



Spring 2024

Add, Drop & Withdrawal Guide

Adding Classes (Initial Period)

- Students can add **most** courses from their initial registration appointment time until the 8th calendar day of the semester.
- Permission is **not required** to add **most** classes.

Jan. 29
to
Feb. 4

Jan. 29
to
Feb. 15

Instructor Drop Period

- To eliminate administrative barriers towards student progress, SF State is **no longer dropping students for non-payment**.
- However, it is **strongly encouraged to drop students who are not attending class** which indicates that they do not intend to take the course.

Student Drop Period

- Dropping courses during this period **does not appear** on a student's academic transcript, does not count toward their attempted units for a given term, and does not count toward the Undergraduate Withdrawal Limit.

Jan. 29
to
Feb. 16

Feb. 5
to
Feb. 16

Adding Classes (Final Period)

- Students may continue to add a class **after** the initial add deadline and before census.
- Permission is **required** to add **any** classes.

Withdrawal (Initial Period)

- For **Serious and compelling reasons**.
- Documentation is **not required**.

Feb. 17
to
Apr. 22

Feb. 23

Census Date

- The date by which **enrollment closes and data is reported** to the CSU Office of the Chancellor.

Withdrawal (Final Period)

- Withdrawal **by Exception**.
- Documentation is **required**.

Apr. 23
to
May 17

Please note: Dropping or withdrawing from one or more classes may affect a student's full-time status, tuition calculation, financial aid eligibility, veterans benefits, or international visa status. Please advise students to reach out to appropriate office(s) for clarity or assistance.

For additional Registrar's Office guides and resources for faculty and staff, visit:
<https://registrar.sfsu.edu/facultystaff>.