

Registration Drop/Add Form








LAST name (Please print)	FIRST name	PSU I.D. # 9 -
Student Signature		Date

Academic Period			
Fall	Spring	Summer	Year

Campus Location

CLASSES TO BE ADDED					
Schedule Number (ex. 843531)	Course Abbreviation (ex . ENGL)	Course Number (ex. 015)	Section Number (ex. 001)	Credits (ex. 3.0) (SA/UN) (AU)	Instructor/Department Signature (if required)
					Date
					Date
					Date
					Date
					Date
					Date

CLASSES TO BE DROPPED				
Schedule Number (ex. 843531)	Course Abbreviation (ex . ENGL)	Course Number (ex. 015)	Section Number (ex. 001)	Credits (ex. 3.0) (SA/UN) (AU)

-  You should consult with your academic adviser before making any schedule adjustments.
-  Regular course drop/add periods can be found under the Academic Calendars tab on the Registrar's home page.
-  Late course adds and late course registration are those processed after the regular drop add period ends.
The late drop period begins after the drop period ends and continues through the end of published late drop deadlines; these times are proportional for other than 15-week calendars.
-  Section changes **MUST** be done in the department offering the course; changes can be made through the end of the 12th week.
-  You are expected to register before a semester's drop/add deadline to avoid the **\$250 late registration fee**.
-  Starting with the first day of the semester, you will not be able to process any schedule adjustments unless your tuition bill has been paid.
-  If you drop below full-time status, you may be assessed a tuition penalty based on your original schedule, and you may jeopardize your financial aid.

ADDITIONAL INFORMATION:

- **Instructor signatures** are required for (1) late registration, (2) adding classes that are full; and, (3) adding courses after the add period.
- To schedule **more than 19 credits**, you must add the overload credits in the department offering the course during the drop/add period.
- To **enroll in a controlled course**, you must take drop/add form to the department offering the course for approval and processing.
- To **late drop a course**, you may: (1) complete the eLion Late Course Drop application prior to the deadline; (2) return this form to the department offering the course; or, you may (3) submit this form to the campus Registrar's Office.