



ADD / DROP / WITHDRAW FORM

Print Name: _____ Telephone: (____) _____

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

Summer
 Fall
 J-Term
 Spring
 _____ YEAR

UNIVERSITY POLICY

All registration changes must be completed by the deadlines listed on the Registrar's Office Dates & Deadlines page.

Consultation with your academic advisor is recommended before making any registration changes.
Registration changes may result in additional tuition charges/fees and can affect financial aid.

Adding a Class

- a) Adding a class may be done in the first 5 business days of a full semester or the first 2 days of a half semester, summer, or J-term.
- b) Adding a class after the deadline is considered an exception to policy. Instructor signature is required and a **\$100 late registration fee plus any additional tuition is charged.**
- c) Adding a class with a time conflict always requires instructor signature.

Dropping a Class

- a) Dropping a class may be done in the first 10 business days of a full semester or the first 5 days of a half semester, summer, or J-term.
- b) Dropping a class after the deadline is considered a withdrawal. See *Withdrawing from a Class* section below.
- c) Dropping a class does not require instructor signature.

Withdrawing from a Class

- a) Withdrawing from a class may be done after the add/drop period ends and before the class withdrawal deadline. A grade of W is recorded on the student's academic transcript. **Tuition is not refunded. Added credits do not replace withdrawn credits for billing purposes.**

Never Attend

- a) A class may be dropped after the deadline if a student has never attended. Instructor signature is required, tuition is not charged, but a **\$100 late registration change fee is assessed.**

Repeating Classes

- a) Classes may be repeated twice for a total of three attempts. Only the first repeat can be covered by a student's 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.

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

_____ **STUDENT SIGNATURE**

_____ **TODAY'S DATE**

ADD/REPEAT/AUDIT

CRN	SUBJECT / NUMBER / SECTION	AUDITS/ REPEATS	SEMESTER HOURS	INSTRUCTOR'S SIGNATURE <small>(Also indicates OK for exceeding class limit or time conflict)</small>	DATE OF INSTRUCTOR SIGNATURE

DROP/NEVER ATTEND/WITHDRAW *

CRN	SUBJECT / NUMBER / SECTION	DROP	NEVER ATTEND	WITHDRAW	INSTRUCTOR'S SIGNATURE <small>(Required after the drop deadline)</small>	DATE OF INSTRUCTOR SIGNATURE