

## 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 the front pages of the Class Schedule or go online at [www.plu.edu/~regi/](http://www.plu.edu/~regi/).
- 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 signature **only** during the first **5 business days** of a full or half semester-length 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 **\$50.00 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 calendar page of the Class Schedule. **However, tuition is not refunded, and you will be charged a \$50.00 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 for the class, but you will be charged a \$50.00 late registration fee.** (See column *NEVER ATTENDED CLASS*)

#### Repeating Classes

- a) Repeated classes are not covered by financial aid funding and cannot be counted toward full-time status for 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 the instructor.

Any registration changes for fall or spring after the 10<sup>th</sup> 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 *Class Schedule* 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 / WITHDRAW / NEVER ATTENDED

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

CRN #	SUBJ / CLASS # / SECT / TITLE	AUDITS/ REPEATS	SEMESTER HOURS	INSTRUCTOR'S SIGNATURE (Required after the drop deadline!)	NEVER ATTENDED CLASS (Instructor's Signature)	DATE OF INSTRUCTOR SIGNATURE