  <b>Weeks 2–4:</b> From <b>Aug. 31–Sept. 18</b> , obtain instructor <a href="#">permission</a> to add.  To avoid disenrollment, pay additional fees, if any, <b>online</b> at the time of registration but no later than the deadlines in the <a href="#">Fee Payment Schedule</a> . <sup>3,4</sup>	Change <b>online</b> through myNorthridge Portal with no approval necessary.  <b>Undergraduate students:</b> See Credit/No Credit grading policy in the University Catalog at <a href="https://catalog.csun.edu/">https://catalog.csun.edu/</a> and select Policies > <a href="#">Credit/No Credit Grading</a> .	Drop one or more classes, but not all, <b>online</b> through myNorthridge Portal with no approval necessary.  See “Precautions for Reducing Units” below. <sup>1</sup>  <b>Sept. 11:</b> Last day to drop and be eligible for a partial refund minus \$10.  See <a href="#">Partial Refund Policy</a> and <a href="#">Sign up for eRefund</a> . <sup>4</sup>  <b>Sept. 18:</b> Last day to drop online using self-service registration.	Drop all classes enrolled for the term <b>online</b> through myNorthridge with no approval necessary.  See “Precautions for Reducing Units” below. <sup>1</sup>  Learn more about the <a href="#">Prorated Refund Policy</a> and <a href="#">Sign up for eRefund</a> . <sup>4</sup>  <b>Sept. 18:</b> Last day to withdraw online using self-service registration.	<b>Undergraduate students:</b> Contact the <a href="#">Undergraduate Studies Office</a> by <b>Sept. 18</b> for partial or complete medical withdrawals. So that the medical withdrawal can be recorded, do <b>not</b> drop courses online. <sup>1,4,5</sup> Phone: 818-677-2969 Email: <a href="mailto:ugs@csun.edu">ugs@csun.edu</a>  <b>Graduate students:</b> Apply for any kind of <a href="#">medical withdrawal (.pdf)</a> to the <a href="#">Graduate Studies Office</a> . <sup>1,4</sup> Phone: 818-677-2138 Email: <a href="mailto:graduate.studies@csun.edu">graduate.studies@csun.edu</a>  <b>All students:</b> Please visit the appropriate office website above for the latest contact information.
<b>WEEKS 5 – 12 <sup>2</sup></b>  Sept. 21 – Nov. 13, 2020	<b>NOT PERMITTED</b>  <b>SERIOUS AND COMPELLING REASONS</b> will be considered. File the appropriate <b>form(s)</b> for your student group as follows: <ul style="list-style-type: none"> <li>• “Late Change in Academic Schedule for <b>Undergraduate</b> and <b>Second Bachelor’s</b> Students” at <a href="http://www.csun.edu/sites/default/files/UGS_5thweek_Retro.pdf">www.csun.edu/sites/default/files/UGS_5thweek_Retro.pdf</a> <b>and</b> the “Student Consent and Health Care Provider Guidelines” at <a href="http://www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf">www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf</a></li> <li>• “Late Change in Academic Schedule for <b>Graduate Students Only</b>” at <a href="http://www.csun.edu/graduate-studies/graduate-student-forms">www.csun.edu/graduate-studies/graduate-student-forms</a></li> </ul> <b>NOTE:</b> Beginning <b>Sept. 22</b> , students will receive a <b>grade of “W”</b> (authorized withdrawal) if requests to drop a class or classes are approved.					<b>Undergraduate students:</b> Follow the instructions on the appropriate Late Schedule Change form and the Student Consent form. <sup>1,4</sup>  <b>Graduate students:</b> Apply to the Graduate Studies Office, 818-677-2138. See <a href="#">medical withdrawal (.pdf)</a> . <sup>1,4</sup>
<b>WEEKS 13+ <sup>2</sup></b>  Nov 16 – Dec. 23, 2020 and thereafter	<b>NOT PERMITTED</b>  <b>SERIOUS AND COMPELLING REASONS</b> will be considered. File the appropriate <b>form(s)</b> for your student group as follows: <ul style="list-style-type: none"> <li>• “<b>Last 20%</b> of Instruction / <b>Retroactive</b> Schedule Change for <b>Undergraduate</b> and <b>Second Bachelor’s</b> Students” at <a href="http://www.csun.edu/sites/default/files/UGS_5thweek_Retro.pdf">www.csun.edu/sites/default/files/UGS_5thweek_Retro.pdf</a> <b>and</b> the “Student Consent &amp; Health Care Provider Guidelines” at <a href="http://www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf">www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf</a>.</li> <li>• “Late Change in Academic Schedule for <b>Graduate Students Only</b>” at <a href="http://www.csun.edu/graduate-studies/graduate-student-forms">www.csun.edu/graduate-studies/graduate-student-forms</a></li> </ul>					<b>Undergraduate students:</b> Follow the instructions on the appropriate Late Schedule Change form and the Student Consent form. <sup>1</sup>  <b>Graduate students:</b> Apply to the Graduate Studies Office, 818-677-2138. See <a href="#">medical withdrawal (.pdf)</a> . <sup>1</sup>

1. **IMPORTANT! Precautions for Reducing Units:** Reducing the number of enrolled units may affect your eligibility for **Campus Housing, Financial Aid, International Student Status** and more. A Financial Aid student who reduces the number of units or completely withdraws (including medical withdrawal) may be subject to REPAYMENT. In addition, reducing units or withdrawing from courses may impact [Satisfactory Academic Progress](#) (SAP). Before adjusting your schedule, review **Impact of Academic Schedule Changes** at [www.csun.edu/undergraduate-studies/impact-academic-schedule-changes](http://www.csun.edu/undergraduate-studies/impact-academic-schedule-changes) and contact the appropriate office(s) for guidance.
2. Students enrolled in accelerated and/or online courses must adhere to the same deadlines and procedures as those outlined in this table.
3. If **adding** units, check your student financial account in myNorthridge Portal for a possible fee increase, including nonresident tuition if applicable, and the payment due date. If units increase to 6.1 or more, additional fees will be charged. For tuition and other fees and the fee payment schedule (deadlines), see [University Cash Services](#).
4. For refund information including how to sign up for eRefund, see [www.csun.edu/stufin](http://www.csun.edu/stufin).
5. To request that a medical withdrawal in Weeks 1-4 be indicated on your CSUN record, also complete the [Medical Withdrawal Verification in Weeks 1-4 for Undergraduate and Second Bachelor’s Students \(.pdf\)](#).

This late change in academic schedule information is also available at [www.csun.edu/admissions-records/late-add-drop-classes](http://www.csun.edu/admissions-records/late-add-drop-classes) and [Guidelines for All Students](#).