

# CSUN Spring 2024: Change in Academic Schedule after Start of Classes

CALENDAR PERIOD	LATE REGISTRATION <sup>3</sup>	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>Spring 2024</b>  <b>WEEKS 1 through 4 <sup>2</sup></b>  <b>Jan. 22</b> through <b>Feb. 16, 2024</b>  Please finalize your schedule by the end of Week 4.	Add classes <b>online</b> through the CSUN Portal when not currently enrolled in any units.  <b>Week 1:</b> No permission needed. <a href="#">Wait list available.</a>  Starting <b>Week 2:</b> From <b>Jan. 29</b> through <b>April 19</b> , obtain instructor <a href="#">permission</a> to add.  To avoid disenrollment, pay fees <b>online</b> at the time of registration but no later than the <a href="#">payment due dates</a> . <sup>3</sup> Deadlines will change based on your registration date.	Add classes <b>online</b> through the CSUN Portal.  <b>Week 1:</b> No permission needed. <a href="#">Wait list available</a> through Jan. 28.  Starting <b>Week 2:</b> From <b>Jan. 29</b> through <b>April 19</b> , obtain instructor <a href="#">permission</a> to add online using self-service registration.  To avoid disenrollment, pay additional fees, if any, <b>online</b> at the time of registration but no later than the <a href="#">payment due dates</a> . <sup>3</sup>	Change <b>online</b> through the CSUN Portal with no approval necessary.  <b>Undergraduate students:</b> See the 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> .  Consult with your academic advisor if unsure of the restrictions.	Drop one or more classes, but not all, <b>online</b> through the CSUN Portal with no approval necessary.  See "Precautions for Reducing Units" below. <sup>1</sup>  <b>Friday, Feb. 9:</b> Last day to be eligible for a <b>partial</b> withdrawal refund less \$10.  See <a href="#">partial refund policy</a> and <a href="#">Sign up for eRefund</a> . <sup>4</sup>  <b>Friday, Feb. 16:</b> Last day to drop online using self-service registration.	Drop all classes enrolled for the term <b>online</b> through the CSUN 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>Friday, Feb. 16:</b> Last day to withdraw online using self-service registration.	<b>Undergraduate students:</b> Contact the <a href="#">Undergraduate Studies Office</a> by <b>Feb. 16</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 through 12 <sup>2</sup></b>  <b>Feb. 19</b> through <b>April 19, 2024</b>	<p style="text-align: center;"><b>You may ADD CLASSES only with instructor permission using online self-service registration through April 19, 2024. No form is required.</b> <sup>3</sup></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>DROPPING &amp; GRADING BASIS CHANGES ARE NOT PERMITTED.</b></p> <p style="text-align: center;"><b>SERIOUS AND COMPELLING REASONS</b> will be considered. File the appropriate <b>form(s)</b> for your student group as follows:</p> <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> <p style="text-align: center;"><b>NOTE:</b> Beginning <b>Feb. 17</b>, students will receive a <a href="#">grade of "W"</a> (authorized withdrawal) if requests to drop a class or classes are approved.</p>					<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>  <b>April 22</b> through <b>May 23, 2024</b> and thereafter	<p style="text-align: center;"><b>SCHEDULE ADJUSTMENTS ARE NOT PERMITTED.</b></p> <p style="text-align: center;"><b>SERIOUS AND COMPELLING REASONS</b> will be considered. File the appropriate <b>form(s)</b> for your student group as follows:</p> <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>

- 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](http://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 [payment due dates](#). **Note:** Any units added **after Feb. 16** 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](http://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 \(PDF\)](#).

This late change in academic schedule information is also available at [www.csun.edu/current-students/register/late-register](http://www.csun.edu/current-students/register/late-register) and [Guidelines for All Students](#).