


Spring 2025 Enrollment Information for Faculty

Adding Classes once the semester begins

- During the first week of the semester (Jan. 17 thru Jan. 24), students may continue to add open classes without a permission number, and the waitlist will continue to run nightly. All prerequisites will continue to be enforced and any section that requires instructor consent will still need a permission number to enroll.
- During weeks two and three of the semester (Jan. 27 thru Feb. 7), instructors may give a permission number to students to add their class. Permission numbers can be found in the Faculty Center by clicking on the permission number icon  next to the specific class section. Be sure to track which permission numbers have been given out on the [class roster in your Faculty Center](#).
- Students must use any permission numbers by **February 7th by 12 Noon**. Permission numbers expire after that date & time. The enrollment time cutoff enables Financial Aid and student account processes to update by the end of the third week.
- **The last day for students to add a class is Friday, February 7th by 12 Noon.**
- Students are generally not permitted to add a class beyond the third week. Exceptions are made only in cases of extenuating circumstances beyond the student's control. In these instances, students may submit a [Late Add Petition](#) via Adobe Sign to obtain instructor and chair approval. If approved, the Registrar's Office will process the late add.
- Any late adds after census (February 17, 2025) will not count toward our campus FTE that we report to the Chancellor's Office.
- Students may audit a course with instructor approval by submitting an [Audit Petition](#) to the Registrar's Office.

Waitlists

- Instructors can view waitlists in the Faculty Center within the class roster. Select "waiting" from the *Enrollment Status* drop down menu at the top of the roster.
- The waitlist process will continue to run through the first week of the semester. The last day a student can add themselves to a waitlist is January 24th. The waitlist process will run one final time on January 25th.
- Waitlists will be purged at the end of the Add/Drop period. If instructors would like to reference a waitlist after February 7th, they should save it before that date. A report of the purged waitlists will also be saved should anyone need to reference students who were on the waitlist.
- Starting with the second week of the semester, adding a student is completely at the instructor's discretion. It would be instructor choice to reference a waitlist.

Instructor Initiated Drops

- Faculty may drop students during the first three weeks of the semester (Jan. 17 thru Feb. 7) for reasons such as nonattendance or not meeting prerequisites for the class.
- There is new functionality in the Faculty Center that will allow faculty to [submit Instructor Initiated Drops](#) directly through the class roster.
- Instructor Initiated Drops are *not* required of faculty; it is ultimately the student's responsibility to drop classes by the published deadlines.
- The last day a faculty member may submit an instructor-initiated drop is February 7, 2025.

Student Initiated Drops and Withdrawals

- During the first three weeks of the semester (Jan. 17 thru Feb. 7), students may drop themselves via myCI; no permission required.
- **The last day for students to drop a class via myCI without a “W” grade is Friday, February 7th by 12 Noon.** The enrollment time cutoff enables Financial Aid and student account processes to update by the end of the third week.
- **Spring 2025 Withdrawals after the Add/Drop Period:** Students must submit an online withdrawal request and a “W” grade will be recorded on the transcript. “W” grades do not impact the GPA, but students are limited to 18 units of course withdrawals during their academic career at CSUCI. Medical and term withdrawals with extenuating circumstances are excluded from this limit.
- The last day for a student to withdraw from an individual course with approval from the instructor and program is April 18, 2025. After this date, a serious and compelling reason will be required to request a course withdrawal.
- Term withdrawals will be accepted through June 2, 2025.
- The Registrar’s Office will notify instructors and chairs when a student has withdrawn from the term.

Class Enrollments

- Enrollment changes daily during the Add/Drop period. Refer to your class roster at least once a week in your Faculty Center.
- Do not let unregistered students continue to attend. Adds are generally not permitted after February 7, 2025. Late adds are processed only in cases of extenuating circumstances beyond the student’s control.
- Any adds after census (February 17, 2025) will not count toward our campus FTE that we report to the Chancellor’s Office.

Change of Grading Basis

- For courses with the “student option” grading basis, students may adjust their grading basis to either “Credit/No Credit” or “Letter Grade” in CI Records until March 14, 2025.
- Courses must have gone through the curriculum process to have the “student option” grading basis. If a course is listed in the catalog as either “Credit/No Credit” or “Letter Grade,” students will not be able to change their grading basis.

Spring 2025 Grading

- Spring 2025 grades will be due Friday, May 23, 2025, by 11:59PM. Grades are posted and available for students to view on May 24th.
- Grade rosters are generated approximately three weeks before the grading deadline and are scheduled to be available no later than May 5th for Spring grades.

Course Substitutions

- Program Chairs and Faculty Advisors with signature authority may submit course substitution requests for their major/minor on CI Records using the Advisor Request feature.
- A guide is available on the [web](#) for submitting course substitutions. Chairs and advisors may also contact registrar@csuci.edu to request a copy.

Fall 2025 Registration Dates

- The Fall 2025 schedule of classes will be published on approximately April 1, 2025.
- Continuing student registration appointments begin April 15, 2025, and run through April 24, 2025. Enrollment [appointment distribution](#) is posted on the web.
- New student registration will occur at Advising & Registration sessions [scheduled during May, June & July](#).