

****Drop/Add processes for Fall 2009****

Course Additions

Week	Restrictions
1 (Aug 24- Aug 30)	Web student self – registration adjustments (through MyPurdue) with no approval needed. Students are strongly encouraged to consult with their academic advisor before adding a class.
2-4 (Aug 31- Sept 21)	Approval of academic advisor and instructor. After the academic advisor and instructor have a signed Form 23, the student is to take the form to the Registrar in HOVD- room 45.
5-9 (Sept 22- Oct 28)	Extenuating circumstances only. Approval of academic advisor, instructor, and head of the department in which the course is listed. After obtaining the necessary signatures, the student takes the completed Form 23 to the Registrar's Office in HOVD- room 45.
10-16	Not permitted

Course Drops

Week	Restrictions
1-2 (Aug 24- Sept 7)	Web student self-registration drop with no approval needed - course will not be recorded. Students are strongly encouraged to consult with their academic advisor before dropping a class.
3-4 (Sept 8- Sept 21)	Approval of academic advisor; course will be recorded with grade of W. After the academic advisor has signed the Form 23, the student takes the completed form to the Registrar's office in HOVD- room 45.
5-9 (Sept 22- Oct 28)	Approval of academic advisor. The instructor shall indicate whether the student is passing or failing. A grade of W, WF, WN, or WU will be recorded. It will not go in the grade point average. After the academic advisor and instructor have a signed Form 23, the student is to take the form to the Registrar in HOVD- room 45. Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature. Grades recorded for these students will be W. After the academic advisor has a signed Form 23, the student is to take the form to the Registrar in HOVD- room 45.
10-16	Course assignments cannot be cancelled during this period

Best Wishes for a GREAT Fall 2009 semester!

Susan, Mary Beth, & Sherry

HTM Student Services