SAN FRANCISCO STATE UNIVERSITY

Summer 2024
Add, Drop & Withdrawal Guide

Adding Classes (Initial) Period

- Students can add **most** courses from their initial registration appointment time until the 3rd calendar day of the semester.
- Permission is **not required** to add **most** classes.

R1 | R4: Apr 6 - Jun 5
R2: Apr 6 - Jun 20
R3: Apr 6 - Jul 10

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.

R1 | R4: Jun 3 - Jun 13
R2: Jun 17 - Jun 30
R3: Jul 8 - Jul 18

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.

R1 | R4: Jun 3 - Jun 14
R2: Jun 17 - July 1
R3: Jul 8 - Jul 19

Adding Clases (Final) Period

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

R1 | R4: Jun 6 - Jun 14
R2: Jun 21 - Jul 1
R3: Jul 11 - Jul 19

Withdrawal (Initial) Period

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

R1: Jun 15 - Jun 28
R2: Jul 2 - Jul 26
R3: Jul 20 - Aug 2
R4: Jun 15 - Jul 26

Census Date

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

R1 | R4: Jun 14
R2: Jul 1
R3: Jul 19

Withdrawal (Final) Period

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

R1 : Jun 29 - Jul 5
R2: Jul 27 - Aug 9
R3: Aug 3 - Aug 9
R4: Jul 27 - Aug 9

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 Registar's Office guides and resources for faculty and staff, visit: **https://registrar.sfsu.edu/facultystaff.**

For Faculty and Staff Use