

Spring 2022 Late Registration Dates and Deadlines

THE REGISTRAR'S OFFICE

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Prior to 01/24 **Adding a Class:** You can add classes using MyCSUDH. Note: if adding a class involves waiving a co-requisite, you will need to submit the Change of Program form with your Instructor's signature. If you are adding classes with time conflict, you will need to submit the Approval for Time Conflict form with both Instructors' signatures.

Dropping a Class: You can drop classes using MyCSUDH unless you're enrolled in a co-requisite class, in which case the Change of Program form with your Instructor's signature is needed.

Grading Option (CR/NC) / Audit: You should use the Grading Option Form or an Approval for Audit form, which require the Instructor's signature. Note: you must already be enrolled in the class before submitting this request.

Please Note: Waitlists will be purged on 01/23/2022.

01/24 to 02/11 **Adding a Class:** You can add classes using MyCSUDH. A Late Registration Permission Number from the Instructor/department is needed for each class. Since these permission numbers are time sensitive, you are encouraged to add each class immediately after obtaining the permission number. Note: if adding the class involves an exception, you will need to submit the appropriate form as noted in the section above.

Dropping a Class: You can drop classes using MyCSUDH unless you're enrolled in a co-requisite class, in which case the Change of Program form with the Instructor's signature is needed.

Grading Option (CR/NC) / Audit: You should use the Grading Option Form or an Approval for Audit form, which require the Instructor's signature. Note: you must already be enrolled in the class before submitting this request.

02/14 to 02/18 **Adding a Class:** You can add with a Change of Program form signed by the Instructor, Program Chair of the department, and Dean of the college offering the class.

Dropping a Class: You can drop classes using the Change of Program form with the Instructor's signature is needed.

02/18 **Census:** Last day to add and/or drop classes without receiving a mark of "W" on your transcript.

02/19 to 05/13 You may appeal to add or withdraw by submitting the Petition for Exception, signed Program Change Form, and appropriate documentation as noted below. A \$10 processing fee will be assessed to your University account.

02/19 to 04/22 Provide evidence to support a "serious and compelling reason" to add or withdraw.

04/23 to 05/13 Provide evidence of a "serious accident or illness" to withdraw from a class.