

Change of Schedule (Add/Drop)

Important Notes

1. Students may add classes using the on-line system through Wednesday, February 3. Beginning February 4, students can only add classes by using a permission number issued by the instructor. The deadline to add a class with a permission number is February 18.
2. Students may drop classes using the on-line system through Wednesday, February 3. Beginning February 4 through February 18, students may drop classes using a drop card. Instructor's approval is required. Serious and compelling drop period begins February 19. See procedures below.
3. You are responsible for completing or withdrawing from every class registered. Failure to withdraw will result in a grade of "WU" or "F".
4. During the first week of school, it is the responsibility of the student to attend each class meeting. If a class is full, a faculty member may administratively drop any student who is absent from any class session during the first week of classes (if the student has not personally contacted the faculty member by the next class meeting). It is the responsibility of the student to withdraw properly from any class which he/she does not intend to complete. Do not assume that the faculty member will administratively drop you (see page 19).

TYPE OF CHANGE	BEGINNING JANUARY 21	BEGINNING FEBRUARY 4 - 18	BEGINNING APRIL 22
DROPPING A COURSE Last day to return a book to the Kennel Bookstore for a refund is FEBRUARY 3, 2009.	Students may drop classes using the Web Registration system. Deadline: February 3	Secure Drop Card from Admissions & Records Service Windows. Obtain signature of instructor. Return card to Admissions & Records Service Windows.	After April 21, only a complete withdrawal for circumstances beyond the student's control will be processed. (See below.)
		BEGINNING FEBRUARY 19 All drops must be of serious and compelling reason and will require the signature of the instructor and the dean of the school. The drop will be listed on the official University transcript with a "W" (Withdrawal). A "W" does not negatively impact your GPA.	
ADDING A COURSE	Students may add classes using the Web Registration system. Deadline: February 3	Beginning February 4, adding is only by using a permission number issued by the instructor. Deadline: February 18	NOT PROCESSED AFTER February 18.
CHANGING A CLASS TO CREDIT/NO CREDIT	Use the Web system to change your grading option, or secure Add/Drop Card from Admissions & Records Service Windows. Faculty signature is not required. Return card to Admissions & Records Service Windows. Maximum of 6 units per semester. Deadline: February 18	Use the Web system to change your grading option, or secure Add/Drop Card from Admissions & Records Service Windows. Faculty signature is not required. Return card to Admissions & Records Service Windows. Maximum of 6 units per semester. Deadline: February 18	NOT PROCESSED AFTER February 18.
CHANGING A CLASS TO AUDIT	Secure Add/Drop Card from Admissions & Records Service Windows. Obtain required signatures on card. Return card to Admissions & Records Service Windows. Deadline: February 18	Secure Add/Drop Card from Admissions & Records Service Windows. Obtain required signatures on card. Return card to Admissions & Records Service Windows. Deadline: February 18	NOT PROCESSED AFTER February 18.
WITHDRAWING FROM THIS SEMESTER ("Withdrawing" means discontinuing course participation for the semester.) For policy on eligibility to enroll in subsequent semesters, see page 19. Contact the Office of Advising Services or the Evaluations Office if you remain away from California State University, Fresno more than one calendar year.	Secure a Withdrawal Form from Admissions & Records Service Windows. Obtain signatures as required. For refund of registration fees see page 18. If you are off campus, write the Admissions & Records Office requesting a complete withdrawal. Deadline: April 21	Secure a Withdrawal Form from Admissions & Records Service Windows. Obtain signatures as required. If you are off campus, write the Admissions & Records Office requesting a complete withdrawal. All courses dropped after February 18 will be listed on the official University transcript with a "W" (Withdrawal). A "W" does not negatively impact your GPA. Deadline: April 21	After April 21, only a complete withdrawal for circumstances beyond the student's control will be processed. Secure a Withdrawal Form from Admissions & Records Service Windows. Obtain signatures as required. If you are off campus, write the Admissions & Records Office requesting a complete withdrawal. All courses dropped after February 18 will be listed on the official University transcript with a "W" (Withdrawal). A "W" does not negatively impact your GPA. Deadline: May 13