


CSUN Spring 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 |
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| Spring 2023 WEEKS 1 – 4 ² Jan. 23 – Feb. 17, 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 Jan. 30 through April 21 , obtain instructor permission to add. To avoid disenrollment, pay fees online at the time of registration but no later than the deadlines in the Fee Payment Schedule . 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 Jan. 30. Starting Week 2: From Jan. 30 through April 21 , 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 deadlines in the Fee Payment Schedule . ³ | Change online through the CSUN Portal with no approval necessary. Undergraduate students: See the Credit/No Credit grading policy in the University Catalog at https://catalog.csun.edu/ and select Policies > Credit/No Credit Grading . Consult with your academic advisor if unsure of the restrictions. | 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, Feb. 10: Last day to drop and be eligible for a partial refund minus \$10. See Partial Refund Policy and Sign up for eRefund . ⁴ Friday, Feb. 17: Last day to drop online using self-service registration. | Drop all classes enrolled for the term online through the CSUN with no approval necessary. See “Precautions for Reducing Units” below. ¹ Learn more about the Prorated Refund Policy and Sign up for eRefund . ⁴ Friday, Feb. 17: Last day to withdraw online using self-service registration. | Undergraduate students: Contact the Undergraduate Studies Office by Feb. 17 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 – 12 ² Feb. 20 – April 21, 2023 | <p style="text-align: center;">You may ADD CLASSES only with instructor permission using online self-service registration through April 21, 2023. No form is required. ³</p> <p style="text-align: center;"></p> <p style="text-align: center;">DROPPING & GRADING BASIS CHANGES ARE NOT PERMITTED.</p> <p style="text-align: center;">SERIOUS AND COMPELLING REASONS will be considered. File the appropriate form(s) for your student group as follows:</p> <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 <p style="text-align: center;">NOTE: Beginning Feb. 18, students will receive a grade of “W” (authorized withdrawal) if requests to drop a class or classes are approved.</p> | | | | | 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 April 24 – May 25, 2023 and thereafter | <p style="text-align: center;">SCHEDULE ADJUSTMENTS ARE NOT PERMITTED.</p> <p style="text-align: center;">SERIOUS AND COMPELLING REASONS will be considered. File the appropriate form(s) for your student group as follows:</p> <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 described in this table.
- If **adding** units, check your student financial account in the 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 [fee payment schedule \(deadlines\)](#). **Note:** Any units added **after Feb. 17** 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 Student Financial Services (University Cash Services) website at www.csun.edu/stufin.
- 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/current-students/register/late-register and [Guidelines for All Students](#).