Pacific
Lutheran
University

ADD / DROP / WITHDRAW FORM

Print Name: _____ **Telephone:** (_____) _____

PLU ID #: _____ _____ _____ _____ -- _____ _____ _____ _____ **PLU Email**: _____@plu.edu

☐ **Summer** ☐ **Fall** ☐ **J-Term** ☐ **Spring** _____**YEAR**

UNIVERSITY POLICY

Adding or Dropping a Class

a) All add/drop activity must be completed by the listed add/drop deadlines for the specific term or semester**.** Please refer to www.plu.edu/registrar website for specific dates.

b) Before adding or dropping courses, students are encouraged to contact their academic advisor for assistance. Your advisor is a great resource in assisting you with your academic goals.

c) You may **add** a course without an instructor's signature **only** during the first **5 business days** of a full or half semester class.

d) In extraordinary circumstances, a student may add after the deadlines; but must have the instructor's signature, and because of this change, is charged a **$100.00 late registration fee + any additional tuition.**

e) A student may **drop** a course without an instructor's signature **only** during the first **10 business days** of a full semester-length class or the first **5 business days** of a half semester-length class.

Withdrawing from a Class

a) After the add/drop deadlines, a student may withdraw from a class with an instructor's signature, but it must be before the last day to withdraw deadline, published on the Registrar's Office website. **However, tuition is not refunded, and you will be charged a $100.00 late registration fee and for any additional classes you enroll in.** A grade of "W" is recorded on the student's academic transcript. (The withdrawal and tuition procedures are detailed in the PLU Catalog.)

b) If you were enrolled in a class and never attended, and you did not drop it before the published deadlines, you will be charged for the class unless you obtain the instructor's signature. If you obtain the instructor's signature, **you will not be charged tuition for the class, but you will be charged a $100.00 late registration fee.** (See column *NEVER ATTENDED CLASS)*

Repeating Classes

a) Classes may be repeated one time and still be covered by financial aid funding.

Auditing Classes

a) To audit a class is to enroll with permission of the instructor on a non-credit basis. Auditing a class is the same price as regular tuition.

Time Conflicts

a) Students will not be registered with time conflicts without the approval of an instructor. Any registration changes for fall or spring after the 10TH day of class may result in additional tuition charges/fees and may also affect your financial aid (if applicable). Any registration changes for summer or J-Term (please refer to the *Registrar's Office website* for deadlines) may result in additional tuition charges/fees and may also affect your summer financial aid (if applicable). If you have questions, please contact the Student Services Center.

I have read and I understand the above University policies regarding registration.

_____ _____

STUDENT SIGNATURE **TODAY'S DATE**

ADD

Adding a class after the published add deadline for the term/semester requires the instructor's signature.

CRN	SUBJ / CLASS # / SECT / TITLE	AUDITS/ REPEATS	SEMESTER HOURS	INSTRUCTOR'S SIGNATURE (Also indicates OK for exceeding class limit or time conflict)	DATE OF INSTRUCTOR SIGNATURE

DROP / NEVER ATTENDED/ WITHDRAW

Withdrawing from a class after the published drop deadline for the term requires the instructor's signature.

CRN	SUBJ / CLASS # / SECT	DROP	NEVER ATTENDED	WITHDRAW	INSTRUCTOR'S SIGNATURE (Required after the drop deadline)	DATE OF INSTRUCTOR SIGNATURE