

CSUN Spring 2021: Change in Academic Schedule after Start of Classes

CALENDAR PERIOD	LATE REGISTRATION	ADD A CLASS ³	CHANGE BASIS OF GRADING	DROP A CLASS ¹	COMPLETE WITHDRAWAL ¹	MEDICAL WITHDRAWAL ¹
Spring 2021 WEEKS 1 – 4 ² Jan. 25 – Feb. 19, 2021	Add classes online through myNorthridge Portal when not currently enrolled in any units. Week 1: No permission needed. Wait list available. Weeks 2–4: From Jan. 25-Feb. 19 , obtain instructor permission to add. A \$25 late fee is charged when adding from zero units. To avoid disenrollment, pay fees and \$25 late fee online at the time of registration but no later than the deadlines in the Fee Payment Schedule. ⁴	Add classes online through myNorthridge Portal. Week 1: No permission needed. Wait list available. Weeks 2–4: From Jan. 25-Feb. 19 , obtain instructor permission to add. 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, 4}	Change online through myNorthridge 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 myNorthridge Portal with no approval necessary. See “Precautions for Reducing Units” below. ¹ Feb. 12: Last day to drop and be eligible for a partial refund minus \$10. See Partial Refund Policy and Sign up for eRefund. ⁴ Feb. 19: Last day to drop online using self-service registration.	Drop all classes enrolled for the term online through myNorthridge with no approval necessary. See “Precautions for Reducing Units” below. ¹ Learn more about the Prorated Refund Policy and Sign up for eRefund. ⁴ Feb. 19: Last day to withdraw online using self-service registration.	Undergraduate students: Contact the Undergraduate Studies Office by Feb. 19 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. 22 – April 23, 2021	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 February 20 , 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 April 26 – May 26, 2021 and thereafter	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 **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 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 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.](#)
- For refund information including how to sign up for eRefund, see www.csun.edu/stu/fin.
- 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.](#)