

## Spring 2026 Enrollment Information for Faculty

### **Adding Classes once the semester begins**

- During the first week of the semester (Jan. 26 thru Feb. 1), 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 (Feb. 2 thru Feb. 13), 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 13th 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 and prior to the final payment deadline.
- **The last day for students to add a class is Friday, February 13th 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 23, 2026) 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 30th. The waitlist process will run one final time on January 31st.
- Waitlists will be purged at the end of the Add/Drop period. If instructors would like to reference a waitlist after February 13th, they should save it before that date. A report of the purged waitlists will also be saved in the Registrar's Office 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.

### **Faculty Initiated Drops**

- Faculty may drop students during the first three weeks of the semester (Jan. 26 thru Feb. 13 by 12PM) 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 [Faculty Administrative Drops](#) directly through the class roster.
- The last day a faculty member may submit a faculty-initiated drop is February 13, 2026, by 12 Noon.

### **Student Initiated Drops and Withdrawals**

- During the first three weeks of the semester (Jan. 26 thru Feb. 13), 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 13th by 12 Noon.**  
The enrollment time cutoff enables Financial Aid and student account processes to update by the end of the third week and prior to the final payment deadline.
- **Spring 2026 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 is April 24, 2026. After that date, students will need an extenuating circumstance and may need to provide supporting documentation to withdraw from an individual course.
- Term withdrawals will be accepted through June 8, 2026.
- 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 13, 2026. Late adds are processed only in cases of extenuating circumstances beyond the student’s control.
- Any adds after census (February 23, 2026) 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 27, 2026.
- 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 2026 Grading**

- Spring 2026 grades will be due Friday, May 29, 2026, by 11:59PM. Grades are posted and available for students to view on May 30<sup>th</sup>.
- Grade rosters are generated approximately three weeks before the grading deadline and are scheduled to be available no later than May 8<sup>th</sup> 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](mailto:registrar@csuci.edu) to request a copy.

### **Summer & Fall 2026 Registration Dates**

- The Summer 2026 schedule of classes will be published on approximately March 11, 2026, with registration beginning March 24<sup>th</sup>.
- The Fall 2026 schedule of classes will be published on approximately April 2, 2026.
- Fall 2026 continuing student registration appointments begin April 21, 2026, and run through April 30, 2026. Enrollment [appointment distribution](#) will be posted on the web.