



## 2024 Winter Session - Academic Calendar

October 16 . . . . Schedule of Winter Session classes available (tentative)  
October 23 . . . . Winter Session registration begins  
**January 2, 2024** . . First Day of Classes; add a class without a late fee  
January 3 . . . . . **Last day to drop without a “W” being recorded**  
January 3 . . . . . **Last day to receive 100% refund for dropped class**  
January 3 . . . . . Last day to add classes without a late fee  
January 4 . . . . . Last day to change between Audit, Credit/No Credit, and Letter grading  
January 4 . . . . . Last day of schedule adjustment period  
January 5 . . . . . First day to add a class with \$25 late fee and requires instructor approval  
January 5 . . . . . Census Day  
January 5 . . . . . Last day to drop/withdraw from class with instructor signature  
January 6 . . . . . **Last day to receive 60% refund for dropped class – NO REFUNDS AFTER THIS DATE!**  
January 15 . . . . . **HOLIDAY – Dr. Martin Luther King Jr. Day – NO CLASSES**  
January 17 . . . . . Last day of class  
January 18 . . . . . Final Exam Day  
January 19. . . . . **Grades due**

### Drop Policy for 2024 Winter Session

#### **11 instruction days: January 2 – 17, 2024**

January 3 – Last day to drop without a “W” being recorded  
January 3 – last day to add class without a late fee  
January 5 – Last day to withdraw from class for a serious and compelling reason; Requires approval from instructor and Extended Education

### Refund Policy for 2024 Winter Session

If the course is cancelled for any reason, student will receive a 100% refund. Failure to withdraw/drop a course in which one is officially registered but does not complete will result in a grade of “F” or “No Credit”. **Students are not dropped automatically for non-payment or non-attendance. It is the responsibility of the student to drop themselves from a course.**

Course cancellation – 100% refund

On or before **January 3 – 100% refund**

After January 4, but BEFORE **January 7 – 60% refund**

**After January 7 – NO REFUNDS**

Refunds are based on the date when the official withdrawal is received in the Extended Education office. If you need to drop a class, you may do so via your myCSUB account, email, fax, or mail **through the Extended Education** office. The day you drop online, or when the form is received in our office, is the official date of withdrawal and determines the amount of refund, if any. Allow up to six weeks for refunds to be processed. If you do not receive your refund by that time, please contact the Extended Education office at [WinterSession@csub.edu](mailto:WinterSession@csub.edu). A delay in dropping online or submitting required forms may result in a reduced refund and/or be subject to \$25 administrative fee.