


CSUN Fall 2023: Change in Academic Schedule after Start of Classes

CALENDAR PERIOD	LATE REGISTRATION ³	ADD A CLASS ³	CHANGE BASIS OF GRADING	DROP A CLASS ¹	COMPLETE WITHDRAWAL ¹	MEDICAL WITHDRAWAL ¹
Fall 2023 WEEKS 1 through 4 ² Aug. 28 through Sept. 24, 2023 Please finalize your schedule by the end of Week 4.	Add classes online through the CSUN Portal when not currently enrolled in any units. Week 1: No permission needed. Wait list available . Starting Week 2: From Sept. 5 through Nov. 17 , obtain instructor permission to add. To avoid disenrollment, pay fees online at the time of registration but no later than the Payment Due Dates . ³ Deadlines will change based on your registration date.	Add classes online through the CSUN Portal. Week 1: No permission needed. Wait list available through Sept. 4. Starting Week 2: From Sept. 5 through Nov. 17 , obtain instructor permission to add online using self-service registration. To avoid disenrollment, pay additional fees, if any, online at the time of registration but no later than the Payment Due Dates . ³	Change grading basis online through the CSUN Portal with no approval necessary. Undergraduate students: See Credit/No Credit grading policy in the University Catalog at https://catalog.csun.edu/ and select Policies > Credit/No Credit Grading .	Drop one or more classes, but not all, online through the CSUN Portal with no approval necessary. See "Precautions for Reducing Units" below. ¹ Friday, Sept. 15: Last day to drop below 6.1 units and be eligible for a partial refund minus \$10. See Partial Refund Policy and Sign up for eRefund . ⁴ Sunday, Sept. 24: Last day to drop online using self-service registration.	Drop all classes enrolled for the term online through the CSUN Portal with no approval necessary. See "Precautions for Reducing Units" below. ¹ Learn more about the Prorated Refund Policy and Sign up for eRefund . ⁴ Sunday, Sept. 24: Last day to withdraw online using self-service registration.	Undergraduate students: Contact the Undergraduate Studies Office by Sunday, Sept. 24 , for partial or complete medical withdrawals. So that the medical withdrawal can be recorded, do not drop courses online. ^{1,4,5} Phone: 818-677-2969 Email: ugs@csun.edu Graduate students: Apply for any kind of medical withdrawal (PDF) to the Graduate Studies Office . ^{1,4} Phone: 818-677-2138 Email: graduate.studies@csun.edu All students: Please visit the appropriate office website above for the latest contact information.
WEEKS 5 through 12 ² Sept. 25 through Nov. 17, 2023	You may ADD CLASSES only with instructor permission using online self-service registration through Nov. 17, 2023. No form is required. ³  DROPS & GRADING BASIS CHANGES ARE NOT PERMITTED SERIOUS AND COMPELLING REASONS will be considered. File the appropriate form(s) for your student group as follows: <ul style="list-style-type: none"> • "Late Change in Academic Schedule for Undergraduate and Second Bachelor's Students" at www.csun.edu/sites/default/files/UGS_5thweek_Retro.pdf and the "Student Consent and Health Care Provider Guidelines" at www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf • "Late Change in Academic Schedule for Graduate Students Only" at www.csun.edu/graduate-studies/graduate-student-forms NOTE: Beginning Sept. 25 , students will receive a grade of "W" (authorized withdrawal) if requests to drop a class or classes are approved.					Undergraduate students: Follow the instructions on the appropriate Late Schedule Change form and the Student Consent form. ^{1,4} Graduate students: Apply to the Graduate Studies Office, 818-677-2138. See medical withdrawal (PDF) . ^{1,4}
WEEKS 13+ ² Nov. 20 through Dec. 22, 2023 and thereafter	SCHEDULE ADJUSTMENTS ARE NOT PERMITTED SERIOUS AND COMPELLING REASONS will be considered. File the appropriate form(s) for your student group as follows: <ul style="list-style-type: none"> • "Last 20% of Instruction / Retroactive Schedule Change for Undergraduate and Second Bachelor's Students" at www.csun.edu/sites/default/files/UGS_5thweek_Retro.pdf and the "Student Consent & Health Care Provider Guidelines" at www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf. • "Late Change in Academic Schedule for Graduate Students Only" at www.csun.edu/graduate-studies/graduate-student-forms 					Undergraduate students: Follow the instructions on the appropriate Late Schedule Change form and the Student Consent form. ¹ Graduate students: Apply to the Graduate Studies Office, 818-677-2138. See medical withdrawal (PDF) . 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 award reduction, cancellation or REPAYMENT. For details, see [What Affects My Aid](#). 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 and contact the appropriate office(s) for guidance.
- Students enrolled in accelerated and/or online courses must adhere to the same deadlines and procedures as those outlined in this table.
- If **adding** units, check your student financial account in your CSUN 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. View [tuition and other fees](#) and the [payment due dates](#). **Note:** Any units added **after Sept. 24** will **not** increase a student's financial aid award. See [What Affects My Aid](#).
- For refund information, including how to sign up for eRefund, visit the University Cash Services website at www.csun.edu/stufin.
- To request that a medical withdrawal in Weeks 1 through 4 appear on your CSUN record, also complete the [Medical Withdrawal Verification in Weeks 1–4 for Undergraduate and Second Bachelor's Students \(PDF\)](#).