



# Registration Drop/Add Form

Student Name: \_\_\_\_\_ PSU ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activity: Registration: \_\_\_\_\_ Drop/Add: \_\_\_\_\_ Late Add: \_\_\_\_\_ Late Drop: \_\_\_\_\_

Add Courses

Drop Courses

| <u>Schedule<br/>Number</u> | <u>Course<br/>Abbrev</u> | <u>Course<br/>Number</u> | <u>Section</u> | <u>Credit</u> | <u>Course<br/>Abbrev</u> | <u>Course<br/>Number</u> | <u>Section</u> |
|----------------------------|--------------------------|--------------------------|----------------|---------------|--------------------------|--------------------------|----------------|
| _____                      | _____                    | _____                    | _____          | _____         | _____                    | _____                    | _____          |
| _____                      | _____                    | _____                    | _____          | _____         | _____                    | _____                    | _____          |
| _____                      | _____                    | _____                    | _____          | _____         | _____                    | _____                    | _____          |
| _____                      | _____                    | _____                    | _____          | _____         | _____                    | _____                    | _____          |
| _____                      | _____                    | _____                    | _____          | _____         | _____                    | _____                    | _____          |
| _____                      | _____                    | _____                    | _____          | _____         | _____                    | _____                    | _____          |
| _____                      | _____                    | _____                    | _____          | _____         | _____                    | _____                    | _____          |
| _____                      | _____                    | _____                    | _____          | _____         | _____                    | _____                    | _____          |

Academic Period:

\_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: \_\_\_\_\_ Campus: \_\_\_\_\_

- Students should consult with their academic adviser before making any course changes.
- Dates for the regular course drop and add periods can be found on the Academic Calendar located on the Registrar's home page.
- Late course adds and late course registration are those processed after the regular add period end for the semester. The late course drop period starts after the drop period ends and continues to the published late drop deadline. These time frames are proportional for other than fifteen-week calendars.
- Section changes can be done through the end of the twelfth week of classes at the department offering the course.
- Students are expected to register before classes begin. Registering late will incur additional fees.
- Starting with the first day of the semester, the tuition bill must be paid before any course add can be processed.
- Students dropping below full-time or their originally scheduled credit level may be assessed a tuition penalty.

**Add a course that is departmentally controlled:** Take this form to the department offering the course for processing.

Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**To late register, add a course that is full or to add a course after the add period ends:** Take this form to either the department offering the course or to the Registrar's Office for processing.

Course Instructor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

If late adding more than one course, have instructors sign beside appropriate courses on the form.

**Late drop a course:** Take this form to your department, or to the Registrar's office for processing.