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.

Withdrawning 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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ / CLASS # / SECT / TITLE</th>
<th>AUDITS/REPEATS</th>
<th>SEMESTER HOURS</th>
<th>INSTRUCTOR’S SIGNATURE (Also Indicates OK for exceeding class limit or time conflict)</th>
<th>DATE OF INSTRUCTOR SIGNATURE</th>
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DROP / NEVER ATTENDED / WITHDRAW

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

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<tr>
<th>CRN</th>
<th>SUBJ / CLASS # / SECT</th>
<th>DROP</th>
<th>NEVER ATTENDED</th>
<th>WITHDRAW</th>
<th>INSTRUCTOR’S SIGNATURE (Required after the drop deadline)</th>
<th>DATE OF INSTRUCTOR SIGNATURE</th>
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