

CSUN Spring 2024: 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
Spring 2024 WEEKS 1 through 4 ² Jan. 22 through Feb. 16, 2024 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. 29 through April 19 , 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 Jan. 28. Starting Week 2: From Jan. 29 through April 19 , 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 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. 9: Last day to be eligible for a partial withdrawal refund less \$10. See partial refund policy and Sign up for eRefund . ⁴ Friday, Feb. 16: 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. 16: Last day to withdraw online using self-service registration.	Undergraduate students: Contact the Undergraduate Studies Office by Feb. 16 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 Feb. 19 through April 19, 2024	<p style="text-align: center;">You may ADD CLASSES only with instructor permission using online self-service registration through April 19, 2024. 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. 17, 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 22 through May 23, 2024 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 [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.
- 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 and [Guidelines for All Students](#).