<http://www.csuchico.edu/sro/registration/class_add_drop_process.shtml>

**3rd and 4th week**

After the second week of the semester, changes to enrollment for the term require a [Class Add/Update Request](http://www.csuchico.edu/sro/documents/add_request.pdf) or [Class Drop Request](http://www.csuchico.edu/sro/documents/drop_request.pdf).  Obtain faculty signature through the fourth week of the semester and submit completed forms  to Office of the Registrar, SSC 110.

**After the 4th week**

After the fourth week of the semester, changes to enrollment for the term require a [Class Add/Update Request](http://www.csuchico.edu/sro/documents/add_request.pdf) or [Class Drop Request](http://www.csuchico.edu/sro/documents/drop_request.pdf) with a serious and compelling reason (see the [University Catalog](http://catalog.csuchico.edu/viewer/12/ACAREGS.html#withdraw)) as well as the instructor, department chair, and dean signatures.  Obtain required signatures and submit completed forms to the Office of the Registrar, SSC 110 within ten working days of the final required signature date or they will not be accepted. Any change submitted after the fifth week of the semester is assessed a $10 late fee.

If changes to your enrollment result in a change in tuition and/or fees, go to [Student Financial Services](http://www.csuchico.edu/sfin/old/index.shtml), SSC 230.  Failure to pay required fees may result in disenrollment from the requested class(es).

<http://www.ugeducation.ucla.edu/counseling/dropping.html>

**UCLA**

**Non-Impacted Courses**

**Weeks 1-2:** Courses may be dropped on [MyUCLA](http://my.ucla.edu/) with **no fee** and **no transcript notation**.

**Weeks 3-4:** Courses may be dropped on [MyUCLA](http://my.ucla.edu/) with a **$5 fee**and **no transcript notation**

**Weeks 5-7:** Courses may be dropped on [MyUCLA](http://my.ucla.edu/) with a **$20 fee** and a **transcript notation** indicating what week the course was dropped..

has a list of impacted courses

**Impacted Courses**

For a list of impacted courses, click [here](http://www.registrar.ucla.edu/soc/impact.htm).

**Weeks 1-2:** Courses may be dropped on [MyUCLA](http://my.ucla.edu/) with **no fee** and **no transcript notation**.

**Week 3 and Thereafter:** Students must file a [Red Drop Petition](http://www.ugeducation.ucla.edu/counseling/red-drop.html) with their respective counseling unit. These petitions are generally only approved for **extreme extenuating and documented circumstances**.

If a late drop is approved (Weeks 3-10), there is a **$20 fee** and **a transcript notation** indicating the week the course was dropped.

<http://www.csun.edu/admissions-records/late-add-drop-classes>

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| --- | --- | --- | --- | --- |
| **Drop a Class** | ***Weeks 1 - 3***Drop one or more classes, but not all, online through myNorthridge Portal with no approval necessary.[1](http://www.csun.edu/admissions-records/late-add-drop-classes#note1)**Feb. 12:** Last day to drop and be eligible for partial refund.See [Partial Refund Policy](http://www.csun.edu/stufin/ucs-refund-information) and [Sign up for eRefund](http://www.csun.edu/stufin/ucs-erefund-faqs).[5](http://www.csun.edu/admissions-records/late-add-drop-classes#note5) | ***Week 4***Obtain signatures of instructor and dept. chair of the course on the [4th Week Change of Schedule Petition (.pdf)](http://www.csun.edu/sites/default/files/petition.pdf) and file with Admissions and Records (BH 100) no later than **4 pm**on **Friday, Feb. 19**.[1](http://www.csun.edu/admissions-records/late-add-drop-classes#note1), [4](http://www.csun.edu/admissions-records/late-add-drop-classes#note4)No [refunds for partial withdrawals](http://www.csun.edu/stufin/ucs-refund-information).[5](http://www.csun.edu/admissions-records/late-add-drop-classes#note5) | ***Weeks 5 - 12*****NOT PERMITTED**[**EXTRAORDINARY CIRCUMSTANCES**](http://www.csun.edu/admissions-records/late-add-drop-classes#moreinfo)**ONLY**will be considered.[6](http://www.csun.edu/admissions-records/late-add-drop-classes#note6)NOTE: Beginning **Feb. 20**, students will receive a **grade of "W"** if requests to drop a class or classes are approved. | ***Weeks 13+*****NOT PERMITTED**[**EXTRAORDINARY CIRCUMSTANCES**](http://www.csun.edu/admissions-records/late-add-drop-classes#moreinfo)**ONLY**will be considered.[7](http://www.csun.edu/admissions-records/late-add-drop-classes#note7) |