Week 1 and 2
Use your Student Center on MySacstate to drop and add classes in the Social Work Department in week 1 and week 2. You do not need instructor permission to add or drop of course during this period.

Week 3 and 4
Monday, February 7th – Friday, February 18th

During weeks 3 and 4 of the semester students are required to request permission from the instructor via the online Onbase Add/Drop form to add or drop a class. Enrollment is dependent on openings and instructor permission. To access the form log on to MySacState and navigate to the OnBase Forms page and select the “Petition to Add/Drop/Withdraw from Courses” form.

Census Date
Friday, February 18th

All drops after census date need to use the online OnBase form/petition. Log on to MySacState and navigate to the OnBase Forms page and select the “Petition to Add/Drop/Withdraw from Courses” form.

NOTE: After census date a W will be posted. For more information please review the University Drop Policy: [https://catalog.csus.edu/financial-registration-information/registration/#text](https://catalog.csus.edu/financial-registration-information/registration/#text)
**Week 5 and 6**

Requires the signature of the course instructor and the department chair. **Reasons for dropping in during this period include medical, carrying an excessive course load, student’s inadequate academic preparation for the course, or the student having significant job or career changes.**

**Week 7 through 12**

Requires the signature of the course instructor, the department chair, and the college dean. Reasons for withdrawal during this period include only medical or work-related reasons clearly beyond the control of the student; a student-initiated job change, carrying an excessive course load or inadequate preparation does not qualify.

Withdrawal is allowed after the 12th week of instruction only in exceptional cases, such as in cases of accident or serious illness where the cause is due to circumstances beyond the student’s control. Withdrawals approved during the last three weeks of the semester will not count towards the 18 unit maximum; however, a grade of “W” is still recorded on the transcript.